

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JUNE 27, 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., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Robert P. Kaase, Heather Kapranos, Marie B. Bishop, Joseph E. Hand, Jr., Millie Rothrock with *The Wytheville Enterprise*, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Stanley Demers

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 Lambert.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of June 13, 2016. He inquired of the Council if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to approve the consent agenda consisting of the minutes of the regular meeting of June 13, 2016, as presented. Mayor Crewe inquired if there was 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, William B. Weisiger. Against: None. Abstention: Thomas F. Hundley

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 anyone wished to do so, they could at this time. 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. There will not be a Council Work Session held tomorrow morning, Tuesday, June 28, 2016. The next Council Work Session will be held on Wednesday, July 6, 2016, at 7:00 a.m.
2. The Town of Wytheville Municipal offices will be closed on Monday, July 4, 2016, in observance of the Independence Day holiday, and all services will be curtailed.
3. The Town Council has received an invitation and a confirmation by the Town of Pulaski for the Council members and a guest to attend the Pulaski Yankees' baseball game on Sunday, July 17, 2016.
4. Mayor Crewe advised that he received a letter dated June 22, 2016, in his Council notebook on Friday, June 24, 2016. He noted that the letter was from Mr. Joe Connors who is the Southern Route Coordinator for Run for the Wall. Mayor Crewe stated that the letter read as follows:

Dear Wytheville Family:

The generosity of our Riders and Supporters exceeded our expectations this year. Now that we are home safely, we are reviewing the spreadsheet and are pleased to let you know we have additional funds to be dispersed.

Please find a check enclosed for \$500 towards the Memorial. We appreciate all your support and treating us all like family.

Keep the Faith,

*Joe "Chicken Joe" Connors
Route Coordinator
Southern Route, RFTW 2016*

Mayor Crewe stated that a check was enclosed from Southern Route Run for the Wall for \$500. He noted this was a very nice gesture, and the Council appreciates the donation. Mayor Crewe commented that he would submit the donation to the Town Treasurer for the War Memorial, and it would help a lot.

5. Mayor Crewe advised that the other matter of Old Business is more difficult and with sadness. He presented to the Council a resolution for Councilman Lambert that in relevant part read:

WHEREAS, *the Town Council of the Town of Wytheville here seated desires to express its appreciation for the service of Councilman H. Judson Lambert to the Wytheville Town Council; and,*

WHEREAS, *Councilman Lambert is deserving of meritorious recognition by the Town Council and the citizens of the Town of Wytheville; and,*

WHEREAS, *Councilman H. Judson Lambert served the Town of Wytheville from July 1, 2004, to June 30, 2016; and,*

WHEREAS, *during Councilman Lambert's tenure, he served on the Town's Public Works Committee, the Wytheville Planning Commission, the Board of Architectural Review, the Design Review Committee, the Consolidated Water Study Committee, the New River Regional Water Authority, the Downtown Management Team and as an alternate member on the District Three Governmental Cooperative; and,*

WHEREAS, *Councilman Lambert worked diligently and faithfully in developing services and activities which would be of benefit to the Town citizens; and,*

WHEREAS, *the Wytheville Town Council, through the adoption of this resolution, expresses its esteem, respect and appreciation.*

NOW, THEREFORE, BE IT RESOLVED *that the Town Council of the Town of Wytheville, Virginia, officially commends Councilman H. Judson Lambert for his outstanding and dedicated service to the Town.*

BE IT FURTHER RESOLVED *that the Town Council of the Town of Wytheville, Virginia, extends to Councilman Lambert its best wishes for future successes.*

Adopted this 27th day of June 2016.

Mayor Crewe inquired of the Council if there was a motion to adopt the resolution recognizing Councilman H. Judson Lambert for his service to the Town of Wytheville. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to adopt the resolution recognizing Councilman H. Judson Lambert for his service to the Town of Wytheville. Mayor Crewe inquired if there was 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, H. Judson Lambert, William B. Weisiger, Thomas F. Hundley. Against: None.

