

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JUNE 22, 2020, AT 7:00 P.M.**

Members present: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

Others present: Council Elect Holly E. Atkins, Council Elect Gary L. Gillman, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Town Treasurer Michael G. Stephens, Patrol Officer Blane Grubb

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Taylor called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilman Bloomfield.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of June 8, 2020. Mayor Taylor inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilwoman Pattison and seconded by Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of June 8, 2020, as presented. Mayor Taylor 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: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: PUBLIC HEARING – BUDGET AMENDMENTS FOR FISCAL YEAR 2019-20

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider budget amendments for the Fiscal Year 2019-20 budget. She explained that there are no amendments required, at this time. She noted that there is no one attending the meeting to address the Council during this public hearing, and no one contacted Town staff by telephone with questions or concerns regarding the public hearing. Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The next Council Work Session will be held on Tuesday, June 23, 2020, at 7:00 a.m., in the Council Chambers.
2. The Joint Industrial Development Authority will meet on Thursday, June 25, 2020, at 3:00 p.m., in the Council Chambers.
3. Mayor Taylor advised that she is sure everyone is aware that Town Manager Sutherland is retiring after 40 years, and, approximately 1,000 Monday night meetings. She stated that she would like to share Town Manager Sutherland's resolution with the Council and the Town citizens. Mayor Taylor noted that the resolution read as follows:

RESOLUTION

WHEREAS, Town Manager C. Wayne Sutherland, Jr. has been employed with the Town of Wytheville for forty years working for the betterment of the town, its citizens and its visitors; and,

WHEREAS, Town Manager Sutherland was hired on July 1, 1980, as Assistant Town Manager, and, four years later, he was appointed as Town Manager on January 1, 1984; and,

WHEREAS, Town Manager Sutherland graduated from Virginia Polytechnic Institute and State University in 1975 with a Bachelor of Science in Civil Engineering; and,

WHEREAS, Town Manager Sutherland's previous career included being a project manager for Richard E. Phillippi, Incorporated and an instructor of Civil Engineering Technology at Wytheville Community College; and,

WHEREAS, under Town Manager Sutherland's leadership, the Town has successfully completed numerous projects that have greatly improved the services the Town provides for its citizens, including the Water Treatment Expansion, the Wastewater Treatment Plant Expansion, the Green Acres Sewer Project, the Stringtown Water Project, the Spring/Franklin Street Housing Rehabilitation Project, the construction of the new Recreation Center/Meeting Center, the Downtown Wytheville Improvements Project, the East Main Street Improvements Project, the Edgemont Sewer Project and many others; and,

WHEREAS, under the guidance of Town Manager Sutherland, the town has grown and prospered over the years with the development of an industrial park, housing projects and shopping centers, as well as the infrastructure to support these projects; and,

WHEREAS, Town Manager Sutherland's wisdom and leadership has helped to preserve the beautiful green space in the town, and he has managed the development of new parks and recreation areas that will serve the citizens for many years to come, which include Withers Park, the T-Ball Park, the Big LOVE Park, the Crystal Springs Recreation Area and the Truss Bridge Park; and,

WHEREAS, during Town Manager Sutherland's tenure, he has represented the Town of Wytheville on regional, state and national Boards and Authorities including as a member on the Executive Committee for the Virginia Local Government Management Association; the International City/County Manager's Association; various Committees for the Virginia Municipal League; Chairman, Vice-Chairman and Secretary/Treasurer of the New River Regional Water Authority; the Crossroads Regional Industrial Facility Authority; liaison on the Wytheville Redevelopment and Housing Authority; the Beautification Task Force; the Complete Count Census Committee and others; and,

WHEREAS, Town Manager Sutherland has been actively involved in many civic organizations including the Wytheville-Wythe-Bland Chamber of Commerce, the United Way, the Wythe County Community Hospital Board, the Jaycees, the Wytheville Lions Club, the Iron Boots Society, Soiree Society and the Wytheville Rotary Club where he was awarded the Paul Harris Fellow Award and he was chosen by the Wall of Honor Committee for his name to be engraved on the Civic Monument in Withers Park; and,

WHEREAS, the Town Council, through the adoption of this ordinance, expresses its utmost esteem, respect and appreciation.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, hereby wishes to express its deepest appreciation to C. Wayne Sutherland, Jr., for his dedication and commitment to the Town of Wytheville.

