

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MAY 9, 2016, AT 7:00 P.M.**

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

Others present: Town Manager C. Wayne Sutherland, Jr., Town Clerk Sharon G. Corvin, Joseph E. Hand, Jr., WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Brandon Smith

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 April 25, 2016. He inquired of the Council if there is a motion to approve the consent agenda as presented or somehow be amended. A motion was made by Councilman Hundley and seconded by Councilman Lambert to approve the consent agenda consisting of the minutes of the regular meeting of April 25, 2016, 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 results: For: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley. Against: None. Abstention: William B. Weisiger.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He noted that no one had indicated on the sign in sheet that they wished to address the Council, but if Mr. Joseph Hand, Jr. wished to address the Council, he could do so at this time. Mayor Crewe commented that Mr. Hand did not indicate on the sign in sheet that he wished to address the Council. He explained that if anyone arrives later in the meeting who wished to address the Council, he will reserve the right to revisit Citizens' Period. There being no one to address the Council during 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, May 10, 2016, at 7:00 a.m.
2. The Wytheville Recreation Commission will meet on Wednesday, May 11, 2016, at 5:30 p.m., at the Wytheville Community Center.
3. The Wytheville Planning Commission will meet on Thursday, May 12, 2016, at 6:00 p.m., in the Council Chambers.
4. The New River Regional Water Authority will meet on Thursday, May 19, 2016, at 9:30 a.m., in the Council Chambers.
5. The Council Personnel Committee will meet on Friday, May 20, 2016, at 8:15 a.m. He noted that this will be Councilman Weisiger's and Councilman Lambert's last meeting before the change of Council members. Councilman Weisiger remarked that both he and Councilman Lambert need to remember to attend the meeting. Councilman Hundley inquired if he and Vice-Mayor King start their turn in June. Town Manager Sutherland stated that is correct.
6. Town Manager Sutherland advised that at the last Council meeting, the Council approved tax write offs which Town Treasurer Stephens had requested. Town Manager Sutherland explained that Town Treasurer Stephens noted that once the action was taken, he realized he had made a typographical error. Town Manager Sutherland noted that the request should have stated "2010 Personal Property/Mobile Homes" instead of "2009 Personal Property/Mobile Homes." Town Manager Sutherland advised that Town Treasurer Stephens is requesting the Council's action noting that they agree with writing off the 2010 Personal Property/Mobile Home taxes. Mayor Crewe inquired of Town Manager Sutherland if the dollar amount the Council was given was correct. Town Manager Sutherland stated that is correct, and that only the year was incorrect. A motion was made

by Councilman Hundley and seconded by Councilman Lambert to approve the Town Treasurer to write off the 2010 tax write offs of \$1,361.29 for Personal Property/Mobile Home taxes rather than the erroneous year of 2009 requested at the April 25, 2016, Town Council meeting. 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, H. Judson Lambert, Thomas F. Hundley, William B. Weisiger. Against: None.

7. Town Manager Sutherland advised that another topic the Council discussed, likewise, at the last Council meeting, was the Run for the Wall Inaugural Wytheville Wind Down event that will need action taken by the Council. He noted that the first action needed is the waiver of fees for the use of the shelter at McWane Pool, and the second action needed is to allow the motorcycles to park single file on the track that evening. He inquired of Mayor Crewe if there was a third action that needed to be taken. Mayor Crewe advised that he was thinking there were only two items needing the Council's action in regard to this event. He commented that it was discussed for the Town to waive the fees or to be a sponsor of the event and to allow the motorcyclists to park on the track so to not impede walkers on the track. Mayor Crewe stated that he thinks Town Manager Sutherland is correct, and that the requests were to allow the event to occur without fees and to allow the park to be partially blocked with a path in the park. Town Manager Sutherland inquired of the Council if there could be an action to approve these two items. Mayor Crewe commented that he should probably abstain since he is part of the Run for the Wall group, but he will entertain a motion that the Council approve the waiver of fees for the Inaugural Wytheville Wind Down event on May 30, 2016. A motion was made by Councilman Hundley and seconded by Vice-Mayor King to approve waiving the fees on May 30, 2016, for the use of the McWane Pool Shelter for the Town sponsored Inaugural Wytheville Wind Down event for Run for the Wall, and, also, approve the use of the Withers Park walking track being used by the motorcyclists to park single file for this event. Mayor Crewe inquired if there is any further discussion on the motion. There being none, the motion was approved with the following voting results: For: Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley, William B. Weisiger. Against: None. Abstention: Trenton G. Crewe, Jr.
8. Mayor Crewe advised that the next meeting of the Council should be on May 23, 2016. He noted that May 30, 2016, would be the fifth Monday of the month. He inquired of the Council if this year is Wythe County's turn to host the Joint Governing Bodies meetings. Vice-Mayor King commented that she thinks it is the County's turn. Mayor Crewe inquired if anyone has stated anything about canceling the fifth Monday meeting. Town Manager Sutherland inquired of Mayor Crewe if he would like for him to ask County Administrator Dalton if the County would like to cancel the fifth Monday meeting in May. Mayor Crewe remarked that it would be Memorial Day, and he did not think there would be a big crowd attending. Mayor Crewe stated the Council can speak for themselves, but the way he is reading them is that they would concur with canceling the May 30, 2016, Joint Governing Bodies meeting.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Weisiger, reporting for the Budget and Finance Committee, stated the budget for Fiscal Year 2016–17 is underway, and it appears that it will be slightly over \$28.5 million. He explained that as usual, the budget contains funding for general operations, as well as expenses associated with personnel. Councilman Weisiger noted that similar to prior years, there are a number of capital outlay items such as the purchase of equipment included in the budget. He remarked that this year, there are a number of very large capital improvement projects that are proposed to be funded. Councilman Weisiger advised that the largest project will be improvements in the downtown area, which will cost approximately \$3.9 million. He stated another significant construction project scheduled for this next year is the improvements on East Main Street between Cassell Road and the interstate. Councilman Weisiger commented that this project will cost approximately \$2.7 million. He noted that, attached, please find a general synopsis of some of the large outlays that are proposed. Councilman Weisiger expressed that, fortunately, there are a number of grant funds that will be used in this year's budget to accomplish some of these larger projects. He advised that there are no personal property or real estate property tax increases included in the budget nor is there any increase in user fees proposed for this budget year. Councilman Weisiger stated that the budget will be considered by the Council, for the first time, at the May 23, 2016, meeting of Town Council. He noted that the public hearing and the second reading of the budget will be held on June 13, 2016. Councilman Weisiger remarked that the adoption of the budget is scheduled for June 27, 2016. He advised that as required by law, the Town will be publishing a synopsis of the budget in the very near future.

