

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, DECEMBER 14, 2015, AT 7:00 P.M.**

Members present: Jacqueline K. King, H. Judson Lambert, William B. Weisiger

Members absent: Trenton G. Crewe, Jr., Thomas F. Hundley

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Robert P. Kaase, Marie B. Bishop, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Kenneth Akers

RE: CALL TO ORDER, QUORUM, PLEDGE

In the absence of Mayor Crewe, Vice-Mayor King called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilman Lambert.

RE: CONSENT AGENDA

Vice-Mayor King presented the consent agenda consisting of the minutes of the regular meeting of November 23, 2015, and the request of the Concerned Citizens Network for waiver of fees for use of the Heritage Preservation Center and to conduct the Martin Luther King Day March and Program on Sunday, January 17, 2016, at 2:00 p.m. She inquired of the Council if there is a motion to approve the consent agenda together or as separate items. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to approve the consent agenda consisting of the minutes of the regular meeting of November 23, 2015, and the request of the Concerned Citizens Network for waiver of fees for use of the Heritage Preservation Center and to conduct the Martin Luther King Day March and Program on Sunday, January 17, 2016, at 2:00 p.m., as presented. Vice-Mayor King inquired if there is any discussion on the motion to approve the consent agenda, as presented. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

RE: PUBLIC HEARING – CERTIFICATES OF PUBLIC CONVENIENCE AND NECESSITY

Vice-Mayor King advised the meeting constituted a public hearing (due notice having been given) to consider renewing the Certificates of Public Convenience and Necessity during 2016 for City Cabs of Wytheville, LLC, Guardian Emergency Medical Services, Incorporated, Trinity Ambulance Service and Richardson Ambulance Service, LLC for the operation of taxicabs. Vice-Mayor King stated there is no one listed on the sign in sheet who noted they wished to address the Council in regard to the public hearing. She advised that she will reserve the right to revisit the public hearing if someone comes in later during the meeting who wished to address the Council in regard to the Certificates of Public Convenience and Necessity. There being no one who desired to address the Council, Vice-Mayor King declared the public hearing closed, and she proceeded with the agenda.

RE: CITIZENS' PERIOD

Vice-Mayor King advised the next agenda item is Citizens' Period. She thanked Ms. Marie Bishop for attending the Council meeting, and inquired if Ms. Bishop would like to address the Council. Ms. Bishop stated that she would not like to address the Council, however, she would like to wish the Town Council a Merry Christmas. Vice-Mayor King wished Ms. Bishop and Mr. Danny Gordon a Merry Christmas from the Town Council, as well.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, December 15, 2015, at 7:00 a.m. He noted that it will be the Council's decision, but this may be the last Council Work Session before 2016.
2. The New River Regional Water Authority will meet on Thursday, December 17, 2015, at 9:30 a.m., in the Council Chambers.
3. The Council Personnel Committee will meet on Friday, December 18, 2015, at 8:15 a.m., at the Wytheville Meeting Center.

4. The Town of Wytheville offices will be closed on Thursday, December 24, 2015, and Friday, December 25, 2015, and all services will be curtailed, in observance of the Christmas holiday.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Weisiger, reporting for the Budget and Finance Committee, stated that at the last meeting of Council, the Budget and Finance Committee discussed the need to improve the Town's radio communication equipment. He noted that the Town's radio communication equipment, currently, are analog systems which are outdated technology. Councilman Weisiger explained that at the last meeting, the Council authorized the Town Manager to execute documents as may be necessary for the purchase and the payment of these new digital platform radio systems. He commented that the new radio systems will be purchased through a loan agreement with the Lease Corporation of America. Councilman Weisiger stated that as a part of the closing documents, the Lease Corporation of America requires the adoption of a resolution by the governing body authorizing the five year loan. He advised that later in the meeting, the Council will consider such a resolution, and it would be the recommendation of the Budget and Finance Committee that the resolution be adopted.

