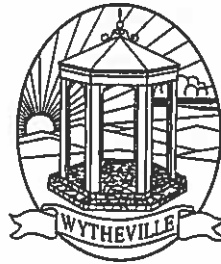




AGENDA
Wytheville Town Council
April 10, 2017
7:00 p.m.
Wytheville Municipal Building
150 East Monroe Street
Wytheville, Virginia 24382

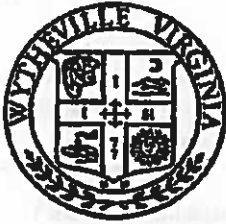
- A. INVOCATION—COUNCILMAN THOMAS F. HUNDLEY**
- B. CALL TO ORDER—MAYOR TRENTON G. CREWE, JR.**
- C. ESTABLISHMENT OF QUORUM—MAYOR TRENTON G. CREWE, JR.**
- D. PLEDGE OF ALLEGIANCE—COUNCILMAN JOSEPH E. HAND, JR.**
- E. CONSENT AGENDA**
 - 1. Minutes of the regular meeting of March 27, 2017
 - 2. Request of the American Cancer Society for waiver of fees for use of Withers Park on May 11-13, 2017, for the Relay for Life event
- F. CITIZENS' PERIOD**
- G. OLD BUSINESS—TOWN MANAGER C. WAYNE SUTHERLAND, JR.**
- H. COMMITTEE REPORTS**
 - 1. Budget and Finance
 - a. Modifications to Downtown Development Fund being reviewed
 - b. Change of use for the old recycling center
 - 2. Public Works
 - a. Review of mowing regulations
 - b. East Main Street Improvements Project bids received
- I. APPOINTMENTS**
 - 1. Consider an appointment to the Wytheville Planning Commission to fill the expired term of Mr. John Jones (term expired March 2, 2017)
- J. ADJOURNMENT**



Meeting Date:	Monday, April 10, 2017
Item Name:	Consent Agenda
Item Number:	E-2
Subject:	Waiver of Fees Request - American Cancer Society

SUMMARY:

Enclosed is the request of the American Cancer Society for waiver of fees for use of Withers Park on May 11-13, 2017, for the Relay for Life event. The American Cancer Society meets the requirements for waiver of fees, and Director of Parks and Recreation Showalter has approved the request.



Town of Wytheville
Department of Parks and Recreation

Request for Waiver of Fees

Name of Organization: American Cancer Society Non-Profit Profit
Date of Activity: May 11 - May 13 Tax Exempt No: 13-1788491
Purpose of Activity: Rally for Life

Request of Area	Hours	Use Fee	Additional Information
Withers Park Elizabeth Park	<u>May 11 2pm - May 13 11pm</u>	<u>\$300</u>	<u>Security deposit \$50</u>

Number of Persons in Attendance: 500

Requirements

- The activity provides a direct recreational, educational or entertainment value to the participants.
- Alcoholic beverages will not be sold, served, or consumed.
- The activity was scheduled through the Department of Recreation at least one month in advance of the date of the event.
- Group requesting waiver of fees is a public agency, or group incorporated by the Commonwealth of Virginia as a non-profit organization.
- Proceeds raised will be donated to: American Cancer Society
(The generation of funds for a charitable or worthy cause shall not, of itself, be deemed as a reason for waiver of Center or Park use fees).

Organization Representative: Jane Roberts

Address: 20 Box 246

City/State: Abingdon, VA Zip Code: 27212

Day Phone: 276-608-7159 Night Phone: 276-608-1859

Signature: Jane Roberts Date: 3/30/17

Approval
Director of Recreation: Nick Showalter Date: 4-4-17

Comments: _____

Approved By: _____ Date: _____

Comments: _____



Rental Contract / Permit

Printed: 10 Oct 2016, 10:22 AM

User: crystalh

Contract #: 25784
Date: 10 Oct 2016

User: crystalh
Status: Firm

Town of Wytheville Parks & Recreation, hereby grants American Cancer Society, Inc (hereinafter called the "Licensee") represented by Jane Roberts, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use: Special Event W/O Alcohol Relay For Life

ii) Conditions of Use: Attach Special Event Agreement Here!

iii) Date(s) and Time(s) of Use: # of Bookings 3, Starting Thu 11 May 17 02:00 PM, Ending Sat 13 May 17 11:00 PM, Expected 500

Table with columns: Facility/Equipment, Day, Start Date, Start Time, End Date, End Time, Fee, XFee, Tax, Total. Rows include Withers Park - Park for Thu, Fri, and Sat.

iv) Additional Fees

v) Payment Method

Summary table for Payment Method: Rental Fees \$300.00, Extra Fees \$0.00, Tax \$0.00, Rental Total \$300.00, Damage Deposit \$50.00, Total Applied \$50.00, Balance \$300.00, Current \$0.00.

