

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, NOVEMBER 14, 2016, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Beth A. Taylor

Members absent: Joseph E. Hand, Jr.

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Todd Mathews, Charles Miller, Bryan Bard, Johnny Beamer, Marie B. Bishop, Wes Perdue, Becky Perdue, Zach Perdue, Blaine Grubb, Danny Mabe, Deanna Mabe, Avery Mabe, Dante Lee, Danny Suthers, Kelly Rosenbaum, Jamie Rosenbaum, Brock Rosenbaum, Grant Rosenbaum, Kay Blevins, Bensen Blevins, Channing Blevins, Ray B. Blevins, Dylan Booth, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Millie Rothrock with *The Wytheville Enterprise*, Officer Jennifer Brewster and Officer Nathan Miller

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. He noted that Councilman Hand is out of town and would not be attending this meeting. The Pledge of Allegiance was led by Vice-Mayor King.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of October 24, 2016, and the request of the Wythe County Public Schools Foundation for Excellence to conduct their 8th Annual Sandman Half Marathon or 9 Miler on Saturday, January 14, 2017, at 9:00 a.m. He inquired of the Council if there was a motion to approve the consent agenda together or as separate items. A motion was made by Councilwoman Taylor and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of October 24, 2016, and the request of the Wythe County Public Schools Foundation for Excellence to conduct their 8th Annual Sandman Half Marathon or 9 Miler on Saturday, January 14, 2017, at 9:00 a.m. 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 in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Beth A. Taylor. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He stated that no one indicated on the sign in sheets that they wished to address the Council, however, if anybody has changed their mind and wished to address the Council, now is the time to do so. Mayor Crewe explained that there is always a Citizens' Period on the Council agenda for anybody to address the Town Council in regard to anything. He remarked that if no one wished to address the Council during Citizens' Period, he will proceed with the agenda.

RE: CITIZENS' PERIOD – GEORGE WYTHE HIGH SCHOOL GOLF TEAM

Mayor Crewe advised that the next agenda item is the presentation of a resolution to the George Wythe High School Golf Team. He expressed that for years, it has been the practice of the Council to try and recognize accomplishments of the George Wythe High School students. Mayor Crewe remarked that the Council is delighted to have so many high school students and their parents attending the Council meeting. He commented that as the students are aware, the Council has already approved the resolution honoring the George Wythe High School Golf Team. Mayor Crewe noted that the Town Council would like to congratulate the team and its coaches on their outstanding record for two years in a row of receiving the State Championship, which has not happened in the school's history. He stated that this sets the bar very high for next year. Mayor Crewe expressed that the Council wished the team the best of success in doing that next year. He requested the golf team and its coaches to come to the front of the room for the presentation of the resolution and a photo. Mayor Crewe stated that he has copies of the resolution to give each team member and coach so that they will each have their own copy. Mayor Crewe commented that he knew winning the title was a lot of hard work, and the Council appreciates the efforts of the team. He reiterated that the Council wishes the golf team well, and noted that they are very proud of the team. Mayor Crewe thanked the team for attending the meeting. He remarked to the parents of the team members that he knows there