Councilman Weisiger, also, reported that several years ago, the Council adopted a dress policy for all appointed Committees, Commissions and Boards but did not impose those same standards on members of Town Council. He commented that, likewise, the Council thinks that it is very important that members of Council present a professional appearance when acting on behalf of the Town. Councilman Weisiger explained that, as such, the Budget and Finance Committee would propose that the current policy be amended to read as follows: *The Town Council and all appointees to the Town's various committees, commissions and boards shall illustrate the pride of the Town and dress appropriately for meetings. Business attire standards shall govern. Shorts, sweatpants, blue jeans, baseball caps, tennis shoes and other casual dress shall not be considered appropriate attire for attendance at meetings.* Councilman Weisiger advised that it would be the recommendation of the Budget and Finance Committee that this policy be adopted and become effective immediately. A motion was made by Councilman Weisiger and seconded by Vice-Mayor King to approve the Town's revised dress code for the Town Council and all Town appointed Committees, Commissions and Boards. Mayor Crewe inquired if there is any further discussion on the motion to approve the dress code for the Town Council and all Town appointed Committees, Commissions and Boards. 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, Thomas F. Hundley, William B. Weisiger. 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 Council was pleased to learn that the Virginia Department of Transportation (VDOT) is proceeding with the design work needed to construct the remainder of Community Boulevard. He explained that Community Boulevard was designed to connect Peppers Ferry Road with Lithia Road as it approaches East Main Street. Councilman Hundley commented that when the project was initiated, the Virginia Department of Transportation utilized a portion of right of way that was already obtained by the Town and acquired the rest of the right of way needed for the project. Councilman Hundley advised that at the time the project was bid, the Virginia Department of Transportation had insufficient funds to construct the entire portion of roadway and chose to complete only one half of the proposed roadway. He stated, theoretically, the remainder of the roadway was to be constructed the following year, but because of insufficient funding by VDOT, the project has laid dormant for several years. Councilman Hundley noted, fortunately, it appears that they are proceeding with the final engineering needed for the project and have advised that they, currently, plan on bidding the project in November of this year. He remarked that, in all likelihood, it will take approximately two years for this project to be completed. Councilman Hundley advised that there is no action required by the Council at this time, but the Council felt that this was very positive news to share with its citizens.

Councilman Hundley, also, reported that for many years, the underpass on Third Street below the Norfolk Southern Railway system has been deteriorating. He stated that, over the years, the Town has contacted Norfolk Southern Railway on several occasions expressing its concern over the deteriorated rock structure which acts as the base for the underpass. Councilman Hundley noted that, this past year, the railroad company did some temporary stabilization techniques using steel columns and beams. He explained that the railroad is now doing a major repair to this underpass. Councilman Hundley remarked that the work on this project commenced slightly over one week ago and is scheduled to be completed by May 12, 2016. He expressed that during this construction period, the underpass has not been opened for vehicle use, and it has been necessary for motorists wanting to get to the south side of Wytheville to take alternate routes. Councilman Hundley stated that the Council regrets the inconvenience that this has caused everyone, but the Council is pleased that the railroad has taken the actions needed to stabilize this underpass. He advised that there is no action required of the Council at this time, but the Public Works Committee did want everyone to be aware that this project is underway. A copy of the Public Works Committee report is attached and made part of these minutes.