Rental charges are due according to the following schedule:

Schedule table: Date 20 Apr 2017, Amount \$300.00

Payment Type: Account Adjustment, Reference: Deposit, Amount: \$50.00, Date: 08 Jun 2011, Receipt Number: 194645

vi) Other Information

Prompt: Tables & Chairs? Answer:

vii) Additional Notes

Park - Withers Park

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/ License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X: Jane Roberts

X: Eileen Hopson (DocuSigned by: Eileen Hopson) Name: Eileen Hopson

Printed: 10 Oct 2016, 10:22 AM

Rental Contract / Permit

User: crystalh

Contract #: 25784
Date: 10 Oct 2016

User: crystalh
Status: Firm

American Cancer Society, Inc
2840 Electric Rd Suite 105A

Roanoke VA 24018

USA

Home: ()

Fax: (276)

Business: (276)820-0186

Title: Sr. Contract Consultant

Town of Wytheville Parks & Recreation

DocuSigned by:

Crystal Hylton

Date:

2/7/2017

Date:

2/7/2017

ABABAAC3486040F

Town of Wytheville
Parks & Recreation Department

FACILITY RENTAL POLICIES

DS
EH

Deposit: A deposit is required for each room reservation payable when making the reservation (see Center Rate Schedule). The deposit is refunded if the group has fulfilled the contract terms, the group cleans up adequately, vandalism and damages have not occurred and group has stayed within rental hours. Any overage in rental hours will be withheld from the security deposit. If the security deposit does not cover overage, addition will need to be paid upon leaving. Behavior problems of any nature will result in forfeiture of the deposit.

DS
EH

Rental Fee: Rental fees are to be paid in full three weeks prior to event date or the rental is subject to be cancelled.

DS
EH

Refund of Deposit: Deposit refunds will be issued in the form of a check and will be made out to and mailed to the person whose name the reservation is in within 30 days of rental date.

DS
EH

Cancellations: If a reserver notifies staff of cancellation at least three (3) weeks prior to the reservation, rental use fees will be refunded in full. If a cancellation is made less than three weeks of the scheduled reservation, a \$25 cancellation fee will be deducted from the fees paid. If a reservation is canceled or altered within one week, rental fees will not be refunded.

Christmas and New Year's Parties: Reservations for the Community Center during the months of December and January are in much demand due to the holiday season. Therefore the following cancellation policies will be enforced for any activity scheduled in December or January:

More than two months; \$75 cancellation fee: Two months or less; \$150 cancellation fee: Less than one month; no refund for facility use.

DS
EH

SET UP

Plans for decorating, setting up or using any equipment must be scheduled when reserving and is included in rental use hours. All groups requiring the use of tables and/or chairs shall make arrangements on layout when making reservation. Community Center Staff will set up tables and chairs according to layout. Groups needing any audio/visual equipment must make arrangements upon reservation and must bring in any personal equipment for testing at least two weeks in advance. Under no circumstances are groups holding a permit to remove chairs, tables or other equipment from the Community Center. No decorations may be hung or attached to the ceiling, walls or windows. Table decorations are allowed.

DS
EH

CLEAN UP

Any group using a facility operated by the Town of Wytheville Department of Parks and Recreation agrees to leave the facility as it was found. Clean up by user group includes but is not limited to cleaning up of all decorations, food, and trash; cleaning tables; sweep and mop if needed. Supplies, including additional trash bags, for clean up are supplied and are in closet. Clean up must be performed immediately after the activity concludes and is included in rental use hours. Failure to clean areas shall result in forfeiture of all or part of the deposit and/or assessed additional costs for cleanup operations if deemed necessary.

DS
EH

ENTERING AND LEAVING FACILITY

Everyone must enter and exit through the front entrance. Room doors to the outside are for emergency exit only and will alarm.

Entering: A representative from the group must report to the front desk of the building upon entering the facility before area is unlocked. The supervisor will record the time group enters, review contract information and general operating policies if needed.

Departure: A representative from the group must report to the front desk of the building upon departing the facility. The attendant and the representative review conditions of areas utilized prior to departure. Any area not cleaned or damaged is to be noted on the reservation form. The representative is required to sign acknowledging the damages. Failure to sign this form will result in forfeiture of the deposit in full. Additional fees may be charged to the individual or group for damages or additional staff needed to clean area.

DS
EH

DAMAGES TO FACILITY OR EQUIPMENT/DISRUPTIONS

Damages: Any reserver that causes physical damage to the facility or to any equipment shall forfeit the deposit and/or be assessed additional costs for repairs (if deposit is not sufficient). The reserver, agency or organization may also forfeit the privilege of future use of the building.

Disruptions: Any reserver or other person involved in a disruption at a facility operated by the Town of Wytheville Department of Parks and Recreation will be suspended according to the rules and regulations pertaining to disciplinary actions. In addition, any disruption occurring during a scheduled reservation will result in forfeiture of the deposit.

LIABILITY

Individuals, groups, agencies, or organizations contracting to use the Center or any facility shall assume the responsibility for all persons and area of use.