Mayor Crewe stated that the Town Council will miss Councilman Lambert and really appreciated everything he has done over the years. He reiterated that the Council thanks Councilman Lambert very much. Councilman Lambert remarked that he is certainly going to miss the other Council members, as well, because this has been a very pleasant experience for him. Councilman Hundley stated that it had been for the Council, too, and they will cherish the time they had together. Vice-Mayor King presented Councilman Lambert with his personalized coffee cup from the Council Work Session meetings. She noted that she would miss him. Councilman Lambert thanked Vice-Mayor King. Vice-Mayor King remarked that Councilman Lambert had been a wonderful friend and had provided lots of expertise while serving on the Council. Mayor Crewe presented the resolution to Councilman Lambert, and Town staff took photographs.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Weisiger, reporting for the Budget and Finance Committee, stated that later in the meeting, the Council will consider, on third and final reading, the adoption of the budget for Fiscal Year 2016-17. He explained that the Budget Ordinance that has been approved on the two prior readings has not been revised during any of the readings. Councilman Weisiger remarked that when the ordinance is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that it be adopted on third and final

reading and become effective July 1, 2016. He stated, also, at the last meeting of Council during any fiscal year, it has been the practice of the Council to authorize the Town Treasurer to make line item revisions to the current budget, which allow him to use funds from categories from leftover revenues for categories where revenues may have been short. Councilman Weisiger advised that it is the recommendation of the Budget and Finance Committee that the Council authorize the Town Treasurer to make these revisions. He noted that, finally, the Council has received a request from the Department of Museums to transfer funds from the Lions Club Donation Fund into the General Fund to pay for a touch television screen, which will be used for 3-D exhibits in the Boyd Museum. Councilman Weisiger advised that, likewise, the Budget and Finance Committee would recommend that the request to move \$1,976.46 be approved. Mayor Crewe stated this motion from the Budget and Finance Committee will have three parts. He noted that the Council will consider the budget part when they consider the ordinance, but the other two parts will be taken as a motion with one for the Council to authorize the Treasurer to make the necessary line item revisions to the current budget, which does not change anything in the totals. He noted that it only changes the line items. Mayor Crewe explained that the second part of the motion would be for the Council to authorize the Town Treasurer to transfer money from the Lions Club Donation Fund to the General Fund to be used by the Department of Museums to pay for the television screen. He noted that the transfer amount would be \$1,976.46. Mayor Crewe stated those are the two items in the motion from the Budget and Finance Committee. A motion was made by Councilman Weisiger and seconded by Vice-Mayor King to authorize the Town Treasurer to make the necessary line item revisions to the Fiscal Year 2015-16 budget, and to transfer \$1,976.46 from the Lions Club Donation Fund to the General Fund to be used by the Department of Museums. Mayor Crewe inquired if there was any discussion on the motion to make the necessary line item revisions to the Fiscal Year 2015-16 budget. 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.

Councilman Weisiger, also, reported that as everyone is aware, the Town will be having a special election to elect a new member of Council to fill the remaining term of former Councilman Jack W. Hunley. He explained that the need for a special election is set forth in the Town Charter that provides when a vacancy occurs, an interim appointment can only be made until the next regularly scheduled election. Councilman Weisiger stated the Council believes that it would be far simpler to amend the Town Charter and provide that a person who is selected by the Council to fill a vacancy would serve the full term of the seat that has been vacated. He expressed that the process in making a change to the Town Charter begins with conducting a public hearing and then a subsequent action by Council to submit the proposed change to the General Assembly. Councilman Weisiger noted that any change to the Town Charter must be approved by the General Assembly. He advised that setting the date for the public hearing will be considered later in the meeting. 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 that as it was reported at the last meeting, bids were received for construction work to be performed in the downtown area. He explained that the low bidder was DCI/Shires, Incorporated at a bid of \$2,817,000. Councilman Hundley remarked that the contract documents have now been forwarded to DCI/Shires, Incorporated for their execution and for the submittal of all required documents such as certificates of insurance and performance bonds. He explained that the Town anticipates these documents to be received any day. Councilman Hundley stated that upon their receipt, it will be necessary for the Town Manager to execute a number of documents associated with this construction project. He noted that in an effort to move this project along as smoothly as possible, the Town will have a pre-construction conference with the contractor tomorrow, June 28, 2016, at 10:00 a.m. Councilman Hundley explained that at this meeting, Town staff will go through all of the questions about the sequence of construction and the Town's expectations on how the project will move forward. He advised that, also, the Town should, at that time, receive a schedule of how the contractor will want to approach the various components of the work. Councilman Hundley explained that this improvement project has been a number of years in the making, but, it is now actually about to become a reality. Town Manager Sutherland inquired of Mayor Crewe if he could follow up in regard to this report. Mayor Crewe stated for Town Manager Sutherland to proceed. Town Manager Sutherland explained that the Town did, in fact, receive the contract documents earlier in the day, and subject to the review of the performance bond and certificate of insurance by Mr. Kaase, the Town is ready to proceed.

