

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, APRIL 10, 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: Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Becky Grubb, Pat Snapp, Police Officer Todd Mathews

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 Hand.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of March 27, 2017, and 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. 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 Hand and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of March 27, 2017, and 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, 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 noted that no one indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, he would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Assistant Town Manager Moore reported the following:

1. The Council Work Session will be held on Tuesday, April 11, 2017, at 7:00 a.m.
2. The Wytheville Planning Commission will meet on Thursday, April 13, 2017, at 6:00 p.m., in the Council Chambers. Prior to the regular meeting, a Work Session will be held at 5:00 p.m., in the Council Chambers.
3. The Wytheville Industrial Development Authority will meet on Wednesday, April 19, 2017, at 9:00 a.m., in the Council Chambers.
4. The New River Regional Water Authority will meet on Thursday, April 20, 2017, at 9:30 a.m., in the Council Chambers.
5. The Council Personnel Committee will meet on Friday, April 21, 2017, at 8:15 a.m., in Conference Room A of the Municipal Building.
6. Assistant Town Manager Moore noted that he would like to express his deepest condolences to the family of Planning Commissioner Charles Shockley.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that at the March 13, 2017, meeting of Town Council, the Downtown Development Fund (DDF) was established. She noted that 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. Vice-Mayor King explained that 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 up to \$50,000 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. She remarked that 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. Vice-Mayor King commented that since that time, the Budget and Finance Committee has continued to discuss potential revisions within the Downtown Development Fund and thinks 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. She stated that 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. Vice-Mayor King noted that the addition of these parameters will provide a broad flexibility for building owners in the downtown area to participate in the program. She remarked that the Budget and Finance Committee, also, thinks 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. Vice-Mayor King expressed that at the next meeting of Council, the Budget and Finance Committee will have a draft of these revisions and would welcome comments from anyone in regard to these programs. She stated that the Budget and Finance Committee would like to note, as a related issue, that the Council is also working on similar types of incentives for other types of business development in areas outside of the downtown area. Vice-Mayor King advised that similar to the Downtown Development Fund, the Budget and Finance Committee should have all of the proposed program parameters available for consideration by the Council at the next meeting.

Vice-Mayor King, also, reported that 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. She stated that the intent of moving the recycling facility was to make improvements to the old facility that would improve the aesthetics in the downtown area. Vice-Mayor King noted that, currently, the facility is not very attractive and is in need of improvements and significant landscaping. She explained that the Beautification Task Force has preliminary concepts for improving this area and making it more attractive. Vice-Mayor King remarked that 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. She stated that the Budget and Finance Committee agrees that this would be a good use of this space by providing an attractive entrance into Withers Park along Heritage Walk. Vice-Mayor King advised that it would be the recommendation of the Budget and Finance Committee that the Council designate this area for use as park space and would request that the Beautification Task Force continue with its design concepts. She explained that once those concepts have been developed, the Council can review these and make plans for their implementation. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to designate this area as park space and request the Beautification Task Force to continue its design concepts for the Town Council to review. Mayor Crewe inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated that, two years ago, the Town amended its regulations with regard to mowing. He explained that, 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. Councilman Hundley noted that 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. He commented that the Public Works Committee wanted to remind everyone about these new mowing regulations. Councilman Hundley explained that in slightly more than one month, the first cutting is required. He remarked that 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. Councilman Hundley advised that the Public Works Committee 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.

Councilman Hundley, also, reported that the Council has long been awaiting the completion of the design and the bidding process for the East Main Street Improvements Project. He noted that the project will provide curb and gutter, sidewalks and other landscaping improvements to East Main Street from Cassell Road eastward to the interstate. Councilman Hundley expressed

that this project is being constructed utilizing Virginia Department of Transportation Revenue Sharing Funds. He stated that in this program, the Virginia Department of Transportation (VDOT) provides up to one half of the expenses associated with the construction project. Councilman Hundley noted that this project was bid on March 28, 2017, and there were five bidders. He advised that Inland Construction was the apparent low bidder with a base price of \$2.7 million. Councilman Hundley explained that there were a variety of bids, with the highest one submitted being at \$3.9 million. He stated that Inland Construction is a qualified contractor and is credentialed by the Virginia Department of Transportation. Councilman Hundley noted that the Public Works Committee anticipates that the Town will be issuing a Notice to Proceed within the next couple of weeks, and the Committee hopes that the project will begin by May. He explained that the project should take slightly over one year to be completed. Councilman Hundley advised that 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. A motion was made by Councilman Hundley and seconded by Councilman Hand to authorize the Town Manager to execute all contracts and documents associated with the East Main Street Improvements Project. Mayor Crewe inquired if there was any discussion on the motion to authorize the Town Manager to execute the contracts and documents associated with the East Main Street Improvements Project. 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. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: PLANNING COMMISSION

Mayor Crewe advised the next agenda item is to consider an appointment to the Wytheville Planning Commission to fill the expired term of Mr. John W. Jones, Jr. (term expired March 2, 2017). He explained that as the Council is now aware, with the passing of Mr. Charles Shockley, there is now another vacancy that will need to be filled on the Wytheville Planning Commission. Mayor Crewe inquired if there is a motion concerning the vacancies on the Wytheville Planning Commission. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to appoint Mr. Bradford M. Litton to a four year term, which will expire March 2, 2021, and appoint Mr. Kenny W. Ervin to fill the unexpired term of Mr. Charles Shockley, which will expire March 2, 2018. Mayor Crewe inquired if there was any discussion on the motion for the appointments to the Wytheville Planning 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, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: EAGLE SCOUT PROJECT

Mayor Crewe advised that there is an Eagle Scout who is looking for a project to do for his Eagle Project. He noted that the scout has proposed building some type of landscape pavilion structure on the two concrete slabs in front of the rescue squad building, which is located on Town owned property between the church and the rescue squad building. Mayor Crewe commented that he and the Eagle Scout could discuss the best place to locate the structure, if the Council would allow him to do so, and report back to the Council. It was the consensus of the Council for Mayor Crewe to speak to the Eagle Scout regarding the project.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:14 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

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 up to \$50,000 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

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.