Mayor Crewe inquired of Town Manager Sutherland if the Town had received any feedback from Norfolk Southern Railway in regard to how long they think this process will take. Town Manager Sutherland advised that supposedly the job is scheduled to be completed by May 12. Mayor Crewe remarked that what he meant to inquire of Town Manager Sutherland was if Norfolk Southern Railway has indicated any other change to the completion date of May 12. Town Manager Sutherland stated that no change had been noted regarding the completion date. Mayor Crewe commented that Norfolk Southern Railway did not work today, and noted that they may have enough days built in that they can skip a day or two of working and still complete the job as scheduled. He advised that he is concerned that the railroad company might be late finishing the project.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:12 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

G:\COUNCIL\Minutes\2016\Council Minutes 050916.doc

BUDGET AND FINANCE COMMITTEE REPORT

MAY 9, 2016

1. The budget for Fiscal Year 2016–17 is underway, and it appears that it will be slightly over \$28.5 million. As usual, the budget contains funding for general operations, as well as expenses associated with personnel. Similar to prior years, there are a number of capital outlay items such as the purchase of equipment included in the budget. This year, there are a number of very large capital improvement projects that are proposed to be funded. The largest project will be improvements in the downtown area, which will cost approximately \$3.9 million. Another significant construction project scheduled for this next year are the improvements on East Main Street between Cassell Road and the interstate. This project will cost approximately \$2.7 million. Attached, please find a general synopsis of some of the large outlays that are proposed. Fortunately, there are a number of grant funds that will be used in this year's budget to accomplish some of these larger projects.

There are no personal property or real estate property tax increases included in the budget nor is there any increase in user fees proposed for this budget year. The budget will be considered by the Council, for the first time, at the May 23, 2016, meeting of Town Council. The public hearing and the second reading of the budget will be held on June 13, 2016. The adoption of the budget is scheduled for June 27, 2016. As required by law, we will be publishing a synopsis of the budget in the very near future.

2. Several years ago, the Council adopted a dress policy for all appointed committees, commissions and boards but did not impose those same standards on members of Town Council. Likewise, we think that it is very important that members of Council present a professional appearance when acting on behalf of the Town. As such, we would propose that the current policy be amended to read as follows:

The Town Council and all appointees to the Town's various committees, commissions and boards shall illustrate the pride of the Town and dress appropriately for meetings. Business attire standards shall govern. Shorts, sweatpants, blue jeans, baseball caps, tennis shoes and other casual dress shall not be considered appropriate attire for attendance at meetings.

It would be the recommendation of the Budget and Finance Committee that this policy be adopted and become effective immediately.

William B. Weisiger

Jacqueline K. King

PUBLIC WORKS COMMITTEE REPORT

MAY 9, 2016

1. We were pleased to learn that the Virginia Department of Transportation (VDOT) is proceeding with the design work needed to construct the remainder of Community Boulevard. Community Boulevard was designed to connect Peppers Ferry Road with Lithia Road as it approaches East Main Street. When the project was initiated, the Virginia Department of Transportation utilized that a portion of right of way was already obtained by the Town and acquired the rest of the right of way needed for the project. At the time the project was bid, the Virginia Department of Transportation had insufficient funds to construct the entire portion of roadway and chose to complete only one half of the proposed roadway. Theoretically, the remainder of the roadway was to be constructed the following year, but because of insufficient funding by VDOT, the project has laid dormant for several years. Fortunately, it appears that they are proceeding with the final engineering needed for the project and have advised that they, currently, plan on bidding the project in November of this year. In all likelihood, it will take approximately two years for this project to be completed. There is no action required by the Council at this time, but we felt that this was very positive news to share with our citizens.
2. For many years, the underpass on Third Street below the Norfolk Southern Railway system has been deteriorating. Over the years, we have contacted Norfolk Southern Railway on several occasions expressing our concern over the deteriorated rock

structure which acts as the base for the underpass. This past year, the railroad company did some temporary stabilization techniques using steel columns and beams. The railroad is now doing a major repair to this underpass. The work on this project commenced slightly over one week ago and is scheduled to be completed by May 12, 2016. During this construction period, the underpass has not been opened for vehicle use, and it has been necessary for motorists wanting to get to the south side of Wytheville to take alternate routes. We regret the inconvenience that this has caused everyone, but we are pleased that the railroad has taken the actions needed to stabilize this underpass. There is no action required of the Council at this time, but we did want everyone to be aware that this project was underway.

Thomas F. Hundley

H. Judson Lambert