Councilman Hundley, also, reported that the Wytheville Redevelopment and Housing Authority had a groundbreaking ceremony last Tuesday at the site on Peppers Ferry Road where the new Freedom Lane housing project will be developed. He explained that this housing stock will primarily serve disabled veterans, and, because of its location, it will have access within walking

distance to many programs and medical and retail facilities that may be needed by a disabled person. Councilman Hundley remarked that excavation on the project will commence this week and will be performed utilizing grant funds obtained by the Town of Wytheville from the Department of Housing and Community Development. He stated it is anticipated that it will take approximately one year for the project to be completed. Councilman Hundley noted that the Town Council would like to congratulate the Housing Authority on pursuing this housing for the Town's Veterans. A copy of the Public Works Committee report is attached and made part of these minutes.

Mayor Crewe remarked that he thinks this housing development will be a wonderful addition to the Town of Wytheville. Councilman Hundley stated that he would like to, also, make a couple of comments and say what a privilege and honor it has been to serve with Councilman Lambert on the Public Works Committee. He noted that the Council will definitely miss Councilman Lambert. Councilman Hundley remarked that Councilman Lambert has been a hero to him, personally. Councilman Lambert commented that he would like to thank Councilman Hundley for the kind words.

RE: ORDINANCE NO. 1308

Mayor Crewe presented Ordinance No. 1308, the Budget Ordinance for Fiscal Year 2016-17, on third and final reading. He stated the ordinance comes before the Council on a recommendation of the Budget and Finance Committee that it be adopted on third and final reading. A motion was made by Councilman Weisiger and seconded by Vice-Mayor King to adopt Ordinance No. 1308, the Budget Ordinance for Fiscal Year 2016-17, on third and final reading. Mayor Crewe inquired if there is any discussion on the motion to adopt the ordinance on third and final reading. Town Manager Sutherland noted that he is sure the Mayor is aware, but he would like to advise everyone that there are no tax or fee increases included in this budget. He explained that the budget, as the Council has discussed before, includes a two percent payroll increase for employees, and, it also includes a modest increase in the Council's salaries. Town Manager Sutherland stated that the budget is exactly the way it has been presented for the last two readings. Mayor Crewe inquired if there was any further discussion on the motion to adopt the ordinance on third and final reading. There being none, the motion was adopted 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

ABSTENTIONS: None

Ordinance No. 1308 was adopted on third and final reading.

RE: ORDINANCE NO. 1309

Mayor Crewe presented Ordinance No. 1309, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, Article VI-M - Residential District R-1M, Sections 6-2.7M and 6-9.8M, on third and final reading. He explained that this ordinance reenacts portions of the Zoning Ordinance, Ordinance No. 640, to amend Article VI-M - Residential District R-1M, which is the ordinance that the Council removed the wording for the Board of Architectural Review. He inquired of Town Manager Sutherland if that is correct. Town Manager Sutherland stated that is correct. Mayor Crewe commented that this amendment is only housekeeping because something was overlooked when the ordinance was previously revised. He inquired if there is a motion to adopt Ordinance No. 1309 on third and final reading. A motion was made by Councilman Hundley and seconded by Councilman Weisiger to adopt Ordinance No. 1309, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to amend and reenact Article VI-M - Residential District R-1M, Sections 6-2.7M and 6-9.8M, on third and final reading. Mayor Crewe inquired if there is any discussion on the motion to adopt the ordinance on third and final reading. 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

ABSTENTIONS: None

Ordinance No. 1309 was adopted on third and final reading.