BE IT FURTHER RESOLVED that the Town Council of the Town of Wytheville, Virginia, extends to Town Manager Sutherland its congratulations on his retirement and its best wishes for future successes.

Mayor Taylor inquired if there is a motion to adopt the resolution recognizing and honoring the service of Town Manager Sutherland. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to adopt a resolution recognizing and honoring the service of Town Manager Sutherland to the Town of Wytheville. Mayor Taylor inquired if there is any discussion on the motion to adopt the resolution for Town Manager Sutherland. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Pattison, reporting for the Budget and Finance Committee, stated that earlier in the meeting, the Council held a public hearing to consider any amendments that may be needed for its current fiscal year. She explained that State law provides that any appropriations exceeding one percent of what was budgeted must be adjusted by way of a budget amendment. Councilwoman Pattison noted that Town Treasurer Michael Stephens reports that the Town is within range, and no amendments are necessary. She remarked, however, that Town Treasurer

Stephens would ask the Council to authorize him to make line item transfers as may be needed to balance the various departments including authorization to move approximately \$200,000 from the Wastewater Fund to the Water Fund. Councilwoman Pattison explained that line item revisions are a normal yearly procedure, and it would be the motion of the Budget and Finance Committee that the Council authorize the Town Treasurer to make line item revisions to the current year's budget as outlined above. A motion was made by the Budget and Finance Committee, which does not require a second, to authorize the Town Treasurer to make necessary line item transfers to balance the various department budgets including authorization to move approximately \$200,000 from the Wastewater Fund to the Water Fund. Mayor Taylor inquired if there is any discussion on the motion to authorize the Town Treasurer to make necessary line item transfers to balance the various department budgets. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Councilwoman Pattison reported that later in the meeting, the budget will be considered on the third of three readings. She stated that as the Committee has reported, previously, the total budget equals \$22,796,120, and there are no tax increases proposed for the upcoming year. Councilwoman Pattison explained that as the Budget and Finance Committee has noted on several occasions, there is an increase in the water consumption bills beginning January 1, 2021. She remarked that since the consideration of the budget on the first two occasions, there has been a change that needs to be noted in the budget. Councilwoman Pattison noted that due to the CARES Act, Wythe County received approximately \$2.5 million, and, under instructions from the State of Virginia, it had to be distributed to towns within the county based on population. She commented that the Town will receive approximately \$700,000, beginning on July 1, 2020. Councilwoman Pattison stated that this money needs to be accounted for in the Town's budget, and the Budget and Finance Committee merely would move that a line item entitled "CARES Act Funding" be inserted on the revenue side of the budget and that a line item entitled "CARES Act Expenditures" be inserted on the appropriations side of the budget. She stated that the additional funding now makes the total budget \$23,496,120. Councilwoman Pattison advised that it would be the motion of the Budget and Finance Committee that the budget be approved as presented with the revisions noted above inserting the funding from the CARES Act. Mayor Taylor noted action on the budget would be taken later in the meeting. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Bloomfield, reporting for the Public Works Committee, stated that later in the meeting, the Council will consider an ordinance that adopts a Telecommuting Policy. He explained that as was noted at the last meeting, one of the work matters that has changed with the coronavirus is telecommuting or working from home. Councilman Bloomfield commented that the Council thinks it is important that employees who must work at home or at an alternate work location have guidelines as to the expectations from the Town of Wytheville as their employer. He stated that, clearly, people who are working at an alternate site, such as from their home, can have certain flexibilities in their time, but the expectation for their workload still remains. Councilman Bloomfield advised that the Public Works Committee believes the policy that is being considered later in the meeting addresses those matters, and it would move for the adoption of the ordinance effective immediately. A copy of the ordinance is attached for everyone's review.

