

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 12, 2018, 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 Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Marie B. Bishop, Cathy D. Pattison, Rhonda Sechrest, Police Officer Chastity Russell

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 January 22, 2018; the request of the Wythe-Bland Animal Welfare League (WBAWL) for issuance of a raffle permit for 2018; the request of the Wythe County Public Library to conduct their Annual Fourth of July Parade on Thursday, July 5, 2018, at 10:00 a.m.; and, the request of the American Cancer Society Relay for Life Teams for issuance of a raffle permit for 2018. He inquired of the Council if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of January 22, 2018; the request of the Wythe-Bland Animal Welfare League (WBAWL) for issuance of a raffle permit for 2018; the request of the Wythe County Public Library to conduct their Annual Fourth of July Parade on Thursday, July 5, 2018, at 10:00 a.m.; and, the request of the American Cancer Society Relay for Life Teams for issuance of a raffle permit for 2018, as presented. Mayor Crewe inquired if there was any discussion on the motion to approve the consent agenda. 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.

PUBLIC HEARING – SUBDIVISION ORDINANCE AMENDMENT

Mayor Crewe advised that the meeting constituted a public hearing (due notice having been given) to consider amendments to the Town of Wytheville Subdivision Ordinance, Section 5. General Regulations, Subsection Streets, Subsection 5-18, Alignment and Layout, and to add Subsection 5-21A Sidewalks. He remarked that no one is in attendance who stated that they would like to address the Council in regard to the public hearing. Mayor Crewe inquired if anyone had changed their minds and would like to address the Council at this time. He inquired if any of the Council members would like to speak regarding this item. There being no questions or comments, Mayor Crewe declared the public hearing closed, and he noted that he reserved the right to reopen the public hearing should someone arrive late and wish to address the Council.

RE: CITIZENS' PERIOD

Mayor Crewe advised that the next agenda item is Citizens' Period. He noted that no one stated on the sign in sheet that they wished to address the Council during Citizens' Period. He thanked everyone for attending the meeting. Mayor Crewe advised that there being no one to address the Council, he would 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, February 13, 2018, at 7:00 a.m., in the Council Conference Room.
2. The Council Personnel Committee will meet on Wednesday, February 14, 2018, at 8:15 a.m., at the Wytheville Meeting Center.
3. The New River Regional Water Authority will meet on Thursday, February 15, 2018, at 10:00 a.m., in the Council Chambers.

4. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, February 19, 2018, in observance of the Presidents' Day holiday. He reminded everyone that due to the holiday on Monday, all trash will be picked up on Tuesday. He reiterated that Monday's and Tuesday's trash will be collected on Tuesday, February 20.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that the Town has received from the auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2017. She explained that the Town has, also, received a letter from them, which is required by professional standards, to communicate findings associated with the audit report. Vice-Mayor King remarked 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 commented 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. Vice-Mayor King stated, currently, there is only one small piece of roadway that is not qualified under the State system. She explained, 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. Vice-Mayor King stated that Town Treasurer Michael Stephens is working 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 Council note its receipt of the audit. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to acknowledge receipt of the audit for year ending June 30, 2017. Mayor Crewe inquired if there was any discussion on the motion to acknowledge receipt of the audit for 2016-17. 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.

Vice-Mayor King, also, reported that another topic that is related to the audit is a request that the Town has received from Rural Development after the audit was completed. She stated that Rural Development noted that they found the audit acceptable and did not question any costs or transactions. Vice-Mayor King explained that they did, however, request that the Town revise its accounting procedures to the extent that it segregate all revenues and expenses in the water and sewer account. She remarked that this means that the Town needs to create additional categories within the budget that reflect this request by Rural Development. Vice-Mayor King expressed that the new accounting procedure will be required in the future, if the Town makes application for the use of Rural Development funds. She stated that Town Treasurer Michael Stephens has worked with the Town's auditors, Robinson, Farmer, Cox Associates, and they have now developed all of the procedures needed to respond to this stipulation from Rural Development. Vice-Mayor King advised that it would be the recommendation of the Budget and Finance Committee that the Council authorize Town Treasurer Stephens to make the necessary revisions to the budget to accommodate this request. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to authorize the Town Treasurer to make the necessary budget revisions to segregate the water and sewer revenue and expenses to accommodate the required accounting procedures of Rural Development. Mayor Crewe inquired if there was any discussion on the motion to authorize the Town Treasurer to make the necessary budget revisions. 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 recently, the Town has had several inquiries with regard to the operational procedures of the Wytheville Volunteer Fire Department. He noted that the Fire Department was created by the Council in the Town Code and consists of up to 25 volunteer fire personnel. Councilman Hundley explained that the Fire Department elects its own volunteer Fire Chief. He remarked that these volunteers work in conjunction with the Town's paid fire staff. Councilman Hundley commented that the Town provides the Volunteer Fire Department with all firefighting apparatus and equipment needed to perform their work. He explained that the Council wants to ensure that the Town has the best department possible, and, as such, the Public Works Committee thinks that it would be helpful to have the Virginia Department of Fire Programs conduct an assessment of the operations. Councilman Hundley stated that such an assessment could review all facets of the Fire Department's operation, which would include organization, budget and administration, personnel, delivery of services, fleet design and management, training requirements and other

operational procedures. He explained that the Virginia Department of Fire Programs will perform this assessment without a fee, but it does require that the Council adopt a resolution seeking such assistance. Councilman Hundley advised that it would be the recommendation of the Public Works Committee that a resolution be adopted requesting the Virginia Department of Fire Programs to provide a comprehensive analysis and study of the Town's Fire Department. Mayor Crewe noted that the Council will consider the resolution later in the meeting.