were a lot of sacrifices they had to make to get the students where they needed to be and keep them on track, and the Council appreciates them, as well.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, November 15, 2016, at 7:00 a.m.
2. The Wayfinding Task Force meeting will be held on Wednesday, November 16, 2016, at 11:00 a.m., at the Wytheville Meeting Center.
3. A Council Work Session will be held on Thursday, November 17, 2016, at 7:00 a.m., to meet with Peed and Bortz, LLC, in regard to the Edgemont Sewer Project.
4. The New River Regional Water Authority will meet on Thursday, November 17, 2016, at 9:30 a.m., in the Council Chambers.
5. The Council Personnel Committee will meet on Friday, November 18, 2016, at 8:15 a.m., at the Wytheville Meeting Center. He noted that this will be Councilman Hundley and Vice-Mayor King's last meeting as the Council representatives. Town Manager Sutherland stated that Councilman Hand and Councilwoman Taylor will be the new Council representatives at the December Council Personnel Committee meeting.
6. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Thursday, November 24, 2016, and Friday, November 25, 2016, in observance of the Thanksgiving holiday.
7. Councilwoman Taylor advised that Tuesday, November 15, 2016, is America Recycles Day, a national initiative of "Keep America Beautiful." She stated that she thought it might be timely to give everyone an update on the new recycling center that the Town of Wytheville is building. Councilwoman Taylor noted that the new facility is located at the Town Shop, which is located on South Third Street in Wytheville. She commented that the new recycling center will replace the existing facility located on Monroe Street. Councilwoman Taylor explained that the building where the recycling containers will be placed is approximately 95 percent complete. She noted that today, Town staff is finishing the installation of roof materials. Councilwoman Taylor remarked that tomorrow, the new entrance off of Third Street will be installed, and the parking area at the new recycling facility will be paved next week. She explained that, hopefully, all work will be complete within two weeks. Councilwoman Taylor stated that the Town will have a series of public announcements when the official opening day is scheduled.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that at the October meeting of the Town of Wytheville Recreation Commission, it was recommended to the Town Council that certain new fee structures be put in place for the use of parks and shelters. She explained that it has been many years since these fees have been increased and it is reasonable that the Town implement a modest increase for these user fees. Councilwoman Taylor noted that attached is a tabulation of the various fees that are being proposed. She advised that it would be the recommendation of the Budget and Finance Committee that the Council approve the increase in fees as recommended by the Recreation Commission. Councilwoman Taylor stated the Budget and Finance Committee would, also, like to note that the Recreation Commission has proposed the implementation of new programs during the fall and winter of 2016-17, and the Committee, likewise, would endorse the implementation of these new programs. She advised that, similarly, it would be the recommendation of the Budget and Finance Committee that the Council approve those new programs as proposed. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to approve increasing the fees for rentals of the Department of Parks and Recreation parks and shelters and to approve the requested recreation programs for the fall and winter of 2016-17. Mayor Crewe inquired if there was any discussion on the motion to approve the two items. 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, Thomas F. Hundley, Beth A. Taylor. Against: None.

Councilwoman Taylor, also, reported that at the last meeting of Town Council, representatives from the Town of Wytheville Police Department requested the Council to consider, once again, providing Enhanced Benefits for Hazardous Duty Positions under the Virginia Retirement System. She stated that on the day following that meeting, Town staff contacted the actuarial

consulting firm that had performed the last assessment, and staff contacted the Virginia Retirement System to request that the study move forward. Councilwoman Taylor explained that the appropriate requests have been made to the Virginia Retirement System, and they are proceeding with the study. She commented that the Virginia Retirement System representatives have advised that the study may take 45 to 60 days to be completed. Councilwoman Taylor expressed that there is not anything that the Council can do to get the study performed on a timelier basis. She stated that once the study is received, the Council has requested representatives from the Virginia Retirement System to come and explain, in detail, the findings of the study. Councilwoman Taylor noted that when this happens, the Council will be sure that all of this information is disseminated to the members of the Police and Fire Departments. She advised that in summary, the Council has requested that the study be performed, but the Council cannot evaluate or take any action on this request until it is complete. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

Mayor Crewe expressed that for the Police Officers present at this meeting, what he hopes they will take away from Councilwoman Taylor's report, is that the request is being considered. He noted that the Council will share the information as soon as it is received. Mayor Crewe expressed that the Council is working on obtaining information regarding the request.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated that all of the engineering work associated with the East Main Street Improvements Project is very near completion. He noted that the Public Works Committee anticipates that the Town will be authorized by the Virginia Department of Transportation to take this project to bid in the near future. Councilman Hundley explained that during the design process, the cost associated with the construction of the project has escalated. He remarked that funding that was available last year through the Virginia Department of Transportation Revenue Sharing Program is still available, and, because of the increase in costs, the Town is able to apply for additional Revenue Sharing Funds in the current year's budget. Councilman Hundley stated that the Town has requested an additional \$315,000 in Revenue Sharing Funds for this project, which will be matched by a \$315,000 appropriation from the Town. He noted that these funds, combined with the Revenue Sharing Funds that were received last year, should cover the expenses of the project. Councilman Hundley stated that it is worth noting that the Town also received \$413,655 in Virginia Department of Transportation funding that will be used for paving the project once it is complete. He advised that later in the meeting, the Council will consider a resolution seeking these Revenue Sharing Funds, and it would be the recommendation of the Public Works Committee that the Council adopt this resolution.