Councilman Weisiger, also, reported that the Crossroads Regional Industrial Facilities Authority (CRIFA) met this past Monday and took several actions. He explained that, first, the Authority authorized a management agreement with the Joint Industrial Development Authority (JIDA) of Wythe County to perform managerial tasks for CRIFA. Councilman Weisiger commented that the fee to be paid to the JIDA is \$1,000.00 per year. He stated, secondly, the Authority extended its search for a Small Business Development Coordinator. Councilman Weisiger noted, last year, the Southwest Regional Enterprise Center (SREC) in Galax, Virginia, ceased its operations in Wythe and Bland Counties, therefore, the Small Business Development person that had been assigned here is no longer available. He explained that CRIFA received approximately \$75,000.00 in the separation from the SREC and is seeking to have a Small Business Development person in Wythe and Bland Counties. Councilman Weisiger stated this will be a part-time position with the successful candidate working in both Wythe and Bland Counties. He commented that, currently, there are no candidates, but the Authority continues to seek them. Councilman Weisiger advised that, finally, the Authority declared its annual dividend for the three participating jurisdictions. He stated there have been four industrial development projects that were initially funded by Bland County, Wythe County and the Town of Wytheville, and the host jurisdiction shares the Machinery and Tools Taxes collected at that facility. Councilman Weisiger explained that, this year, the dividend, or the shared amount among the participating jurisdictions, is \$140,000.00. He stated this cooperative effort between the Town of Wytheville, Bland County and Wythe County has had a positive revenue stream for the past number of years after paying off some initial debt. Councilman Weisiger advised that there is no action required by the Council, but the Budget and Finance Committee did want everyone to be aware of the activities that are ongoing with the Crossroads Regional Industrial Facilities Authority. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Lambert, reporting for the Public Works Committee, stated the Town has had a number of ongoing efforts to create a Farmers' Market in the downtown area. He noted that, initially, funding to purchase the building, previously the Hobert N. Grubb warehouse building located at the corner of Second and Spring Streets, was provided by the Wythe-Bland Foundation. Councilman Lambert explained that the ultimate goal will be for the interior of the building to be refinished, as well as to provide sheds on either side of the building for conducting sales by the agricultural community. He commented that, currently, the interior of the building has been cleaned up and painted, along with the addition of new light fixtures in the ceiling. Councilman Lambert remarked that the cost of painting and other improvements, which was \$15,500.00, was from funds provided by a grant from the Department of Environmental Quality. Additionally, the Town has made application for an additional \$75,000.00 to Rural Development to provide funds that would allow for other interior renovations including restrooms, new electrical service and, hopefully, funds to purchase new roll up doors and new windows. He stated this past week, the Town was advised that the Agribusiness Committee of the Tobacco Commission recommended to the Commission that the Town be awarded \$85,000.00 in grant funding that could be used for providing the shed on the Second Street side of the building. Councilman Lambert advised that as the Town moves forward with these various improvements, it will provide a very good functional location for the Farmers' Market. He stated, fortunately, practically all of the expenses that have been incurred, to date, have been with the use of grant funding.

Councilman Lambert, also, reported that as the Public Works Committee reported at a previous meeting, the Town has made application to the Virginia Department of Transportation for Map-21 funding to construct a sidewalk from the Northwinds apartment complex along Fourth Street to Commonwealth Drive. He explained that, understandably, with the number of pedestrians that are on this portion of North Fourth Street, a sidewalk would be beneficial. Councilman Lambert stated this project preliminarily is estimated to cost about \$1 million, and 80 percent, or approximately \$800,000.00, will be in the form of grant funds from the Virginia Department of Transportation. He noted that another requirement of the program requires the Town to hold an administrative public hearing to receive comments on the grant application process. Councilman Lambert commented that this hearing was held on December 10, 2015, in the Council Chambers. He noted that there were no comments received about the proposed improvements. Councilman Lambert advised that since there were no comments requiring a response, the Town will now proceed forward with the grant application. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: FARMERS' MARKET

Town Manager Sutherland stated the Farmers' Market had a great opening on Saturday, December 12, 2015. He noted that the Farmers' Market Board reported to have approximately 700 people in attendance. Town Manager Sutherland commented that it was quite amazing. Mr. Gordon remarked that he attended the opening, and it really was amazing.

