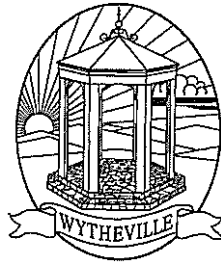




**AGENDA**  
**Wytheville Town Council**  
**January 23, 2017**  
**7:00 p.m.**  
**Wytheville Municipal Building**  
**150 East Monroe Street**  
**Wytheville, Virginia 24382**

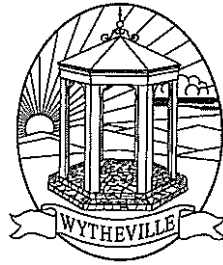
- A. **INVOCATION—VICE-MAYOR JACQUELINE K. KING**
- B. **CALL TO ORDER—MAYOR TRENTON G. CREWE, JR.**
- C. **ESTABLISHMENT OF QUORUM—MAYOR TRENTON G. CREWE, JR.**
- D. **PLEDGE OF ALLEGIANCE—COUNCILWOMAN BETH A. TAYLOR**
- E. **CONSENT AGENDA**
  - 1. Minutes of the regular meeting of January 9, 2017
- F. **CITIZENS' PERIOD**
  - 1. Presentation of a resolution to the George Wythe High School Football Team
  - 2. Presentation of a resolution to the George Wythe High School Boys' and Girls' Cross Country Teams
- G. **OLD BUSINESS—TOWN MANAGER C. WAYNE SUTHERLAND, JR.**
- H. **COMMITTEE REPORTS**
  - 1. Budget and Finance
    - a. Connector Road (Community Boulevard) bids received
    - b. Authorization received to award the Heritage Walk construction contract
  - 2. Public Works
    - a. Renaming of road to Reed Creek Mill Road
    - b. Opening of new Recycling Center
- I. **ADJOURNMENT**



<b>Meeting Date:</b>	Monday, January 23, 2017
<b>Item Name:</b>	Citizens' Period
<b>Item Number:</b>	F-1
<b>Subject:</b>	Presentation of Resolution – George Wythe High School Football Team

**SUMMARY:**

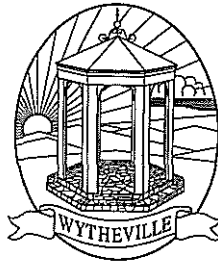
The coaches and players of the George Wythe High School Football Team will attend the meeting to receive the resolution from the Council commending them for an outstanding 2016 football season.



<b>Meeting Date:</b>	Monday, January 23, 2017
<b>Item Name:</b>	Citizens' Period
<b>Item Number:</b>	F-2
<b>Subject:</b>	Presentation of Resolution – George Wythe High School Boys' and Girls' Cross Country Teams

**SUMMARY:**

The coach and team members of the George Wythe High School Boys' and Girls' Cross Country Teams will attend the meeting to receive the resolution from the Council commending them for a successful 2016 season.



<b>Meeting Date:</b>	Monday, January 23, 2017
<b>Item Name:</b>	Committee Reports
<b>Item Number:</b>	H-1
<b>Subject:</b>	Budget and Finance

**SUMMARY:**

The Budget and Finance Committee will report on the following matters:

- a. Connector Road (Community Boulevard) bids received
- b. Authorization received to award the Heritage Walk construction contract

## BUDGET AND FINANCE COMMITTEE REPORT

JANUARY 23, 2017

1. We are pleased to report that we have received notification from the Virginia Department of Transportation (VDOT) that an award has been given to W-L Construction for the completion of Community Boulevard. The Virginia Department of Transportation has scheduled a February 7, 2017, preconstruction conference with the contractor. This award will complete a very important section of roadway that has long been sought by the Town. The initial portion of Community Boulevard was constructed several years ago, but because of budget constraints, only one half of the project was completed. Once completed, this roadway will connect Peppers Ferry Road with Lithia Road. This will provide a convenient connection between the north and south sides of town and make a convenient access from motels to our Meeting Center. Although the meeting has not yet been conducted, we anticipate that construction on this project will commence this spring. We would estimate that it will take approximately one year for the construction to be completed. There is no additional action that is required of the Council at this time, but we did want to note that we are pleased that an award has been made.
2. The second equally important notification that we have received from the Virginia Department of Transportation is that we are authorized to award the contract on the Heritage Walk Project. This portion of the project will commence on the south side of Main Street and proceed into the Elizabeth Brown Memorial Park. The

