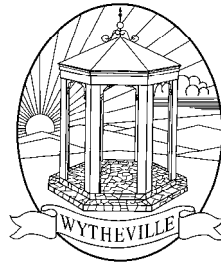


AGENDA
Wytheville Town Council
Monday, July 10, 2006
7:00 P.M.
Wytheville Municipal Building
150 East Monroe Street
Wytheville, Virginia 24382

- A. **CALL TO ORDER**—MAYOR TRENTON G. CREWE, JR.
- B. **ESTABLISHMENT OF QUORUM**—MAYOR TRENTON G. CREWE, JR.
- C. **INVOCATION**—COUNCILMAN JOHN W. JONES, JR.
- D. **PLEDGE OF ALLEGIANCE**—VICE-MAYOR JACQUELINE K. KING
- E. **REORGANIZATION OF COUNCIL**
- F. **CONSENT AGENDA**
 - 1. Minutes of the regular meeting of June 26, 2006
- G. **CITIZENS' PERIOD**
- H. **OLD BUSINESS**—TOWN MANAGER C. WAYNE SUTHERLAND, JR.
- I. **COMMITTEE REPORTS**
 - 1. Budget and Finance
 - a. Community Center fees and regulations
 - b. Increase in certain user fees for Department of Museums
 - 2. Public Works
 - a. Resolution regarding regional water supply planning
 - b. Brush and debris on Town streets
- J. **APPOINTMENTS**
 - 1. Notification of appointment to the Building Code Appeals Board to fill the expiring term of Mr. Phil Tobelmann (term expires 7/26/06)
- K. **ADJOURNMENT**



Meeting Date:	Monday, July 10, 2006
Item Name:	Reorganization of Council
Item Number:	E
Subject:	Reorganization of Council

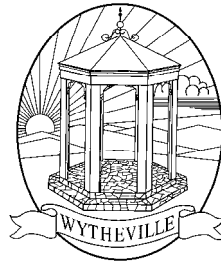
SUMMARY:

The Town Code provides that at the first regular meeting in July following the election and qualification of members, the Town Council will reorganize. This process will involve Mayor Crewe announcing that he, Councilman John W. Jones, Jr., and Councilman William B. Weisiger, who were elected to the Council at the election held on May 2, 2006, have qualified for the office as required by law and are, accordingly, now seated as members of the Town Council.

Mayor Crewe will then open the floor for nomination and election of the Vice-Mayor. Council will next consider the reappointment of the Town Manager, Clerk of Council, and Town Treasurer and the employment of the Town's Attorney. Subsequently, the Council will consider the appointment of its members to the Budget and Finance Committee and the Public Works Committee.

It will also be necessary for Council to consider the appointment of members to several committees. The first committee will be the appointment to the Planning Commission. Councilman Jones currently serves as the member representing the Council, and he is a certified Planning Commissioner. Council will also need to appoint a liaison member to the Recreation Commission, and Vice-Mayor King currently serves as this liaison. Also, a liaison member will need to be appointed to the Wall of Honor Committee, and Vice-Mayor King, likewise, serves in this capacity. Additionally, a member will need to be appointed to the Board of Architectural Review, and Councilman Lambert currently serves in this capacity. Finally, Council will need to appoint a member to the Wytheville Redevelopment and Housing Authority. Mr. Weisiger currently serves as the liaison to the Authority, but Town Manager Sutherland has indicated he would serve as the liaison. Council will also need to consider the reappointment of Councilman Weisiger to the New River Regional Water Authority for a term of four years as well as reappointing him to the District Three Governmental Cooperative for a one-year term. Councilman Lambert serves as the alternate member to District Three.