RE: RESOLUTION – NEW RADIO EQUIPMENT

Vice-Mayor King advised that the next agenda item is the resolution authorizing the funding for the new radio equipment for all Town operations. She inquired of the Council if there is a motion concerning the resolution. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to adopt a resolution authorizing the funding for the new radio equipment for all Town operations, and authorizing Mayor Crewe and/or Town Manager Sutherland and Town Clerk Corvin to execute the documents. Vice-Mayor King inquired if there is any discussion on the motion to adopt the resolution. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

RE: RESOLUTION – GEORGE WYTHE HIGH SCHOOL GOLF TEAM

Vice-Mayor King advised that the next agenda item is the resolution recognizing the George Wythe High School Golf Team. She inquired of the Council if there is a motion concerning the resolution for the George Wythe High School Golf Team's championship season. A motion was made by Councilman Lambert and seconded by Councilman Weisiger to adopt a resolution recognizing the George Wythe High School Golf Team. Vice-Mayor King inquired if there is any discussion on the motion to adopt the resolution. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

RE: RESOLUTION – GEORGE WYTHE HIGH SCHOOL FOOTBALL TEAM

Vice-Mayor King advised that the next agenda item is the resolution recognizing the George Wythe High School Football Team. She inquired of the Council if there is a motion concerning the resolution for the George Wythe High School Football Team's successful season. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to adopt a resolution recognizing the George Wythe High School Football Team. Vice-Mayor King inquired if there is any discussion on the motion to adopt the resolution. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

Town Manager Sutherland advised that the Council could give some consideration as to whether they would like to have the resolutions framed for the teams. Vice-Mayor King stated she thought the resolutions should be framed. She noted that it would probably be hard to get all of the team members to attend the next Town Council meeting for a presentation. Town Manager Sutherland noted that he would think so. He commented that the Council could invite the Head Coaches to attend the next Council meeting for the presentation. Vice-Mayor King inquired of the Council if they would like to invite the George Wythe High School Golf and Football Team Head Coaches to the January 11, 2016, Town Council meeting. Town Manager Sutherland advised that he thought that would be a good idea.

RE: APPOINTMENTS – BUILDING CODE APPEALS BOARD

Vice-Mayor King advised that the next agenda item is the appointment to the Building Code Appeals Board to fill the expired term of Mr. George W. Zuurbier (term expired July 25, 2015). She stated that the Council has the application of Mr. Michael G. Grady, enclosed in their Council books, for consideration of appointment to this Board. Vice-Mayor King noted that the appointment would be for a five year term, which would expire July 25, 2020. She inquired of the Council if there is a motion concerning the appointment of Mr. Michael G. Grady to the Building Code Appeals Board. A motion was made by Councilman Lambert and seconded by Councilman Weisiger to appoint Mr. Michael G. Grady to the Building Code Appeals Board for a five year term, which expires July 25, 2020. She inquired if there is any discussion on the motion to appoint Mr. Michael G. Grady to the Board. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

RE: CERTIFICATES OF PUBLIC CONVENIENCE AND NECESSITY

Vice-Mayor King advised that the next agenda item is to consider renewing the Certificates of Public Convenience and Necessity during 2016 for City Cabs of Wytheville, LLC, Guardian Emergency Medical Services, Incorporated, Trinity Ambulance Service and Richardson Ambulance Service, LLC for the operation of taxicabs. She inquired of the Council if there is a motion to renew the Certificates of Public Convenience and Necessity. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to renew the Certificates of Public Convenience and Necessity during 2016 for City Cabs of Wytheville, LLC, Guardian Emergency Medical Services, Incorporated, Trinity Ambulance Service and Richardson Ambulance Service, LLC for the operation of taxicabs. Vice-Mayor King inquired if there is any discussion on the motion to renew the Certificates of Public Convenience and Necessity. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Jacqueline K. King, H. Judson Lambert, William B. Weisiger. Against: None.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:15 p.m.).