Neither the Town of Wytheville, nor any of its operating agencies, shall be liable to any organization, agency or individual using the facility nor to any other person, firm or corporation for any loss or damage suffered during the use of said premise or on account of any defective condition or depreciation of the portion of the premises used of any building, structure or equipment upon the premises and entity using said facility assumes all risks to persons or property due to latent or patent defects in the premises and fixtures thereon and the entity using the facility expressly agrees to indemnify and save harmless the Town of Wytheville and all of its operating agencies from any and all claims resulting from the use of the same.

Any individual, agency, or group hosting a community activity or fund-raising activity must provide the Department with a copy of a current Liability Insurance Policy of not less than \$1 Million.

DocuSigned by:
Eileen Hopson
Signature: _____ Date: 2/7/2017

TO BE COMPLETED WHEN LEAVING

Time In: _____ Time Out: _____

Clean up: Completed Not Completed

Notes: _____

Damages Explanation _____

Staff Signature: _____ Rental Signature: _____



CERTIFICATE OF LIABILITY INSURANCE

139199

DATE (MM/DD/YYYY)
9/13/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (404) 923-3700 Wells Fargo Insurance Services USA, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886	CONTACT NAME: Jennifer Lefler	
	PHONE (A/C, No, Ext): 404-923-3663	FAX (A/C, No): 877-382-9089
E-MAIL ADDRESS: jennifer.lefler@wellsfargo.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Federal Insurance Company		20281
INSURER B: Evanston Insurance Company		35378
INSURER C: Pacific Indemnity Company		20346
INSURER D: Colony Insurance Company		39993
INSURER E:		
INSURER F:		
INSURED American Cancer Society, Inc. 250 Williams Street Atlanta, GA 30303		


COVERAGES **CERTIFICATE NUMBER: 10836315** **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EXCLUSION MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADOLTSUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		35943463	09/01/2016	09/01/2017	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 25,000,000
						PRODUCTS - COM/POP AGG	\$ 2,000,000
							\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY		73563471	09/01/2016	09/01/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		MKL2EUL100400	09/01/2016	09/01/2017	EACH OCCURRENCE	\$ 1,000,000
						AGGREGATE	\$ 1,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N N/A	71741355	09/01/2016	09/01/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
						E L EACH ACCIDENT	\$ 1,000,000
						E L DISEASE - EA EMPLOYEE	\$ 1,000,000
						E L DISEASE - POLICY LIMIT	\$ 1,000,000
A	Pers. Property-R/C Inc. theft BI/EE BPP- All other locs.		35937238	09/01/2016	09/01/2017	\$130,774,408 Limit / \$100,000 Deductible \$1,000,000 BI / 24 hour wait period \$100,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of Insurance

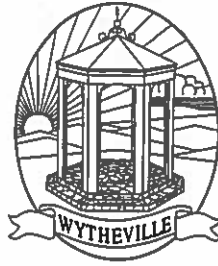
CERTIFICATE HOLDER American Cancer Society, Inc. 250 Williams St. NW, 5th Floor Atlanta GA 30303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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The ACORD name and logo are registered marks of ACORD © 1988-2015 ACORD CORPORATION. All rights reserved.

Certificate of Insurance (Con't)

OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
A	Hired Car Physical Damage			73563471	09/01/2016	09/01/2017	ACV Comprehensive & Collision \$1,000 Deductible
A	Employee Dishonesty			81250352	09/01/2016	09/01/2017	\$10,000,000
A	Blanket Building Coverage BVEE			35937238	09/01/2016	09/01/2017	\$277,578,438 Limit - R/C- Special Form / \$100,000 Ded. \$1,000,000 Limit / 24 Hour Waiting Period
A	Misc. Equipment			35937238	09/01/2016	09/01/2017	\$1,000,000 subject to \$100K Deductible
D	Excess Liability			AR4460546	09/01/2016	09/01/2017	\$5,000,000 excess \$5,000,000



Meeting Date:	Monday, April 10, 2017
Item Name:	Committee Reports
Item Number:	H-1
Subject:	Budget and Finance

SUMMARY:

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

- a. Modifications to Downtown Development Fund being reviewed
- b. Change of use for the old recycling center

BUDGET AND FINANCE COMMITTEE REPORT

APRIL 10, 2017

1. At the March 13, 2017, meeting of Town Council, the Downtown Development Fund (DDF) was established. This initial fund, which will be available on July 1, 2017, will have \$200,000 that can be used toward development projects in the downtown area. As approved, the Downtown Development Fund will be available to eligible building owners in the B-2 DT General Business District – Downtown as grants to reimburse 50 percent of construction expenses for environmental remediation and interior remodeling that create a retail business at street level and provide Code approved space on the second and third stories for either business or retail purposes. The guidelines continue to state that a retail business is defined as an establishment providing the sale of goods (not services) directly to the consumer and specifically state that business and professional office space is not eligible for this program. Since that time, we have continued to discuss potential revisions within the Downtown Development Fund and think that it may be helpful to amend the policy as it exists to make funds available to eligible building owners in the downtown area, but not necessarily in multiple story buildings. This new level of funding, known as Type B funds, will be available in the downtown area and will reimburse 50 percent of construction expenses in the same manner as the original program, where a retail business generates at least \$500,000, annually in gross receipts and creates at least five new jobs. The addition of these parameters will provide a broad flexibility for building owners in the downtown area to participate in the program. We, also,

think that the original program now known as “Downtown Development Fund – Type A” should be applicable to buildings where there is an existing retail space on the street level and have multiple stories that could be renovated for other purposes. At the next meeting of Council, we will have a draft of these revisions and would welcome comments from anyone in regard to these programs. We would like to note, as a related issue, that we are also working on similar types of incentives for other types of business development in areas outside of the downtown area. Similar to the Downtown Development Fund, we should have all of the proposed program parameters available for consideration by the Council at our next meeting.