Councilman Bloomfield reported that for over one year, the Town has been going through what is known as a recodification process. He explained that during this process, each change to the Town's Code is considered, and it is compared with existing State law. Councilman Bloomfield stated that it is important that the Town Code parallels the State Code, and this process clearly makes those comparisons. He noted that the codification was performed by Municode who is one of the national leaders in developing local codes. Councilman Bloomfield explained that to adopt the new Town Code, it is necessary for the Council to adopt an ordinance acknowledging the recodification of the existing ordinances. He advised that when this ordinance is considered later in the meeting, it would be the recommendation of the Public Works Committee that it be adopted on first and final reading. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: APPOINTMENTS – TOWN MANAGER

Mayor Taylor advised that the next agenda item is to consider the appointment of Mr. Stephen A. Moore for the position of Town Manager, effective July 1, 2020. She noted that Town Manager Wayne Sutherland will be retiring effective June 30, 2020, which will require that a replacement be appointed for his position. Mayor Taylor inquired if there is a motion to appoint Mr. Stephen A. Moore for the position of Town Manager, effective July 1, 2020. A motion was

made by Councilman Bloomfield and seconded by Councilwoman Pattison to appoint Stephen A. Moore as the Town Manager, effective July 1, 2020. Mayor Taylor inquired if there was any discussion on the motion to appoint Mr. Moore as the Town Manager. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Mayor Taylor thanked Mr. Moore, and Mr. Moore thanked the Council for appointing him as Town Manager.

RE: APPOINTMENTS – REAPPOINTMENT OF COUNCIL APPOINTED EMPLOYEES

Mayor Taylor advised that the next agenda item is to consider reappointments for the Town Treasurer, Town Clerk and Town Attorney. She inquired if there is a motion to consider these reappointments. A motion was made by Councilman Hand and seconded by Councilwoman Pattison to reappoint Michael G. Stephens as the Town Treasurer, Sharon G. Corvin as the Town Clerk and Christopher R. Menerick as the Town Attorney. Mayor Taylor inquired if there was any discussion on the motion to reappoint the Town Treasurer, Town Clerk and Town Attorney. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Mayor Taylor congratulated Mr. Stephens, Ms. Corvin and Mr. Menerick on their reappointments.

RE: APPOINTMENTS – BUILDING CODE APPEALS BOARD

Mayor Taylor advised that the next agenda item is to consider the reappointment of a member to the Wytheville Building Code Appeals Board to fill the expiring term of Mr. Brad Litton (term expires July 26, 2020). She noted that Mr. Litton is eligible for reappointment, and he has indicated a willingness to serve again, if reappointed. Mayor Taylor inquired if there is a motion to reappoint Mr. Litton for a five-year term. A motion was made by Councilwoman Pattison and seconded by Councilman Bloomfield to reappoint Mr. Brad Litton to the Wytheville Building Code Appeals Board for a five year term, which expires July 26, 2025. Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Litton to the Wytheville Building Code Appeals Board. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: ORDINANCE NO. 1381

Mayor Taylor presented Ordinance No. 1381, the Budget Ordinance for Fiscal Year 2020-21, on third and final reading. She explained that the budget is balanced and totals \$23,496,120. Mayor Taylor noted the recommendation from the Budget and Finance Committee regarding the CARES Act funding received from Wythe County. A motion was made by Councilwoman Pattison and seconded by Councilman Bloomfield to adopt Ordinance No. 1381, the Budget Ordinance for Fiscal Year 2020-21, on third and final reading, as amended to add the \$700,000 for the CARES Act funding. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on third and final reading, as amended. There being none, the motion was approved with the following voting in favor and there being no opposition:

FOR: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1381 was adopted on third and final reading, as amended.

RE: ORDINANCE NO. 1382

Mayor Taylor presented Ordinance No. 1382, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies of the Town of Wytheville, Virginia, so as to amend Section 2. Employment, by adding Subsection 2.19 Telecommuting Policy, on first and final reading. She noted that this comes as a recommendation from the Public Works Committee. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1382, an ordinance amending and reenacting Ordinance No. 1028, generally known as

Personnel Rules, Regulations and Policies of the Town of Wytheville, Virginia, so as to amend Section 2. Employment, by adding Subsection 2.19 Telecommuting Policy, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to 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: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1382 was adopted on first and final reading.

