

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 8, 2016, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, William B. Weisiger, Thomas F. Hundley

Others present: Town Manager C. Wayne Sutherland, Jr., Town Clerk Sharon G. Corvin, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Lonnie Anders, Police Officer Jonathan Lackey

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilman Weisiger.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of January 25, 2016, and the request of the Wythe County Public Library to conduct their annual 4th of July Parade on Wednesday, June 29, 2016, at 10:00 a.m. He inquired of the Council if there is a motion to approve the consent agenda as presented or consider the items separately. A motion was made by Councilman Hundley and seconded by Councilman Weisiger to approve the consent agenda consisting of the minutes of the regular meeting of January 25, 2016, and the request of the Wythe County Public Library to conduct their annual 4th of July Parade on Wednesday, June 29, 2016, at 10:00 a.m., as presented. Mayor Crewe 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: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, William B. Weisiger, Thomas F. Hundley. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He noted there were no citizens attending the meeting to address the Council, however, if someone arrives later in the meeting who wishes to address the Council, he will reserve the right to return to Citizens' Period. Mayor Crewe proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, February 9, 2016, at 7:00 a.m.
2. On Monday, February 15, 2016, the Town Municipal offices will be closed, and all services will be curtailed due to the Presidents' Day holiday.
3. Due to the Presidents' Day holiday, the refuse collection in the Town of Wytheville for Monday, February 15, 2016, will be made on Tuesday, February 16, 2016. The normal collection scheduled for Tuesday, February 16, 2016 will be made that day.
4. Vice-Mayor King suggested that the Council cancel next week's Council Work Session. Town Manager Sutherland advised that the Council will discuss this at the Council Work Session tomorrow morning.
5. The New River Regional Water Authority will meet on Thursday, February 18, 2016, at 9:30 a.m., in the Council Chambers.
6. The Council Personnel Committee will meet on Friday, February 26, 2016, at 8:15 a.m.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Weisiger, reporting for the Budget and Finance Committee, stated each year, the Virginia Retirement System Board of Trustees adopts new contribution rates for the upcoming budget year. He explained that these rates reflect changes made to the system, if any, by the Board of Trustees and the General Assembly. Councilman Weisiger noted that this next year, the Employer Contribution Rate will be reduced from 8.71 percent to 5.79 percent for the next fiscal year. He remarked that the rate reduction reflects the interest earnings of the Virginia Retirement System over the past years. Councilman Weisiger expressed that this rate does not include nor change the five percent member contribution made by employees. He stated the

Virginia Retirement System requires participating localities to adopt a resolution acknowledging the contribution rate for the upcoming fiscal year. Councilman Weisiger advised that it would be the recommendation of the Budget and Finance Committee that this resolution be approved and the Mayor and Town Clerk be authorized to execute the resolution once the final form of the resolution is received.

Councilman Weisiger, also, reported that the Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2016-2017. He explained that in the coming weeks, the Council will be reviewing the information submitted by the department heads and has requested each department head to attend the Work Sessions to explain their requests. Councilman Weisiger noted that the Budget and Finance Committee's instructions to the department heads were to tabulate their proposed budgets by reviewing each line item in a particular category. He remarked that similar to prior years, these categorical areas are normal operations, capital outlay and personnel expenses. Councilman Weisiger stated the Council now needs to develop a budget adoption calendar for FY 2016-17. He explained that the Budget and Finance Committee would propose that the first reading of the budget be considered at the Monday, May 23, 2016, meeting. Councilman Weisiger noted that the Budget and Finance Committee would propose that the budget be considered on second reading, as well as conduct the public hearing, at the June 13, 2016, meeting of Council, with the final reading and adoption of the budget at the June 27, 2016, meeting. Councilman Weisiger advised that if the Council concurs, the Budget and Finance Committee will publish this calendar as the adoption schedule. A motion was made by Councilman Weisiger and seconded by Vice-Mayor King to approve the following adoption schedule for the FY 2016-17 budget with the first reading on Monday, May 23, the second reading and public hearing on June 13 and the third and final reading on June 27. Mayor Crewe inquired if there is any discussion on the motion to approve the schedule. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated the Wytheville Redevelopment and Housing Authority (WRHA) continues its efforts on constructing the Freedom Lane Housing Project. He explained that this 24 unit project will provide housing to veterans and other handicapped people and will be situated on land owned by the Authority on Peppers Ferry Road adjacent to the Hedgefield housing complex. Councilman Hundley noted that the Town applied for, and has received, \$700,000.00 in Community Development Block Grant funding to provide the infrastructure for this new facility. He commented that this past week, Town staff met with representatives from the Housing Authority, as well as their architects and engineers. Councilman Hundley expressed that the plans and specifications for the project are nearly complete, and it is anticipated that the Department of Environmental Quality will approve stormwater plans as proposed in the site plan. He advised that the Town will enter into a Memorandum of Understanding with the Housing Authority to outline all of the agreements and govern the use, maintenance and continued protection of the planned unit development in any of its common areas. Councilman Hundley explained that Freedom Lane will be similar to the Jefferson Union site in that all roadways and infrastructure items (such as water, sewer, street lighting, etc.) will be owned and maintained by the Authority. He stated the Memorandum of Understanding, also, provides that all maintenance performed on these facilities, streets or public areas are by the WRHA and, furthermore, it provides that the Town is under no obligation to accept these items into the Town's system. Councilman Hundley noted that the Public Works Committee is excited that the Freedom Lane Housing Project has reached this state, and it is anticipated that the bidding on the project could occur as soon as March 2016. He advised that at this point, there is no action required of the Council, but the Public Works Committee did want to make everyone aware of the progress that has been made to date.