WYTHEVILLE TOWN COUNCIL



AGENDA INFORMATION

Meeting Date:	Monday, July 10, 2006
Item Name:	Committee Reports
Item Number:	I-1
Subject:	Budget and Finance

SUMMARY:

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

- a. Community Center fees and regulations
- b. Increase in certain user fees for Department of Museums

BUDGET AND FINANCE COMMITTEE REPORT

JULY 10, 2006

1. Over the past several months, we have been considering a number of operational matters related to the opening of the new community center. While an exact date has not yet been established for occupying the new building, we anticipate that it will be ready for use sometime during the first quarter of 2007. The building is comprised of three major types of uses. The most southerly end of the building has the meeting and convention facilities, the middle portion of the building contains all of the various types of recreational activities including the aquatic center, and the most northerly end of the building houses the child care facility. One of the most commonly asked questions is the user fees that will be associated with these various uses. We have had a number of meetings with Rosa Jude, the Director of Public Information and Tourism, and Director of Parks and Recreation Rick Showalter to review fees and various operational regulations. The fees and regulations that we have established are comparable to all surrounding recreation and meeting spaces. The new community center, when open, will be one of the most modern meeting and recreation facilities in southwest Virginia. We would note that we want to keep the fees as low as possible, but, obviously, the expenses associated with operating a building of this magnitude will require user fees.

Attached, please find a schedule for the hours of operation and the various pass plans that are proposed to be adopted. We have several comments with regard to

this schedule. The hours of operation that are depicted for the recreational component of the community center may be revised after the building becomes operational. We understand that operating the new building will be a learning curve, and the hours that are reflected in this schedule may be more than are needed or may be less than are needed. These types of decisions will necessarily be reached after the building is occupied. We would note, also, that there are three types of pass plans to the new facility. These pass plans provide different levels of service and, obviously, reflect different amounts of user fees. Also, provisions have been made for periodic visitors who may want to use the facility on an occasional basis. We are in the process of making arrangements where the fees can be paid in a variety of fashions, including the use of credit cards. Also, please find attached a schedule of the fees for the use of the various meeting spaces and other recreational spaces, including the pool.

The other major component in the building is the meeting and convention facility. Please find attached a schedule of fees concerning the use of various spaces within this portion of the building, as well as regulations governing the catering operations within the building. Similar to the recreational fees, these fees are comparable with other meeting spaces in the general area.

It would be the recommendation of the Budget and Finance Committee that the user fees as attached and the other guidelines and operational hours be approved by the Town Council.

2. Frances Emerson, Director of the Department of Museums, has asked the Council to consider modest increases in user fees for certain programs within that department. First, Mrs. Emerson would propose that the cost of tickets to visit various museum facilities be increased slightly. We have attached for your review a schedule that denotes the current price of tickets to various museum programs as well as the proposed rates. As you will note, these increases are all one dollar or less. Secondly, Mrs. Emerson has requested that a schedule be established for the use of the Heritage Center for a business or commercial type of meeting. This request is in response to an increase in usage from the business community and for which there has not previously been an established fee schedule. We think the increases are appropriate, and we would recommend to the Council that the schedule of proposed fees as presented by the Department of Museums be adopted and that the schedule of fees be effective immediately.

Jacqueline K. King

John W. Jones, Jr.

WYTHEVILLE COMMUNITY CENTER

CONVENIENT HOURS OF OPERATION COMMUNITY CENTER

Monday – Friday	6:00 am – 10:00 pm
Saturday	7:00 am – 9:00 pm
Sunday	1:00 pm – 7:00 pm

POOL

Monday – Friday	6:00 am – 7:00 pm (Rental 7-9)
Saturday	7:00 am – 7:00 pm (Rental 7-9)
Sunday	1:00 pm – 6:00 pm

WATER PARK

Monday – Friday	11:00 am – 8:00 pm
Saturday	11:00 am – 8:00 pm
Sunday	1:00 pm – 6:00 pm

All youth under 12 must be attended by an adult 16 or older.

Pool opens when the facility opens and closes prior to Center closing.

FLEXIBLE PASS PLANS

GOLD: Allows unlimited access during all hours of operation plus unlimited Land and Water aerobics. Includes use of pool, weight/cardio areas, open gym, open youth/teen center, walking track, open climbing gym and unlimited racquetball court time.

	<u>Annual</u> (advance payment)	<u>Continual</u> (one-year contract)	<u>Six Month</u> (advance)	<u>Monthly</u>
Adult	\$353	\$29.42	\$196	\$38
Couple	\$558	\$46.50	\$299	\$55
Family	\$604	\$50.33	\$322	\$59
Senior/Teen/College	\$307	\$25.58	\$173	\$34
Senior Couple	\$512	\$42.67	\$276	\$51

SILVER: Allows unlimited access during all hours of operation. Includes use of pool, weight/cardio areas, open gym, youth/teen center, walking track, climbing gym and 2 hours per week of racquetball court time.