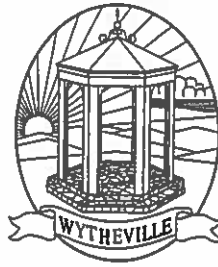
2. Earlier this year, the Town constructed a new recycling facility on South Third Street to make better use of the old recycling facility located on Monroe Street adjacent to Withers Park. The intent of moving the recycling facility was to make improvements to the old facility that would improve the aesthetics in the downtown area. Currently, the facility is not very attractive and is in need of improvements and significant landscaping. The Beautification Task Force has preliminary concepts for improving this area and making it more attractive. The actual request of the Beautification Task Force was for the Council to identify this area to be used as park space in the future. We agree that this would be a good use of this space by providing an attractive entrance into Withers Park along Heritage Walk. It would be the recommendation of the Budget and Finance Committee that we agree with designating this area for use as park space and would request that the Beautification Task Force continue with its design

concepts. Once those concepts have been developed, the Council can review these and make plans for their implementation.

Jacqueline K. King

Beth A. Taylor

H:\COUNCIL\BFCOMMIT RPT\2017\BFAPR10.doc



Meeting Date:	Monday, April 10, 2017
Item Name:	Committee Reports
Item Number:	H-2
Subject:	Public Works

SUMMARY:

The Public Works Committee will report on the following matters:

- a. Review of mowing regulations
- b. East Main Street Improvements Project bids received

PUBLIC WORKS COMMITTEE REPORT

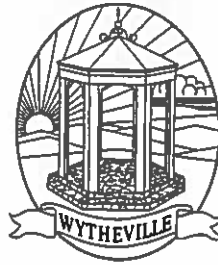
APRIL 10, 2017

1. Two years ago, the Town amended its regulations with regard to mowing. Generally speaking, the new mowing regulations require that properties be mowed three times per year- -once before May 15, once before July 15 and once before September 15. The regulations provide that when grass, weeds/vegetation and other foreign growth reach a maximum of 12 inches in height, the property owner shall mow the property. We wanted to remind everyone about these new mowing regulations. In slightly more than one month, the first cutting is required. In any event, if the property is not mowed, the Town will give notice regarding the failure to mow and remove the weeds as required, and the Town will collect from the property owner the charges needed to perform the mowing. We would urge any property owners who have questions to either go to the Town's website and review the specific language set forth in Section 12-91 of the Town Code, or contact Director of Public Works Tommy Seagle at the Municipal Office Building.
2. We have long been awaiting the completion of the design and the bidding process for the East Main Street Improvements Project. The project will provide curb and gutter, sidewalks and other landscaping improvements to East Main Street from Cassell Road eastward to the interstate. This project is being constructed utilizing Virginia Department of Transportation Revenue Sharing Funds. In this program, the Virginia Department of Transportation (VDOT) provides up to one half of the

expenses associated with the construction project. This project was bid on March 28, 2017, and there were five bidders. Inland Construction was the apparent low bidder with a base price of \$2.7 million. There were a variety of bids, with the highest one submitted being at \$3.9 million. Inland Construction is a qualified contractor and is credentialed by the Virginia Department of Transportation. We anticipate that we will be issuing a Notice to Proceed within the next couple of weeks, and we hope that the project will begin by May. The project should take slightly over one year to be completed. It would be the recommendation of the Public Works Committee to authorize the Town Manager to execute all contracts and documents associated with this project.

Thomas F. Hundley

Joseph E. Hand, Jr.



Meeting Date:	Monday, April 10, 2017
Item Name:	Appointments
Item Number:	I-1
Subject:	Planning Commission

SUMMARY:

The term of Mr. John W. Jones, Jr., to the Wytheville Planning Commission expired March 2, 2017. Please find enclosed two applications for consideration of appointment to the Planning Commission. This appointment will be a four-year term that expires March 2, 2021.