Councilman Hundley, also, reported that the Virginia Department of Transportation (VDOT) has released a scoring on the applications submitted to them under the new House Bill 2 formula for constructing roadways. He explained that the Town submitted the completion of Community Boulevard as a part of this program. Councilman Hundley stated Community Boulevard has been in the State's Six-Year Program for many years, but, at this point, only one half of the roadway has been constructed. He noted that the Town's application reflected plans for the completion of the project. Councilman Hundley commented that the application noted that all of the rights of way for the remainder of the roadway have been purchased and that the Town, currently, has approximately \$6 million in its VDOT account that would be used toward this program. He advised that even though the Town's project was ranked very high by the Virginia Department of Transportation, it missed being funded by seven one hundredths (.07) of a point. Councilman Hundley stated the Commonwealth Transportation Board has not yet declared

which projects will be funded, but this is a preliminary recommendation by VDOT staff to the Commonwealth Transportation Board. He explained that the Council believes that the Town's project is worthwhile and, after many years, deserves to be completed. Councilman Hundley advised that the Public Works Committee has requested Mayor Crewe to contact representatives from the Commonwealth Transportation Board to see if there is any potential for the Community Boulevard project to be awarded during this cycle. He stated that the Public Works Committee will report its findings back to the Council when there is additional information available. Mayor Crewe advised that he contacted three of the four members of the Commonwealth Transportation Board earlier in the day. He noted that the fourth member does not have a telephone number or email address listed, therefore, he is trying to track this person down. He explained that the three members he contacted had secretaries who either took a message or directed him to voicemail. Mayor Crewe stated that Mr. Jim Dye returned his call late in the afternoon and expressed that he would be happy to consider any information that Mayor Crewe wanted to give him. He explained that Mr. Dye is the Urban At-Large member of the Commonwealth Transportation Board, and he returned his phone call. He remarked that he would contact Mr. Dye, again, to discuss this with him personally. Mayor Crewe commented that he would continue with his efforts to see where the Town stands so that maybe it can possibly get a little more consideration of getting funding for seven one hundredths (.07) of a point. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: RESOLUTION – VRS CONTRIBUTION RATE

Mayor Crewe advised that the next agenda item is the resolution acknowledging the Virginia Retirement System (VRS) employer contribution rate effective July 1, 2016. He stated that the Town has not, actually, received the wording for the resolution, however, the Town should receive it in mid-March. Mayor Crewe explained that if he understands correctly, the Town has to authorize the adoption of this resolution and authorize the Mayor and Town Clerk to execute the resolution once it is received. He inquired of Town Manager Sutherland if that is how he reads the information. Town Manager Sutherland stated that is correct. A motion was made by Councilman Weisiger and seconded by Vice-Mayor King to adopt a resolution from the Virginia Retirement System setting the employer contribution rate at 5.79 percent for the next fiscal year, and authorize the Mayor and the Town Clerk to execute the resolution once it is received. Mayor Crewe 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: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None. Mayor Crewe advised the resolution is adopted, and as soon as the Town receives the wording, the resolution will be signed and returned.

RE: APPOINTMENTS – WALL OF HONOR COMMITTEE

Mayor Crewe advised the next agenda item is the appointment and/or reappointment of members to the Wall of Honor Committee to fill the expired terms of Mr. Donald Lawson and Mr. Gary Donaldson (terms expired February 1, 2016). He noted that the American Legion Post #9 has requested that Mr. Dan Kellett be appointed as their representative to replace Mr. Donald Lawson. Mayor Crewe stated that the Veterans of Foreign Wars has explained that they would like for Mr. Gary Donaldson to be reappointed as their representative on the Wall of Honor Committee. He inquired if there is a motion concerning those two positions. A motion was made by Vice-Mayor King and seconded by Councilman Lambert to appoint Mr. Dan Kellett and reappoint Mr. Gary Donaldson to the Wall of Honor Committee for four year terms (terms expire February 1, 2020). Mayor Crewe inquired if there is any discussion on the motion to appoint Mr. Kellett and reappoint Mr. Donaldson. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: CIVIC MONUMENT HONOREES