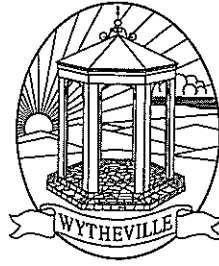
project has already been bid and DCI/Shires, Incorporated was the successful bidder. We were only awaiting the authorization from the Virginia Department of Transportation (VDOT) to proceed. An authorization from VDOT was required because funds for the project were from the Virginia Department of Transportation. We anticipate that DCI/Shires, Incorporated will start on this portion of the project in the very near future. We would like to note that this is the same company that is performing the improvements in the downtown area. DCI/Shires, Incorporated has indicated that it will take 180 days to complete the Heritage Walk Project once both parties agree on a date that the work will commence.

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Jacqueline K. King

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Beth A. Taylor



<b>Meeting Date:</b>	Monday, January 23, 2017
<b>Item Name:</b>	Committee Reports
<b>Item Number:</b>	H-2
<b>Subject:</b>	Public Works

**SUMMARY:**

The Public Works Committee will report on the following matters:

- a. Renaming of road to Reed Creek Mill Road
- b. Opening of new Recycling Center

## **PUBLIC WORKS COMMITTEE REPORT**

**JANUARY 23, 2017**

1. Over the past two meetings, we have noted that we were considering renaming the portion of roadway that leads to the Reed Creek Mill. This is the third time that we have presented this topic at a Council meeting and we have on two, previous occasions contacted all property owners along the route. We have not received any additional communications in favor of, or opposing, the name change. Having said that, we believe that it would be beneficial to rename this portion of roadway to Reed Creek Mill Road. We would like to propose that the name become effective on May 1, 2017. During the period of time between now and May 1, we will have the opportunity to change street signs, as well as to give all property owners notice of the change of the road name and to provide them with a new address. Therefore, it is the recommendation of the Public Works Committee that effective May 1, 2017, the roadway leading from Calhoun Street to the Reed Creek Mill be designated as Reed Creek Mill Road.
2. We are pleased to report that our new recycling facility will be open on February 1, 2017, to receive recyclables, and the new facility will open at 7:00 a.m. on that morning. The new recycling facility is located adjacent to the Town's Maintenance Shop at 1025 South Third Street. This new facility was constructed after a decision was reached, this fall, that the recycling facility would be more appropriately located at this new location. The last day that recyclables will be received at the Monroe



Street facility will be Friday, January 27, 2017. There will be no recycling containers available that weekend until the new recycling facility opens on February 1, 2017. The relocation of the recycling facility will provide an opportunity for an enhanced use of the space at the Monroe Street facility. We would like to note that the new Recycling Center is attractive, clean and well lit. The new Recycling Center will operate under the same guidelines as the facility that was located on Monroe Street, which means that it will be open 24 hours per day for the receipt of recyclables. Beginning at 10:00 a.m. on the morning of February 1, 2017, the Town will give a market bag to the first 50 patrons coming to the Recycling Center. These recycling bags can be used for grocery and other shopping tasks to eliminate the use of plastic bags. We encourage everyone to continue their recycling efforts at this new facility.

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Thomas F. Hundley

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Joseph E. Hand, Jr.

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JANUARY 9, 2017, AT 7:00 P.M.**

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

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Attorney Robert P. Kaase, Town Clerk Sharon G. Corvin, Kelly White, Blaine Grubb, 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 Hundley.