RE: PROPOSED REVISION TO TOWN CHARTER

Mayor Crewe advised the next agenda item is to set a public hearing to consider an amendment to the Code of the Town of Wytheville, Part 1. Charter, Section 2. Council generally, that will state, "Vacancies in the office of mayor or on council shall be filled by majority vote of the remaining members, and the person so elected shall serve the remainder of the unexpired term." He stated it is necessary to conduct a public hearing on this matter, and unless someone objects, the Council can meet the necessary required advertising deadlines, and the public hearing could be held at the July 25, 2016, Council meeting. It was the consensus of the Town Council to conduct a public hearing to consider an amendment to the Code of the Town of Wytheville, Part 1. Charter, Section 2. Council generally, that will state, "Vacancies in the office of mayor or on council shall be filled by majority vote of the remaining members, and the person so elected shall serve the remainder of the unexpired term." at the July 25, 2016, Council meeting at 7:00 p.m.

RE: COUNCILMAN LAMBERT – CLOSING REMARKS

Vice-Mayor King stated that she has enjoyed serving on the Town Council with Councilman Lambert. She remarked that she thinks all of the Council members enjoyed serving with him. Vice-Mayor King commented to Councilman Lambert that she would like for him to return to see the Council members soon. She expressed that they will miss him. Councilman Lambert stated that he will return to future meetings to stay current on matters within the town. Mayor Crewe commented that it has been a pleasure serving with Councilman Lambert, and, as he stated before, he thinks there are other ways the Town Council can use Councilman Lambert's expertise and skills in the future. He reiterated that the Town Council appreciates him immensely.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:17 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

JUNE 27, 2016

1. Later this evening, the Council will consider, on third and final reading, the adoption of the budget for Fiscal Year 2016-17. The Budget Ordinance that has been approved on the two prior readings has not been revised during any of the readings. When the ordinance is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that it be adopted on third and final reading and become effective July 1, 2016. Also, at the last meeting of Council during any fiscal year, it has been the practice of the Council to authorize the Town Treasurer to make line item revisions to the current budget, which allow him to use funds from categories from leftover revenues for categories where revenues may have been short. It is the recommendation of the Budget and Finance Committee that we authorize the Town Treasurer to make these revisions. Finally, we have received a request from the Department of Museums to transfer funds from the Lions' Club Donation Fund into the General Fund to pay for a touch television screen, which will be used for 3-D exhibits in the Boyd Museum. Likewise, we would recommend that the request to move \$1,976.46 be approved.
2. As everyone is aware, the Town will be having a special election to elect a new member of Council to fill the remaining term of former Councilman Jack W. Hunley. The need for a special election is set forth in the Town Charter that provides when a vacancy occurs, an interim appointment can only be made until

the next regularly scheduled election. We believe that it would be far more simple to amend the Town Charter and provide that a person who is selected by the Council to fill a vacancy would serve the full term of the seat that has been vacated. The process in making a change to the Town Charter begins with conducting a public hearing and then a subsequent action by Council to submit the proposed change to the General Assembly. Any change to the Town Charter must be approved by the General Assembly. Setting the date for the public hearing will be considered later in the meeting.

Jacqueline K. King

William B. Weisiger

PUBLIC WORKS COMMITTEE REPORT

JUNE 27, 2016

1. As it was reported at the last meeting, bids were received for construction work to be performed in the downtown area. The low bidder was DCI/Shires, Incorporated at a bid of \$2,817,000. The contract documents have now been forwarded to DCI/Shires, Incorporated for their execution and for the submittal of all required documents such as certificates of insurance and performance bonds. We anticipate these documents to be received any day. Upon their receipt, it will be necessary for the Town Manager to execute a number of documents associated with this construction project. In an effort to move this project along as smoothly as possible, the Town will have a pre-construction conference with the contractor tomorrow, June 28, 2016, at 10:00 a.m. At this meeting, we will go through all of the questions about the sequence of construction and our expectations on how the project will move forward. Also, we should, at that time, receive a schedule of how the contractor will want to approach the various components of the work. This improvement project has been a number of years in the making, but, it is now actually about to become a reality.
2. The Wytheville Redevelopment and Housing Authority had a groundbreaking ceremony last Tuesday at the site on Peppers Ferry Road where the new Freedom Lane housing project will be developed. This housing stock will primarily serve disabled veterans, and, because of its location, it will have access within walking distance to many programs and medical and retail facilities that may be needed by a

disabled person. Excavation on the project will commence this week and will be performed utilizing grant funds obtained by the Town of Wytheville from the Department of Housing and Community Development. It is anticipated that it will take approximately one year for the project to be completed. We would like to congratulate the Housing Authority on pursuing this housing for our Veterans.

H. Judson Lambert

Thomas F. Hundley