Mayor Crewe advised the next agenda item is the recommendation from the Wall of Honor Committee regarding honorees to be considered for inclusion on the Civic Monument. He stated the names to be considered are Mr. Jack W. Hunley and Mr. Daniel B. Gordon. Mayor Crewe inquired if there is a motion to consider the recommendation from the Wall of Honor Committee. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to approve the names of Jack W. Hunley and Daniel B. Gordon for inclusion on the Civic Monument. Mayor Crewe inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None. Mayor Crewe congratulated Mr. Danny Gordon.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:16 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

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BUDGET AND FINANCE COMMITTEE REPORT

FEBRUARY 8, 2016

1. Each year, the Virginia Retirement System Board of Trustees adopts new contribution rates for the upcoming budget year. These rates reflect changes made to the system, if any, by the Board of Trustees and the General Assembly. This next year, the Employer Contribution Rate will be reduced from 8.71 percent to 5.79 percent for the next fiscal year. The rate reduction reflects the interest earnings of the Virginia Retirement System over the past years. This rate does not include nor change the five percent member contribution made by employees. The Virginia Retirement System requires participating localities to adopt a resolution acknowledging the contribution rate for the upcoming fiscal year. It would be the recommendation of the Budget and Finance Committee that this resolution be approved and the Mayor and Town Clerk be authorized to execute the resolution once the final form of the resolution is received.
2. The Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2016-2017. In the coming weeks, we will be reviewing the information submitted by the department heads and have requested each department head to attend the Work Sessions to explain their requests. Our instructions to the department heads were to tabulate their proposed budgets by reviewing each line item in a particular category. Similar to prior years, these categorical areas are normal operations, capital outlay and personnel expenses. We now need to develop a budget adoption calendar for FY

2016-17. We would propose that the first reading of the budget be considered at the Monday, May 23, 2016, meeting. We would propose that the budget be considered on second reading, as well as conduct the public hearing, at the June 13, 2016, meeting of Council, with the final reading and adoption of the budget at the June 27, 2016, meeting. If the Council concurs, we will publish this calendar as the adoption schedule.

Jacqueline K. King

William B. Weisiger

PUBLIC WORKS COMMITTEE REPORT

FEBRUARY 8, 2016

1. The Wytheville Redevelopment and Housing Authority (WRHA) continues its efforts on constructing the Freedom Lane Housing Project. This 24 unit project will provide housing to veterans and other handicapped people and will be situated on land owned by the Authority on Peppers Ferry Road adjacent to the Hedgefield housing complex. The Town applied for, and has received, \$700,000.00 in Community Development Block Grant funding to provide the infrastructure for this new facility. This past week, Town staff met with representatives from the Housing Authority, as well as their architects and engineers. The plans and specifications for the project are nearly complete, and it is anticipated that the Department of Environmental Quality will approve stormwater plans as proposed in the site plan. The Town will enter into a Memorandum of Understanding with the Housing Authority to outline all of the agreements and govern the use, maintenance and continued protection of the planned unit development in any of its common areas. Freedom Lane will be similar to the Jefferson Union site in that all roadways and infrastructure items (such as water, sewer, street lighting, etc.) will be owned and maintained by the Authority. The Memorandum of Understanding, also, provides that all maintenance performed on these facilities, streets or public areas are by the WRHA and, furthermore, it provides that the Town is under no obligation to accept these items into the Town's system. We are excited that the Freedom Lane Housing Project has reached this state, and it is anticipated that the bidding on the project could occur as soon as

March 2016. At this point, there is no action required of the Council, but we did want to make everyone aware of the progress that has been made to date.

2. The Virginia Department of Transportation (VDOT) has released a scoring on the applications submitted to them under the new House Bill 2 formula for constructing roadways. The Town submitted the completion of Community Boulevard as a part of this program. Community Boulevard has been in the State's Six-Year Program for many years, but, at this point, only one half of the roadway has been constructed. Our application reflected plans for the completion of the project. The application noted that all of the rights of way for the remainder of the roadway have been purchased and that we, currently, have approximately \$6 million in our VDOT account that would be used toward this program. Even though our project was ranked very high by the Virginia Department of Transportation, it missed being funded by seven one hundredths (.07) of a point. The Commonwealth Transportation Board has not yet declared which projects will be funded, but this is a preliminary recommendation by VDOT staff to the Commonwealth Transportation Board. We believe that our project is worthwhile and, after many years, deserves to be completed. We have requested Mayor Crewe to contact representatives from the Commonwealth Transportation Board to see if there is any potential for the Community Boulevard project to be awarded during this cycle. We will report our findings back to the Council when there is additional information available.

H. Judson Lambert

Thomas F. Hundley

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