**RE: CONSENT AGENDA**

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of December 12, 2016, and the request of the Wythe-Bland Animal Welfare League (WBAWL) for issuance of a raffle permit for 2017. 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 Councilwoman Taylor and seconded by Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of December 12, 2016, and the request of the Wythe-Bland Animal Welfare League (WBAWL) for issuance of a raffle permit for 2017, 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 in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., 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 sheet that they wished to address the Council. Mayor Crewe remarked that if no one wished to address the Council during Citizens' Period, he will proceed 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, January 10, 2017, at 7:00 a.m.
2. The Wytheville Planning Commission will meet on Thursday, January 12, 2017, at 6:00 p.m., in the Council Chambers.
3. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, January 16, 2017, in observance of Martin Luther King, Jr. Day.
4. The New River Regional Water Authority will meet on Thursday, January 19, 2017, at 9:30 a.m., in the Council Chambers.
5. The Council Personnel Committee will meet on Friday, January 20, 2017, at 8:15 a.m., at the Town Shop.

**RE: BUDGET AND FINANCE COMMITTEE REPORT**

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that the Town, as a recipient of State and Federal funding, must provide certain assurances to the State and Federal governments that the Town is complying with various facets of law. She noted that one of the assurances that the Council must provide is that the Town endorses the concept of fair housing and calls upon the citizens of Wytheville, along with those in the banking and housing industries, to join and work together in the observance of free and equal housing treatment for all. Councilwoman Taylor advised that later in the meeting, a resolution will be considered by the Council, and it would be the recommendation of the Budget and Finance Committee that it be adopted.

Councilwoman Taylor, also, reported that the Town has received from its auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2016. She explained that the Town has, also, received from them a letter, which is required by professional

standards, to communicate findings associated with the audit report. Councilwoman Taylor stated that Robinson, Farmer, Cox Associates reported that the financial disclosures are neutral, consistent and clear, which means that they have found no issues with the audit of the Town's finances. She remarked that also, in the report, it is noted that certain provisions needed to be made with regard to accounting for the maintenance of roadway systems within the town, regardless if they are qualified in the State Urban Maintenance Program or not. Councilwoman Taylor stated, currently, there is only one small piece of roadway that is not qualified under the State system. She noted, however, it is now required that the Town create a new accounting system to identify what work is performed on qualified roads versus nonqualified roads. Councilwoman Taylor explained that Town Treasurer Michael Stephens is seeking information from other communities on how to implement this new accounting system for roadways. She advised that now that the Council has had the opportunity to review this audit, it would be the recommendation of the Budget and Finance Committee that the Town note its receipt of the audit. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to note the Town's receipt of the audit report for fiscal year ending June 30, 2016. Mayor Crewe inquired if there was any discussion on the motion to note the Town's receipt of the audit report for fiscal year ending June 30, 2016. 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, Joseph E. Hand, Jr., Beth A. Taylor. Against: None. Town Manager Sutherland expressed his thoughts regarding how hard it is going to be for Town staff to try to account for the tonnage of salt spread on a particular road, etc. Mayor Crewe noted that, for years, it was recorded in one particular manner, and now it will be recorded in just the opposite way. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

#### **RE: PUBLIC WORKS COMMITTEE REPORT**

The Public Works Committee report was entered into the record as follows:

In fall 2016, it was determined that the Town's recycling facility would be relocated from its current location on Monroe Street to its new location on South Third Street adjacent to the Town's Maintenance Shop. The construction of this facility is now complete, and we are in a position to start the transition process. The new facility will be open on February 1, 2017, to receive recyclables. At that time, the existing facility on Monroe Street will no longer accept recycled materials. We are going to give notice of the relocation of the recycling facility in the January water billing as well as providing press releases and note the new location on the Town's webpage. The new facility is attractive, clean and well lit. It will operate under the same guidelines as the facility that was located on Monroe Street, and we believe that citizens will find the new facility convenient. When the facility opens, we will give a market bag to the first 50 patrons coming to the new Recycling Center, which can be used for grocery and other shopping tasks to help eliminate the use of plastic bags. The relocation of the recycling facility will create an opportunity for new uses of the existing facility that is situated on the Heritage Walk path and at the entrance of Withers Park.