Town of Wytheville



Town Committee Application

Date Received:

March 23, 2017

Date Appointed:

Please type or print in pen clearly:

Name:

Last Litton

First Bradford

M.I. M

Mr., Mrs., Miss, Rank

Home Mailing Address:

825 Loretto Drive

Wytheville Va 24382

Business Name and Mailing Address (if appropriate):

Communications:

Phone (day): 620-3976 (evening): _____ Fax: _____ E-mail: _____

blitton@littonlandscapes.com

Vocation/Profession:

Landscape contractor

Education/Qualifications/Job Experience(s):

GWHS grad 2002

Virginia Tech grad 2006 landscape contracting

Loretto HOA Board VP 2013-present

Elm Springs HOA Board President 2016-present

Interests/Community Service Activities:

Outdoor activities

Boards/Commission(s) You Wish To Serve On:

1st Choice: Planning Commission

2nd Choice: _____

3rd Choice: _____

Others: _____

Current member of a Town Board/Commission? ___ YES NO

If Yes, please list:

Previously served on a Town Board/Commission? ___ YES NO

If Yes, please list:

Have you ever worked for the Town of Wytheville? ___ YES NO

If Yes, please list dates and names of departments:

Are you related to any Town employee or appointee? ___ YES NO

If Yes, please indicate name and relationship:

Are you aware that financial disclosures may be required annually?

YES ___ NO

Are you aware of any potential conflicts of interest? ___ YES NO

Are you aware that you will be required to have a background check to serve on a Town Committee/Board? YES ___ NO (additional signature forms required)

Are you aware of the time commitment involved? YES ___ NO

What do you see as the objectives and goals of the Board/Committee(s) to which you seek appointment?

To plan for our future / childrens future , expand existing ideas / projects

What special qualities can you bring to the Board/Committee(s)?

New ideas , creative thinker , construction background

I hereby certify that the above information is correct to the best of my knowledge.

Signature

[Handwritten Signature]

Date

3.22.17

Please Mail Your Completed Form To:
Office of the Clerk
Town of Wytheville
Post Office Drawer 533
Wytheville, Virginia 24382

We thank you for your interest in serving on a Town Board or Commission.

Town of Wytheville



Town Committee Application

Date Received:

January 26, 2017

Date Appointed:

Please type or print in pen clearly:

Name:

Last ERVIN First KENNY M.I. W

Mr., Mrs., Miss, Rank

Home Mailing Address:

145 MOUNTAIN VIEW DRIVE, Wytheville, VA 24382

Business Name and Mailing Address (if appropriate):

N/A

Communications:

Phone (day) 276-228-4189 (evening) 276-223-7442 Fax: NONE E-mail: KWE669@EMGARGA.MI.COM

Vocation/Profession:

RETIRED

Education/Qualifications/Job Experience(s):

MASTER'S DEGREE IN ADMINISTRATION
PRESIDENT SWVA FARM CREDIT
HIGH SCHOOL COACH + PRINCIPAL

Interests/Community Service Activities:

PREVIOUS SERVICE ON PLANNING COMMISSION
SERVED ON TOWN RECREATION COMMITTEE

Boards/Commission(s) You Wish To Serve On:

1st Choice: PLANNING COMMISSION

2nd Choice: _____

3rd Choice: _____

Others: _____

Current member of a Town Board/Commission? ___ YES NO

If Yes, please list:

Previously served on a Town Board/Commission? YES ___ NO

If Yes, please list:

Have you ever worked for the Town of Wytheville? ___ YES NO

If Yes, please list dates and names of departments:

Are you related to any Town employee or appointee? ___ YES NO

If Yes, please indicate name and relationship:

Are you aware that financial disclosures may be required annually?

YES NO

Are you aware of any potential conflicts of interest? ___ YES NO

Are you aware that you will be required to have a background check to serve on a Town Committee/Board? YES ___ NO (additional signature forms required)

Are you aware of the time commitment involved? YES ___ NO

What do you see as the objectives and goals of the Board/Committee(s) to which you seek appointment?

MAKE DECISIONS IN BEST INTERESTS OF TOWN

What special qualities can you bring to the Board/Committee(s)?

PREVIOUS EXPERIENCE ON PLANNING COMMISSION

I hereby certify that the above information is correct to the best of my knowledge.

Signature *Henry W. Eini*

Date 7-24-17

Please Mail Your Completed Form To:
Office of the Clerk
Town of Wytheville
Post Office Drawer 533
Wytheville, Virginia 24382

We thank you for your interest in serving on a Town Board or Commission.

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MARCH 27, 2017, AT 7:00 P.M.**

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

Members absent: Jacqueline K. King

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Peggy Crosson, Jim Johnston, Frances Emerson, Rosa Lee Jude, Agnes Eades, Geoffrey Carter, Todd Mathews, Darren Umberger, Jeff Hall, Nathan Miller, Ethen Lavallee, Dewey Clemons, Police Officer Troy Cockram

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 Councilwoman Taylor.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of March 13, 2017; the request of Spiller Elementary PTA to conduct a Spiller 5K and Fun Run on Saturday, May 6, 2017, at 9:00 a.m.; the request of HOPE, Incorporated to conduct the Big Pencil to Big Walker Ride on Saturday, June 17, 2017, at 7:30 a.m.; the request of the American Cancer Society Relay for Life Teams for issuance of a raffle permit for 2017; and, the request of the Wytheville First Church of God for waiver of fees for use of the Elizabeth Brown Memorial Park on Saturday, September 23, 2017, for a Festival in the Park. 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 Councilman Hundley and seconded by Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of March 13, 2017; the request of Spiller Elementary PTA to conduct a Spiller 5K and Fun Run on Saturday, May 6, 2017, at 9:00 a.m.; the request of HOPE, Incorporated to conduct the Big Pencil to Big Walker Ride on Saturday, June 17, 2017, at 7:30 a.m.; the request of the American Cancer Society Relay for Life Teams for issuance of a raffle permit for 2017; and, the request of the Wytheville First Church of God for waiver of fees for use of the Elizabeth Brown Memorial Park on Saturday, September 23, 2017, for a Festival in the Park, 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: PUBLIC HEARING – AMENDMENTS TO ZONING ORDINANCE – LOCATION OF CERTAIN MEDICAL FACILITIES