Councilman Hundley, also, reported that DCI/Shires, Incorporated continues their work in the downtown area. He explained that work on the north side of Main Street between Fifth Street and Tazewell Street is nearing completion. Councilman Hundley remarked that the traffic signals at Main and First Streets and Main and Tazewell Streets will be replaced, and, for the current time, these intersections will function using stop signs. He expressed that the Public Works Committee anticipates that it may be several months into 2017 before the new traffic signals are in place. Councilman Hundley remarked that the Council, also, authorized DCI/Shires, Incorporated to move its construction work to the block between Fourth and Sixth Streets on the north side of Main Street. He stated that this construction work area should have the least impact on activities conducted on Main Street during the holiday season. Councilman Hundley noted that the contractor will now move their operations to the corner of First and Main Streets in front of the new Moon Dog Pizza restaurant. He commented that it is the Committee's hope that the Town will finalize the work in front of this restaurant before it opens. Councilman Hundley stated that in other downtown activities, the Council continues to review incentives that may be available for new businesses in the downtown area. He noted that Council, also, has begun the process of providing opportunities in the newly expanded Façade Program. Councilman Hundley stated that as the Council has noted previously, the Town regrets the inconveniences that are occurring in the downtown area, but the Council feels confident that, in the long term, these physical improvements and improved economic viability will be beneficial to the downtown area. A copy of the Public Works Committee report is attached and made part of these minutes.

Mayor Crewe commented that DCI/Shires, Incorporated was working in that block earlier in the day when he drove by.

RE: ORDINANCE NO. 1311

Mayor Crewe presented Ordinance No. 1311, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the

Town of Wytheville, Virginia, so as to amend Section 5. Leaves of Absence, Subsection 5.9 Legal Holidays. Mayor Crewe advised that Ordinance No. 1311 was approved on first, but not final, reading at the last Council meeting. He noted that the amendment would, basically, add one personal leave day to the list of approved holidays and would become effective January 1, 2017. Mayor Crewe inquired if there is a motion that Ordinance No. 1311 be approved on second, but not final, reading or adopted on second and final reading. Vice-Mayor King and Councilman Hundley inquired if the Council can go ahead and finalize the adoption of Ordinance No. 1311. Mayor Crewe expressed that the ordinance would not be effective until January 1, 2017. He noted that there will be Council meetings in December, however, the Council can choose to approve or adopt the ordinance any way they would like. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to suspend the rules and adopt Ordinance No. 1311, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 5. Leaves of Absence, Subsection 5.9 Legal Holidays, on second and final reading. Mayor Crewe inquired if there is any discussion on the motion to suspend the rules and adopt Ordinance No. 1311, on second 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, Beth A. Taylor, Thomas F. Hundley

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1311 was adopted on second and final reading. Mayor Crewe advised that Ordinance No. 1311 to be effective January 1, 2017.

RE: RESOLUTION – VDOT REVENUE SHARING PROGRAM

Mayor Crewe advised the next agenda item is a resolution authorizing an application to the Virginia Department of Transportation for the 2017-18 Revenue Sharing Program. He advised that this resolution was recommended by the Public Works Committee to be adopted. Mayor Crewe stated, basically, the resolution authorizes \$315,000 in Revenue Sharing Funds. A motion was made by the Public Works Committee, which does not require a second, to adopt a resolution authorizing the Town to submit an application to the Virginia Department of Transportation for the 2017-18 Revenue Sharing Program and authorize the Town Manager to execute all the necessary agreements. He noted that since the motion to adopt the resolution came from the Public Works Committee, it does not require a second. 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, Thomas F. Hundley, Beth A. Taylor. Against: None.

RE: APPOINTMENTS – WYTHEVILLE RECREATION COMMISSION

Mayor Crewe advised the next agenda item is to consider an appointment or reappointment of a member to the Wytheville Recreation Commission to fill the expiring term of Mr. David Harrison (term expires December 31, 2016). He explained that Mr. Harrison is eligible for reappointment and has indicated a willingness to serve again, if reappointed. Mayor Crewe inquired if there is a motion concerning the vacancy on the Wytheville Recreation Commission at the end of the year. He noted that the vacancy is not available yet. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to reappoint Mr. David Harrison to the Wytheville Recreation Commission for a three year term (expires December 31, 2019). Mayor Crewe inquired if there was any discussion on the motion to reappoint Mr. Harrison as a member to the Wytheville Recreation Commission. 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, Thomas F. Hundley, Beth A. Taylor. Against: None.

RE: CERTIFICATES OF PUBLIC CONVENIENCE AND NECESSITY

Mayor Crewe advised the next agenda item is to set a public hearing for the December 12, 2016, meeting to consider renewing the Certificates of Public Convenience and Necessity during 2017 for Guardian Emergency Medical Services, Incorporated; 276 Express, LLC; Trinity Ambulance Service, LLC; and, Richardson Ambulance Service, LLC for the operation of taxicabs. He stated that the Council will note in their packet of information that they could set the public hearing for the December 12, 2016, meeting, which will meet the necessary advertising requirements. Mayor Crewe inquired if there is any opposition to scheduling the public hearing for December 12, 2016. There being no objection, it was the consensus of the Council to set a

public hearing for the December 12, 2016, Council meeting at 7:00 p.m., in the Council Chambers, to consider renewing the Certificates of Public Convenience and Necessity during 2017 for Guardian Emergency Medical Services, Incorporated; 276 Express, LLC; Trinity Ambulance Service, LLC; and, Richardson Ambulance Service, LLC for the operation of taxicabs.