In December, we reported that over the next three meetings, we would receive comments over the proposal to change the name of the streets that run between Calhoun Street and the corporate limits near the Reed Creek Mill. As we have stated, the proposal would be to rename this portion of roadway to Reed Creek Mill Road because it describes the route to the renovated mill property. It will, also, provide clear directions to the new Truss Bridge Park that the Town is creating, which is immediately adjacent to the mill. We will provide two more opportunities for comments on this proposal prior to taking any action. We will receive comments at the January 23, 2017, and the February 13, 2017, meetings. Thereafter, we will be in a position to take an action on the proposal. We would encourage anyone with specific comments to provide those comments to the Town Council prior to the above noted dates. A copy of the Public Works Committee report is attached and made part of these minutes.

Town Manager Sutherland noted that he had spoken to Ms. Millicent Rothrock of *The Wytheville Enterprise* earlier in the day, and she will be writing an article in regard to the new Recycling Center.

#### **RE: ORDINANCE NO. 1313**

Mayor Crewe presented Ordinance No. 1313, an ordinance amending and reenacting Chapter 13, Streets, Sidewalks and Improvements, Article I. In General, Section 13-7. Removal of snow, ice, obstructions, or any other form of debris from sidewalks in areas zoned for business or industry, of the Code of the Town of Wytheville, Virginia, on first reading. Mayor Crewe explained that the ordinance, basically, is noting that property owners on Main Street between Fifth and Sixth Streets are no longer required to remove snow, ice, etc. from the sidewalk in

front of their buildings. Town Manager Sutherland noted that the Town received a lot of compliments following the first snow of the season. A motion was made by Councilman Hundley and seconded by Vice-Mayor King to suspend the rules, and adopt Ordinance No. 1313, an ordinance amending and reenacting Chapter 13, Streets, Sidewalks and Improvements, Article I. In General, Section 13-7. Removal of snow, ice, obstructions, or any other form of debris from sidewalks in areas zoned for business or industry, of the Code of the Town of Wytheville, Virginia, on first and final reading. Mayor Crewe inquired if there is any discussion on the motion to suspend the rules and adopt the ordinance on first 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1313 was adopted on first and final reading. He noted that the ordinance is effective immediately.

#### **RE: RESOLUTION – GEORGE WYTHE HIGH SCHOOL FOOTBALL TEAM**

Mayor Crewe advised that the next agenda item is a resolution commending the George Wythe High School Football Team. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to adopt a resolution recognizing the George Wythe High School Football Team for an outstanding 2016 season. 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

#### **RE: RESOLUTION – GEORGE WYTHE HIGH SCHOOL BOYS' AND GIRLS' CROSS COUNTRY TEAMS**

Mayor Crewe advised that the next agenda item is a resolution recognizing the George Wythe High School Boys' and Girls' Cross Country Teams. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to adopt a resolution commending the George Wythe High School Boys' and Girls' Cross Country Teams for a successful 2016 season. 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

Mayor Crewe noted that Town staff would notify the George Wythe High School coaches for both the Football and Cross Country Teams so that the coaches and team members can attend the next Council meeting to accept their resolutions.

#### **RE: RESOLUTION FEDERAL FAIR HOUSING ACT**

Mayor Crewe advised the next agenda item is a resolution regarding the Federal Fair Housing Act. He advised that this comes as a motion from the Budget and Finance Committee that the resolution be adopted. He noted that by adopting this resolution, the Town endorses the concept of providing fair housing. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt the annual resolution regarding the Federal Fair Housing Act. Mayor Crewe inquired if there was any discussion on the motion to adopt the Federal Fair Housing Act 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, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

#### **RE: SNOW REMOVAL**

Mayor Crewe commended Town staff for the way they removed the snow during this snow storm. He expressed that it was light and fluffy, however, it became ice after being plowed, and Town staff did a good job of taking care of the icy roads.