Mayor Crewe advised the meeting constituted a public hearing (due notice having been given) to consider amendments to Article III – Definitions; Article IX – Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center and to define the zoning districts in which these uses would be allowed. He noted that no one indicated on the sign in sheet that they wished to address the Council regarding this public hearing, however, if there is anyone who would like to address the Council regarding this agenda item, please come forward to the podium at this time. There being no one to address the Council in regard to the public hearing, Mayor Crewe declared the public hearing closed and proceeded with the agenda.

RE: CITIZENS' PERIOD – PRESENTATION – VIRGINIA GREAT VALLEY LEWIS & CLARK EASTERN LEGACY TRAIL

Mayor Crewe advised the next agenda item is Citizens' Period. He stated that Ms. Margaret Crosson of the Virginia Great Valley Lewis & Clark Eastern Legacy Trail is attending the Council meeting to make a presentation to the Council about her organization and its endeavors. He thanked Ms. Crosson for attending the Council meeting.

Ms. Crosson stated that she and Mr. Jim Johnston were glad to be attending the Council meeting. She continued to discuss with the Town Council her appreciation for being allowed to address the Council at this meeting because so much of where she has been was in northern Virginia and in the southern part of Smyth and Washington Counties, and she has not had the

opportunity to speak to Wythe County about the history and connection it has with the Lewis & Clark Trail. Ms. Crosson depicted to the Council on the slide presentation a symbol which is the symbol of the Mountain Valley Preservation Alliance that is the existing nonprofit organization that is housing the Lewis & Clark Trail Project at this time. She continued to explain to the Town Council the Lewis & Clark Trail Project. Ms. Crosson noted that the core of the Lewis & Clark Core of Discovery Expedition was from May 1804 until September 1806. She commented that she thinks the Council will find the number of times that the explorers were in this area is amazing, and most people do not even realize it. Ms. Crosson continued to explain the life history of Lewis and Clark to the Council. She noted that for the last seven years, a study has been taking place to determine whether or not to extend the National Historic Trail eastward, which is the westward trail. Ms. Crosson expressed that no one predicted that tourism was going to be threefold as it did when the National Historic Trail was implemented. She noted that the question is not when is the trail going to be implemented, but, rather, will the area be ready. Ms. Crosson continued to depict on the map the Lewis & Clark Legacy Trail to the Council. She noted that she and Mr. Johnston went to Delegate Terry Austin, who is the Delegate for the Counties of Botetourt, Allegany and Bedford, and asked him for his help regarding a Bill for the adoption of the Virginia Great Valley Lewis & Clark Eastern Legacy Trail by the Commonwealth of Virginia. She noted that, by law, the trail is an officially adopted trail by the Commonwealth of Virginia. Ms. Crosson explained to the Council that the Virginia Trail begins in Washington County and ends in Albemarle County, which is approximately 260 miles. She continued to explain to the Council the reason behind the Trail and any relation to Wytheville by Lewis and Clark. Ms. Crosson explained to the Council the purpose of the Trail Implementation Committee and how the Committee would help the tourism efforts of the State of Virginia. She noted that the Committee is still drafting a resolution supporting their efforts. Ms. Crosson expressed that the Committee is working on criteria of which sites should receive the signs offered by the Foundation. She stated that the question is how can the Town of Wytheville help. Ms. Crosson noted that if the Town would like to be included and actively participate, it would designate a person to serve as a contact. She noted that Ms. Jude agreed to do so, however, she is not sure if that is official. Ms. Crosson explained the other ways the Town could help such as providing a kiosk. She inquired of the Council if there were any questions or comments. Mayor Crewe inquired if Ms. Crosson's presentation would be presented to the County. Ms. Crosson stated that she would be happy to do a presentation for the County. Mayor Crewe thanked Ms. Crosson for her presentation.

Mayor Crewe noted that no one else indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, he 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, March 28, 2017, at 7:00 a.m.
2. The 10th Anniversary of the Wytheville Community Center will be held on Sunday, April 2, 2017, from 1:00 p.m. to 6:00 p.m.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that over the past two years, the Town of Wytheville has been the recipient of Revenue Sharing Funds from the Virginia Department of Transportation (VDOT) for various projects. She noted that in these projects, VDOT matches one half of the cost of a project. Councilwoman Taylor explained that the largest project that is underway, which utilizes Revenue Sharing Funds, is the East Main Street Improvements Project. She remarked that this project will be bid on March 28, 2017, and work is scheduled to commence this spring. Councilwoman Taylor commented that the other project that the Town received Revenue Sharing Funds for was the installation of asphalt paving in two locations within the town, including the East Main Street Project. She explained that because these projects have taken some time to develop, the Virginia Department of Transportation has requested that the Town Council adopt a resolution noting that it would still like to utilize these Revenue Sharing Funds. Councilwoman Taylor stated that later in the meeting, the Town Council will consider the resolution that will communicate this message to the Virginia Department of Transportation. She advised that it would be the recommendation of the Budget and Finance Committee that this resolution be adopted and the Town Manager be authorized to execute any necessary agreements for these revenue sharing funds.