RE: BUDGET APPROPRIATIONS FOR FY 2016-17

Mayor Crewe advised the next agenda item is to set a date for a public hearing to consider various appropriations to the budget for Fiscal Year 2016-17. He noted that this public hearing would be to consider budget appropriations to the Water/Sewer Fund and the General Fund for Fiscal Year 2016-17. Mayor Crewe inquired if there is any opposition to scheduling the public hearing for December 12, 2016. There being no objection, it was the consensus of the Council to set a public hearing for the December 12, 2016, Council meeting at 7:00 p.m., in the Council Chambers, to consider various appropriations to the budget for Fiscal Year 2016-17.

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

NOVEMBER 14, 2016

1. At the October meeting of the Town of Wytheville Recreation Commission, it was recommended to the Town Council that certain new fee structures be put in place for the use of parks and shelters. It has been many years since these fees have been increased and it is reasonable that we implement a modest increase for these user fees. Attached is a tabulation of the various fees that are being proposed. It would be the recommendation of the Budget and Finance Committee that the Council approve the increase in fees as recommended by the Recreation Commission. We would, also, like to note that the Recreation Commission has proposed the implementation of new programs during the fall and winter of 2016–17, and we, likewise, would endorse the implementation of these new programs. Similarly, it would be the recommendation of the Budget and Finance Committee that the Council approve those new programs as proposed.
2. At the last meeting of Town Council, representatives from the Town of Wytheville Police Department requested the Council to consider, once again, providing Enhanced Benefits for Hazardous Duty Positions under the Virginia Retirement System. On the day following that meeting, we contacted the actuarial consulting firm that had performed the last assessment, and we contacted the Virginia Retirement System to request that the study move forward. The appropriate requests have been made to the Virginia Retirement System, and they are proceeding with the study. The Virginia Retirement System representatives have

advised that the study may take 45 to 60 days to be completed. There is not anything that we can do to get the study performed on a timelier basis. Once the study is received, we have requested representatives from the Virginia Retirement System to come and explain, in detail, the findings of the study. When this happens, we will be sure that all of this information is disseminated to the members of the Police and Fire Departments. In summary, we have requested that the study be performed, but we cannot evaluate or take any action on this request until it is complete.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

NOVEMBER 14, 2016

1. All of the engineering work associated with the East Main Street Improvements Project is very near completion. We anticipate that we will be authorized by the Virginia Department of Transportation to take this project to bid in the near future. During the design process, the cost associated with the construction of the project has escalated. Funding that was available last year through the Virginia Department of Transportation Revenue Sharing Program is still available, and, because of the increase in costs, we are able to apply for additional Revenue Sharing Funds in the current year's budget. We have requested an additional \$315,000 in Revenue Sharing Funds for this project, which will be matched by a \$315,000 appropriation from the Town. These funds, combined with the Revenue Sharing Funds that were received last year, should cover the expenses of the project. It is worth noting that we also received \$413,655 in Virginia Department of Transportation funding that will be used for paving the project once it is complete. Later in the meeting, the Council will consider a resolution seeking these Revenue Sharing Funds, and it would be the recommendation of the Public Works Committee that the Council adopt this resolution.
2. DCI/Shires, Incorporated continues their work in the downtown area. Work on the north side of Main Street between Fifth Street and Tazewell Street is nearing completion. The traffic signals at Main and First Streets and Main and Tazewell

Streets will be replaced, and, for the current time, these intersections will function using stop signs. We anticipate that it may be several months into 2017 before the new traffic signals are in place. We, also, authorized DCI/Shires, Incorporated to move its construction work to the block between Fourth and Sixth Streets on the north side of Main Street. This construction work area should have the least impact on activities conducted on Main Street during the holiday season. The contractor will now move their operations to the corner of First and Main Streets in front of the new Moon Dog Pizza restaurant. It is our hope that we will finalize the work in front of this restaurant before it opens. In other downtown activities, we continue to review incentives that may be available for new businesses in the downtown area. We, also, have begun the process of providing opportunities in the newly expanded Façade Program. As we have noted previously, we regret the inconveniences that are occurring in the downtown area, but we feel confident that, in the long term, these physical improvements and improved economic viability will be beneficial to the downtown area.

Thomas F. Hundley

Joseph E. Hand, Jr.