	<u>Annual</u> (advance payment)	<u>Continual</u> (one-year contract)	<u>Six Month</u> (advance)	<u>Monthly</u>
Adult	\$250	\$20.83	\$145	\$31
Couple	\$409	\$34.83	\$225	\$45
Family	\$483	\$40.25	\$261	\$49
Senior/Teen/College	\$215	\$17.92	\$128	\$27
Senior Couple	\$360	\$30.00	\$200	\$41
Youth (4-12)	\$171	\$14.25	\$105	\$23

BRONZE: Allows access during all hours of operation. Includes walking track, open gym, youth/teen center.

	<u>Annual</u> (advance payment)	<u>Continual</u> (one-year contract)	<u>Monthly</u>
Adult	\$66	\$5.50	\$15
Couple	\$107	\$8.92	\$18
Family	\$193	\$16.08	\$25
Senior/Teen/College	\$61	\$5.08	\$14
Senior Couple	\$97	\$8.08	\$17
Youth (4-12)	\$46	\$3.83	\$13

Penalty for failing to keep any 6 month or yearly pass plan for the specified time, results in paying a \$50 cancellation fee and paying for next membership at the center in full.

Lost card fee: replacement \$5

TRY IT PASSES:

	<u>Daily</u>	<u>Six Punch</u>	<u>Twelve Punch</u>
Adult	\$6.00	\$33 (\$5.50 per visit)	\$54 (\$4.50 per visit)
Senior/Teen/College	\$4.00	\$21 (\$3.50 per visit)	\$36 (\$3.00 per visit)
Family	\$16.00	\$81 (\$13.50 per visit)	\$150 (\$12.50 per visit)
Youth	\$3.00	\$15 (\$2.50 per visit)	\$24 (\$2.00 per visit)

Includes use of pool, weight/cardio areas, open gym, youth/teen center, walking track, open climbing gym, racquetball court time (reservation day of).

Group Rate: A group rate for 15 or more people is available only if prior arrangements have been made.

Adult 18+ yrs: \$5.00, Senior/Teen/College: \$3.50, Youth 4-12 yrs: \$2.50

***Town Citizens would be given an additional 10% discount to all fee pass plans.**

Per Virginia State Law: Couple defined as husband and wife. Family defined as Head of Household and their legal dependents.

***Town Employees** would be given a free annual membership (**Silver Level**) as a part of their fringe benefits and also a part of the Health and Wellness Program supported by insurance companies. Their family members would be given an annual discount to (**Silver Level**).

Town Employee	No Charge
* add Spouse	\$75.00
* add Child (Ages 4-18)	\$25.00
* add College Student	\$50.00
* add Family	\$120.00

Room Rentals

<u>Multipurpose Rooms</u>	<u>Resident/Member</u>	<u>Non-Resident/Member</u>	<u>For Profit Organizations</u>
1 Room (Cap. 49 people)	\$10.00 / hr	\$13.00 / hr	\$16.00 / hr
2 Rooms Cap. 90 people	\$15.00 / hr	\$18.00 / hr	\$21.00 / hr
3 Rooms Cap. 135 people	\$20.00 / hr	\$23.00 / hr	\$25.00 / hr
1 Room w/ Kitchen (Cap. 49 people)	\$20.00 / hr	\$23.00 / hr	\$26.00 / hr
2 Rooms w/ Kitchen (Cap. 90 people)	\$25.00 / hr	\$28.00 / hr	\$31.00 / hr
3 Rooms w/ Kitchen (Cap. 135 people)	\$30.00 / hr	\$33.00 / hr	\$35.00 / hr
<u>Youth/Teen Center</u>	<u>Resident/Member</u>	<u>Non-Resident/Member</u>	<u>For Profit Organizations</u>
	\$35.00 / hr	\$40.00 / hr	
<u>Gymnasium</u>	<u>Resident/Member</u>	<u>Non-Resident/Member</u>	<u>For Profit Organizations</u>
1 Court	\$20.00 / hr	\$25.00 / hr	\$30.00 / hr
2 Courts	\$40.00 / hr	\$50.00 / hr	\$60.00 / hr
<u>Indoor Pool</u>	<u>Resident/Member</u>	<u>Non-Resident/Member</u>	<u>For Profit Organizations</u>
Groups up to 50	\$130.00 / 2 hrs	\$140.00 / 2 hrs	
51-75	\$170.00 / 2 hrs	\$180.00 / 2 hrs	
76-100	\$210.00 / 2 hrs	\$220.00 / 2 hrs	

Wytheville Meeting Center Facility Guidelines Agreement

Please review the following agreement, sign, and return to the Wytheville Meeting Center as soon as possible. The Wytheville Meeting Center is referred to as "WMC" below.