Councilwoman Taylor, also, reported that over the years, there have been several situations regarding certain medical facilities, particularly those clinics involved in pain medications, that have resulted in concern from abutting property owners. She noted that the Town's Zoning

Ordinance is not definitive in describing various medical offices, clinics and treatment facilities and where they may be located. Councilwoman Taylor commented that this topic came before the Planning Commission in November 2016, and the Planning Commission discussed a proposed change to the Zoning Ordinance that would create three new definitions: 1) Medical Office; 2) Clinic – Medical, Psychiatric or Surgical; and, 3) Outpatient Substance Abuse Treatment Center. She expressed that the Planning Commission, subsequently, developed definitions to define the level and type of service to be rendered at each facility making it easier to classify them. Councilwoman Taylor stated that the ordinance, as it is presented, contains these definitions that set forth the various zoning districts where these facilities can be located. She noted that later in the meeting, an ordinance will be considered that will amend the Town's Zoning Ordinance to make these revisions. Councilwoman Taylor advised that it would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading and that the provisions therein become effective immediately. 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, currently, the Town's Personnel Policy requires that all prospective employees must submit to a drug/alcohol test, as well as be subject to the review of his/her criminal history record. He noted that the Town's Personnel Policy also goes on to provide that the Town's employees are subject to random drug/alcohol testing, and there are provisions within the Personnel Policy to take an action as deemed appropriate for any found violations. Councilman Hundley explained that recent news stories have led the Council to believe that criminal background investigations on all staff, either employees or volunteers, for the Town of Wytheville should occur on a more routine basis. He commented that like all Town employees, the Town requires its volunteers to submit to a criminal background check before volunteering their time with the Town of Wytheville. Councilman Hundley remarked that volunteers and employees, prior to this time, have not been subject to subsequent background checks although, clearly, their status could have changed over a period of time. He expressed that the Council believes that it is in the best interest of the Town to proceed to revise the policy to require all employees and volunteers be subject to a criminal background investigation every three years. Councilman Hundley stated that the Council realizes that there will be a period of transition into this new system, but the Council believes that it is the duty to assure its citizens that the Town is not jeopardizing anyone's welfare or safety with an employee or a volunteer. He advised that the Council would ask that the Human Resource Manager develop a plan of action that would implement these policies. He stated that the Council, also, anticipates that there will be certain amendments to the Town's Personnel Policy to reflect these changes. Councilman Hundley noted that Council will report, in the near future, about its plans for proceeding with this revision. A motion was made by Councilman Hundley and seconded by Councilman Hand to request the Human Resource Manager to develop a plan of action and a proposed Personnel Policy revision whereby all employees and volunteers will be subject to a criminal background investigation every three years. Mayor Crewe inquired if there was any discussion on the motion to request the Human Resource Manager to develop a plan of action and a proposed Personnel Policy revision. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

Councilman Hundley, also, reported that there are several locations within the town where automobile and other types of tires are sold and the old tires are being stored onsite awaiting disposal. He commented that oftentimes, the storage of these old tires is in an area subject to public view and creates an unsightly area. Councilman Hundley explained that the Public Works Committee understands that the disposal of old tires is a problem. He noted that the Committee also understands that control over the storage of tires is administered through the Department of Environmental Quality, which allows up to 100 tires to be stored before being in violation. Councilman Hundley stated that even though the storage of these tires is not a violation, it does create an unattractive situation to the traveling public. He advised that the Public Works Committee would ask that the Town of Wytheville Planning Commission review the potential for adding regulations within the Zoning Ordinance that would require the storage of used tires within public view to be screened in a manner that prevents them from being seen. Councilman Hundley commented that the Public Works Committee feels that this would be a worthwhile revision to the Zoning Ordinance, and it would improve the esthetics throughout the community. A motion was made by Councilman Hundley and seconded by Councilman Hand to direct the Wytheville Planning Commission to review the potential to add regulations to the Zoning Ordinance that would require the storage of used tires within public view to be screened in a manner that prevents them from being seen. Mayor Crewe inquired if there was any discussion on the motion to request the Wytheville Planning Commission to review the potential to add regulations regarding used tires to the Zoning Ordinance. There being none, the motion was

approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1315

Mayor Crewe presented Ordinance No. 1315, an ordinance amending and reenacting Article III – Definitions; Article IX – Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the uses and definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center. A motion was made by the Budget and Finance Committee, which does not require a second, to suspend the rules and adopt Ordinance No. 1315, an ordinance amending and reenacting Article III – Definitions; Article IX – Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the uses and definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center, on first and final reading. Mayor Crewe inquired if there was 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1315 was adopted on first and final reading. He noted that the ordinance is effective immediately.