**RE: DR. MARTIN LUTHER KING, JR. DAY MARCH**

Mayor Crewe reminded everyone of the Dr. Martin Luther King, Jr. Day March to be held on Sunday, January 15, 2017, at 2:00 p.m., in front of the Bethel A.M.E. Church, in downtown Wytheville.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:10 p.m.).

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Trenton G. Crewe, Jr., Mayor

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Sharon G. Corvin, Town Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**JANUARY 9, 2017**

1. The Town, as a recipient of State and Federal funding, must provide certain assurances to the State and Federal governments that we are complying with various facets of law. One of the assurances that we must provide is that the Town endorses the concept of fair housing and calls upon the citizens of Wytheville, along with those in the banking and housing industries, to join and work together in the observance of free and equal housing treatment for all. Later in the meeting, a resolution will be considered by the Council, and it would be the recommendation of the Budget and Finance Committee that it be adopted.
2. We have received from our auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2016. We have, also, received from them a letter, which is required by professional standards, to communicate findings associated with the audit report. Robinson, Farmer, Cox Associates reported that the financial disclosures are neutral, consistent and clear, which means that they have found no issues with the audit of the Town's finances. Also, in the report, it is noted that certain provisions needed to be made with regard to accounting for the maintenance of roadway systems within the town, regardless if they are qualified in the State Urban Maintenance Program or not. Currently, there is only one small piece of roadway that is not qualified under the State system. However, it is now required that we create a new accounting system to identify what work is performed on qualified roads versus nonqualified

roads. Town Treasurer Michael Stephens is seeking information from other communities on how to implement this new accounting system for roadways. Now that the Council has had the opportunity to review this audit, it would be the recommendation of the Budget and Finance Committee that we note our receipt of the audit.

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Jacqueline K. King

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Beth A. Taylor

## **PUBLIC WORKS COMMITTEE REPORT**

**JANUARY 9, 2017**

1. In fall 2016, it was determined that the Town's recycling facility would be relocated from its current location on Monroe Street to its new location on South Third Street adjacent to the Town's Maintenance Shop. The construction of this facility is now complete, and we are in a position to start the transition process. The new facility will be open on February 1, 2017, to receive recyclables. At that time, the existing facility on Monroe Street will no longer accept recycled materials. We are going to give notice of the relocation of the recycling facility in the January water billing as well as providing press releases and noting the new location on the Town's webpage. The new facility is attractive, clean and well lit. It will operate under the same guidelines as the facility that was located on Monroe Street, and we believe that citizens will find the new facility convenient. When the facility opens, we will give a market bag to the first 50 patrons coming to the new Recycling Center, which can be used for grocery and other shopping tasks to help eliminate the use of plastic bags. The relocation of the recycling facility will create an opportunity for new uses of the existing facility that is situated on the Heritage Walk path and at the entrance of Withers Park.
2. In December, we reported that over the next three meetings, we would receive comments over the proposal to change the name of the streets that run between Calhoun Street and the corporate limits near the Reed Creek Mill. As we have



stated, the proposal would be to rename this portion of roadway to Reed Creek Mill Road because it describes the route to the renovated mill property. It will, also, provide clear directions to the new Truss Bridge Park that the Town is creating, which is immediately adjacent to the mill. We will provide two more opportunities for comments on this proposal prior to taking any action. We will receive comments at the January 23, 2017, and the February 13, 2017, meetings. Thereafter, we will be in a position to take an action on the proposal. We would encourage anyone with specific comments to provide those comments to the Town Council prior to the above noted dates.

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Thomas F. Hundley

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Joseph E. Hand, Jr.