RE: ORDINANCE NO. 1383

Mayor Taylor presented Ordinance No. 1383, an ordinance adopting and enacting a new Code for the Town of Wytheville, Virginia; providing for the repeal of certain ordinances not included therein; providing a penalty for the violation thereof; providing for the manner of amending such code; and, providing when such code and this ordinance shall become effective, on first and final reading. She noted that this ordinance comes as a recommendation from the Public Works Committee, as well. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1382, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies of the Town of Wytheville, Virginia, so as to amend Section 2. Employment, by adding Subsection 2.19 Telecommuting Policy, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to 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: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1383 was adopted on first and final reading.

RE: MAYOR TAYLOR – THANK YOU TO COUNCILMAN HAND

Mayor Taylor advised that she would like to thank Councilman Hand for serving on the Town Council and for all he has done for the Town of Wytheville. She noted that Councilman Hand is to thank for the beautification of the town, etc. Councilman Hand thanked the Council and Town staff.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:18 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

JUNE 22, 2020

1. Earlier this evening, the Council held a public hearing to consider any amendments that may be needed for our current fiscal year. State law provides that any appropriations exceeding one percent of what was budgeted must be adjusted by way of a budget amendment. Town Treasurer Michael Stephens reports that we are within range, and no amendments are necessary. However, he would ask the Council to authorize him to make line item transfers as may be needed to balance the various departments including authorization to move approximately \$200,000 from the Wastewater Fund to the Water Fund. Line item revisions are a normal yearly procedure, and it would be the motion of the Budget and Finance Committee that we authorize the Town Treasurer to make line item revisions to the current year's budget as outlined above.
2. Later this evening, the budget will be considered on the third of three readings. As we have reported, previously, the total budget equals \$22,796,120, and there are no tax increases proposed for the upcoming year. As we have noted on several occasions, there is an increase in the water consumption bills beginning January 1, 2021. Since the consideration of the budget on the first two occasions, there has been a change that needs to be noted in the budget. Due to the CARES Act, Wythe County received approximately \$2.5 million, and, under instructions from the State of Virginia, it had to be distributed to towns within the county based on population. The Town will receive approximately \$700,000,

beginning on July 1, 2020. This money needs to be accounted for in our budget, and we merely would move that a line item entitled "CARES Act Funding" be inserted on the revenue side of the budget and that a line item entitled "CARES Act Expenditures" be inserted on the appropriations side of the budget. The additional funding now makes the total budget \$23,496,120. It would be the motion of the Budget and Finance Committee that the budget be approved as presented with the revisions noted above inserting the funding from the CARES Act.

Cathy D. Pattison

PUBLIC WORKS COMMITTEE REPORT

JUNE 22, 2020

1. Later this evening, the Council will consider an ordinance that adopts a Telecommuting Policy. As was noted at our last meeting, one of the work matters that has changed with the coronavirus is telecommuting or working from home. We think it is important that employees who must work at home or at an alternate work location have guidelines as to the expectations from the Town of Wytheville as their employer. Clearly, people who are working at an alternate site, such as from their home, can have certain flexibilities in their time, but the expectation for their workload still remains. We believe the policy that is being considered later this evening addresses those matters, and we would move for the adoption of the ordinance effective immediately. A copy of the ordinance is attached for everyone's review.
2. For over one year, the Town has been going through what is known as a recodification process. During this process, each change to the Town's Code is considered, and it is compared with existing State law. It is important that our Code parallels the State Code, and this process clearly makes those comparisons. The codification was performed by Municode who is one of the national leaders in developing local codes. To adopt the new Town Code, it is necessary for the Council to adopt an ordinance acknowledging the recodification of the existing ordinances. When this ordinance is considered later this evening, it would be the recommendation of the Public Works Committee that it be adopted on first and final

reading.

Joseph E. Hand, Jr.

Mark J. Bloomfield