RE: RESOLUTION - REVENUE SHARING PROGRAM

Mayor Crewe advised the next agenda item is a resolution from the Virginia Department of Transportation regarding their Revenue Sharing Program. A motion was made by the Budget and Finance Committee, which does not require a second, to adopt a resolution from the Virginia Department of Transportation noting the Town’s desire to continue to participate in the Revenue Sharing Program and authorizing the Town Manager to execute any necessary documents regarding the program. 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: RESOLUTION - GEORGE WYTHE HIGH SCHOOL GIRLS’ BASKETBALL TEAM

Mayor Crewe advised the next agenda item is a resolution commending the George Wythe High School Girls’ Basketball Team for a successful season. Mayor Crewe inquired if there is a motion to adopt the resolution. A motion was made by Councilman Hundley and seconded by Councilwoman Taylor to adopt a resolution commending the George Wythe High School Girls’ Basketball Team for a successful 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:47 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

MARCH 27, 2017

1. Over the past two years, the Town of Wytheville has been the recipient of Revenue Sharing Funds from the Virginia Department of Transportation (VDOT) for various projects. In these projects, VDOT matches one half of the cost of a project. The largest project that is underway, which utilizes Revenue Sharing Funds, is the East Main Street Improvements Project. This project will be bid tomorrow, and work is scheduled to commence this spring. The other project that the Town received Revenue Sharing Funds for was the installation of asphalt paving in two locations within the town, including the East Main Street Project. Because these projects have taken some time to develop, the Virginia Department of Transportation has requested that the Town Council adopt a resolution noting that it would still like to utilize these Revenue Sharing Funds. Later in the meeting, the Town Council will consider the resolution that will communicate this message to the Virginia Department of Transportation. It would be the recommendation of the Budget and Finance Committee that this resolution be adopted and the Town Manager be authorized to execute any necessary agreements for these revenue sharing funds.
2. Over the years, there have been several situations regarding certain medical facilities, particularly those clinics involved in pain medications, that have resulted in concern from abutting property owners. The Town's Zoning Ordinance is not definitive in describing various medical offices, clinics and treatment facilities and

where they may be located. This topic came before the Planning Commission in November 2016, and the Planning Commission discussed a proposed change to the Zoning Ordinance that would create three new definitions: 1) Medical Office; 2) Clinic – Medical, Psychiatric or Surgical; and, 3) Outpatient Substance Abuse Treatment Center. The Planning Commission, subsequently, developed definitions to define the level and type of service to be rendered at each facility making it easier to classify them. The ordinance, as it is presented, contains these definitions that set forth the various zoning districts where these facilities can be located. Later in the meeting, an ordinance will be considered that will amend the Town's Zoning Ordinance to make these revisions. It would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading and that the provisions therein become effective immediately.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

MARCH 27, 2017

1. Currently, the Town's Personnel Policy requires that all prospective employees must submit to a drug/alcohol test, as well as be subject to the review of his/her criminal history record. The Town's Personnel Policy also goes on to provide that the Town's employees are subject to random drug/alcohol testing, and there are provisions within the Personnel Policy to take an action as deemed appropriate for any found violations. Recent news stories have led us to believe that criminal background investigations on all staff, either employees or volunteers, for the Town of Wytheville should occur on a more routine basis. Like all Town employees, the Town requires its volunteers to submit to a criminal background check before volunteering their time with the Town of Wytheville. Volunteers and employees, prior to this time, have not been subject to subsequent background checks although, clearly, their status could have changed over a period of time. We believe that it is in the best interest of the Town that we proceed to revise the policy to require all employees and volunteers be subject to a criminal background investigation every three years. We realize that there will be a period of transition into this new system, but we believe that it is our duty to assure our citizens that we are not jeopardizing anyone's welfare or safety with an employee or a volunteer. We would ask that the Human Resource Manager develop a plan of action that would implement these policies. We, also, anticipate that there will be certain amendments to the Town's Personnel

Policy to reflect these changes. We will report, in the near future, about our plans for proceeding with this revision.

2. There are several locations within the town where automobile and other types of tires are sold and the old tires are being stored onsite awaiting disposal. Oftentimes, the storage of these old tires is in an area subject to public view and create an unsightly area. We understand that the disposal of old tires is a problem. We also understand that control over the storage of tires is administered through the Department of Environmental Quality, which allows up to 100 tires to be stored before being in violation. Even though the storage of these tires is not a violation, it does create an unattractive situation to the traveling public. We would ask that the Town of Wytheville Planning Commission review the potential for adding regulations within the Zoning Ordinance that would require the storage of used tires within public view to be screened in a manner that prevents them from being seen. We feel that this would be a worthwhile revision to the Zoning Ordinance, and it would improve the esthetics throughout the community.

Thomas F. Hundley

Joseph E. Hand, Jr.