Councilman Hundley, also, reported that later in the meeting, the Council will consider an ordinance, which amends the Subdivision Ordinance, to require the installation of a sidewalk on one side of the roadway within a new subdivision. He explained that as the Council has discussed previously, the Town is seeking to make its community more walkable, and the Council believes that the inclusion of sidewalks in new subdivisions is a mechanism to achieve the Town's goal. Councilman Hundley stated that a large percentage of the Town's population is now walking as a form of exercise, and the Council thinks that it is important to assist them with these efforts. Councilman Hundley advised that when the Council considers this ordinance, it would be the recommendation of the Public Works Committee that it be adopted on the first of three readings. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1333

Mayor Crewe presented Ordinance No. 1333, an ordinance amending and reenacting Chapter 8, Motor Vehicles and Traffic, Article II. Local Vehicle License, Section 8-40. License Tags or Plates, Stickers or Decals, of the Code of the Town of Wytheville, Virginia, on third and final reading. Mayor Crewe explained the ordinance to the Council. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt Ordinance No. 1333, an ordinance amending and reenacting Chapter 8, Motor Vehicles and Traffic, Article II. Local Vehicle License, Section 8-40. License Tags or Plates, Stickers or Decals, of the Code of the Town of Wytheville, Virginia, on third and final reading. Mayor Crewe inquired if there was any discussion on the motion to adopt the ordinance on third and final reading. There being none, the motion was approved with the following voting in favor and there being no opposition:

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

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1333 was adopted on third and final reading. He noted that the compliance date will be April 15, 2019.

RE: ORDINANCE NO. 1335

Mayor Crewe presented Ordinance No. 1335, an ordinance amending and reenacting Ordinance No. 652, generally known as the Subdivision Ordinance, Section 5, General Regulations, Subsection Streets, Subsection 5-18, Alignment and Layout and to add Subsection 5-21A, Sidewalks, on first, but not final, reading. Mayor Crewe explained the ordinance to the Council. A motion was made by Councilman Hundley and seconded by Councilman Hand to approve Ordinance No. 1335, an ordinance amending and reenacting Ordinance No. 652, generally known as the Subdivision Ordinance, Section 5, General Regulations, Subsection Streets, Subsection 5-18, Alignment and Layout and to add Subsection 5-21A, Sidewalks, on first, but not final, reading. He advised that this comes as a motion from the Public Works Committee that the ordinance be adopted on first, but not final, reading. Mayor Crewe inquired if there was any discussion on the motion to approve the ordinance on first, but not 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. 1335 was approved on first, but not final, reading.

RE: RESOLUTION – VIRGINIA DEPARTMENT OF FIRE PROGRAMS

Mayor Crewe advised the next agenda item is a resolution for the Virginia Department of Fire Programs. A motion was made by Councilman Hundley and seconded by Councilman Hand to adopt a resolution for the Virginia Department of Fire Programs requesting a Comprehensive Analysis of the Wytheville Volunteer Fire Department. He advised that this comes as a motion from the Public Works Committee that the resolution be adopted. Mayor Crewe inquired if there was any discussion on the motion to adopt the Virginia Department of Fire Programs resolution. There being none, the motion was approved with the following voting results: For: Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: Trenton G. Crewe, Jr. Mayor Crewe noted that he voted nay because he is unsure if this is the answer the Town is seeking. Mayor Crewe explained that the motion passed.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:12 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

FEBRUARY 12, 2018

1. We have received from our auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2017. We have, also, received a letter from them, 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 working 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.
2. Another topic that is related to the audit is a request that we have received from Rural Development after the audit was completed. Rural Development noted that they found the audit acceptable and did not question any costs or transactions. They did, however, request that we revise our accounting procedures to the

extent that we segregate all revenues and expenses in the water and sewer account. This means that we need to create additional categories within the budget that reflect this request by Rural Development. The new accounting procedure will be required in the future, if we make application for the use of Rural Development funds. Town Treasurer Michael Stephens has worked with our auditors, Robinson, Farmer, Cox Associates, and they have now developed all of the procedures needed to respond to this stipulation from Rural Development. It would be the recommendation of the Budget and Finance Committee that we authorize Town Treasurer Stephens to make the necessary revisions to the budget to accommodate this request.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

FEBRUARY 12, 2018

1. Recently, we have had several inquiries with regard to the operational procedures of the Wytheville Volunteer Fire Department. The Fire Department was created by the Council in the Town Code and consists of up to 25 volunteer fire personnel. The Fire Department elects its own volunteer Fire Chief. These volunteers work in conjunction with the Town's paid fire staff. The Town provides the Volunteer Fire Department with all firefighting apparatus and equipment needed to perform their work. We want to ensure that we have the best department possible, and, as such, we think that it would be helpful to have the Virginia Department of Fire Programs conduct an assessment of our operations. Such an assessment could review all facets of the Fire Department's operation, which would include organization, budget and administration, personnel, delivery of services, fleet design and management, training requirements and other operational procedures. The Virginia Department of Fire Programs will perform this assessment without a fee, but it does require that the Council adopt a resolution seeking such assistance. It would be the recommendation of the Public Works Committee that a resolution be adopted requesting the Virginia Department of Fire Programs to provide a comprehensive analysis and study of our Fire Department.
2. Later in the meeting, the Council will consider an ordinance, which amends the Subdivision Ordinance, to require the installation of a sidewalk on one side of the roadway within a new subdivision. As we have discussed previously, we are seeking

to make our community more walkable, and we believe that the inclusion of sidewalks in new subdivisions is a mechanism to achieve our goal. A large percentage of our population is now walking as a form of exercise, and we think that it is important to assist them with these efforts. When the Council considers this ordinance, it would be the recommendation of the Public Works Committee that it be adopted on the first of three readings.

Thomas F. Hundley

Joseph E. Hand, Jr.