Jacqueline K. King, Vice-Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

DECEMBER 14, 2015

1. At the last meeting of Council, we discussed the need to improve the Town's radio communication equipment. The Town's radio communication equipment, currently, are analog systems which are outdated technology. At the last meeting, we authorized the Town Manager to execute documents as may be necessary for the purchase and the payment of these new digital platform radio systems. The new radio systems will be purchased through a loan agreement with the Lease Corporation of America. As a part of the closing documents, the Lease Corporation of America requires the adoption of a resolution by the governing body authorizing the five year loan. Later in the meeting, the Council will consider such a resolution, and it would be the recommendation of the Budget and Finance Committee that the resolution be adopted.
2. The Crossroads Regional Industrial Facilities Authority (CRIFA) met this past Monday and took several actions. First, the Authority authorized a management agreement with the Joint Industrial Development Authority (JIDA) of Wythe County to perform managerial tasks for CRIFA. The fee to be paid to the JIDA is \$1,000.00 per year. Secondly, the Authority extended its search for a Small Business Development Coordinator. Last year, the Southwest Regional Enterprise Center (SREC) in Galax, Virginia, ceased its operations in Wythe and Bland Counties, therefore, the Small Business Development person that had been assigned here, is no longer available. CRIFA received approximately \$75,000.00 in the separation from the SREC and is seeking to have a Small

Business Development person in Wythe and Bland Counties. This will be a part-time position with the successful candidate working in both Wythe and Bland Counties. Currently, there are no candidates, but the Authority continues to seek them. Finally, the Authority declared its annual dividend for the three participating jurisdictions. There have been four industrial development projects that were initially funded by Bland County, Wythe County and the Town of Wytheville, and the host jurisdiction shares the Machinery and Tools Taxes collected at that facility. This year, the dividend, or the shared amount among the participating jurisdictions, is \$140,000.00. This cooperative effort between the Town of Wytheville, Bland County and Wythe County has had a positive revenue stream for the past number of years after paying off some initial debt. There is no action required by the Council, but we did want everyone to be aware of the activities that are ongoing with the Crossroads Regional Industrial Facilities Authority.

Jacqueline K. King

William B. Weisiger

PUBLIC WORKS COMMITTEE REPORT

DECEMBER 14, 2015

1. The Town has had a number of ongoing efforts to create a Farmers' Market in the downtown area. Initially, funding to purchase the building, previously the Hobert N. Grubb warehouse building located at the corner of Second and Spring Streets, was provided by the Wythe-Bland Foundation. The ultimate goal will be for the interior of the building to be refinished, as well as to provide sheds on either side of the building for conducting sales by the agricultural community. Currently, the interior of the building has been cleaned up and painted, along with the addition of new light fixtures in the ceiling. The cost of painting and other improvements, which was \$15,500.00, was from funds provided by a grant from the Department of Environmental Quality. Additionally, the Town has made application for an additional \$75,000.00 to Rural Development to provide funds that would allow for other interior renovations including restrooms, new electrical service and, hopefully, funds to purchase new roll up doors and new windows. This past week, the Town was advised that the Agribusiness Committee of the Tobacco Commission recommended to the Commission that the Town be awarded \$85,000.00 in grant funding that could be used for providing the shed on the Second Street side of the building. As we move forward with these various improvements, it will provide a very good functional location for the Farmers' Market. Fortunately, practically all of the expenses that have been incurred, to date, have been with the use of grant funding.

2. As we reported at a previous meeting, the Town has made application to the Virginia Department of Transportation for Map-21 funding to construct a sidewalk from the Northwinds apartment complex along Fourth Street to Commonwealth Drive. Understandably, with the number of pedestrians that are on this portion of North Fourth Street, a sidewalk would be beneficial. This project preliminarily is estimated to cost about \$1 million, and 80 percent, or approximately \$800,000.00, will be in the form of grant funds from the Virginia Department of Transportation. Another requirement of the program requires the Town to hold an administrative public hearing to receive comments on the grant application process. This hearing was held on December 10, 2015, in the Council Chambers. There were no comments received about the proposed improvements. Since there were no comments requiring a response, we will now proceed forward with the grant application.

H. Judson Lambert

Thomas F. Hundley