Reservations

Event bookings are considered "Tentative" until we receive a signed Facility Guidelines Agreement.

We reserve the right to alter space assignments as necessary. Please see the receptionist at the Information Desk upon your arrival.

The general hours of operation for the facility are Monday-Friday 8 a.m. to 5 p.m. Earlier or later hours or additional days of operation will be based on clients' requests and must be arranged in advance.

Proof of insurance naming the WMC as additional insured is required for events held and must be submitted before the event will be confirmed.

Food & Beverages

Breakfast and break refreshment items are available through the WMC (see enclosed list).

Please provide the refreshment orders at least one week in advance.

Actual food and beverage costs are determined by the number of participants attending the event or the number that are guaranteed.

Approved caterers must be used for all meal functions. An approved caterers list is enclosed.

Alcoholic beverage services must be arranged in advance with the WMC and in accordance with Virginia ABC laws. "Brown bagging" is not permitted.

Audiovisual Requests & Technical Assistance

Please provide audiovisual requests at least one week in advance.

Technical assistance is available and should be requested at least one week in advance. Basic technical assistance is provided to customers who use the

WMC's equipment. After a basic allowed 30 minutes, technical assistance is billed by the hour.

While every effort will be made to provide assistance, last minute requests for equipment or technical assistance may not be available.

Liability

WMC reserves the right to inspect all private functions. Damages to the facility will be the responsibility of the organization hosting the event to the extent caused by acts or omissions of the organization's agents or employees. This includes any breakage or damage to the building or contents.

Materials should not be attached to the walls. Please request flip chart holders or easels to display posters, charts, etc.

If an event includes children under the age of 18, adult supervision and chaperones are required.

WMC assumes no responsibility for any personal item or equipment brought in by any individual or group.

Regulations

Exit doors must not be blocked.

No tobacco products are allowed in the building.

Only service animals are allowed in the building.

Failure to pay in full at the time that goods or services are rendered or when billed will result in the imposition of 10 percent interest on the unpaid balance. Return checks will incur a handling fee of \$25.00. If the matter is referred for collection to an attorney or to a collection agency, then the debtor will be liable for all collection fees. Requesting goods or services will be deemed to be acceptance of these terms.

Security

The use of private security guards must be cleared with the WMC administrative office at least one week in advance of the event. The credentials of security personnel must be made available for review.

All private functions that serve wine, beer, or alcohol will require additional security. The number of security personnel required will be determined by the WMC and will require fees accordingly. All functions must end by midnight.

Departure

Rooms should be left clean and orderly. Plastic bags are available at the Information Desk for use in disposing of excessive trash.

Furnishings must be returned to their original configuration.

A cleaning fee will be assessed for those rooms not left in proper order.

Cancellations

Cancellations received less than thirty (30) days prior to the scheduled function may result in a cancellation fee of 50 percent of the amount shown on the Confirmation Report.

Failure to return the Guidelines Agreement does not automatically cancel an event. Cancellations are not official until you have contacted the WMC via phone, email, or in writing, and have received a cancellation number.

The Wytheville Meeting Center Facility Guidelines Agreement must be signed and returned immediately. If the charges shown on the Confirmation Report are over \$1000, a deposit of \$500, or credit card authorization, is required. If a deposit is not received within 30 days, the WMC reserves the right to release the room(s) and function space held.

I hereby agree to abide by the guidelines outlined in the Wytheville Meeting Center Facility Guidelines Agreement. I accept responsibility for charges incurred by my organization/event.

Contact Name:

Organization:

Contact phone number:

Name of Event:

Date of Event:

Onsite Contact – Day of Event:

Onsite Contact phone number:

Signature

Date

Printed Name

Rosa Lee Jude, Title to be determined

Date

Or Jeanette Wood, Title to be determined
Wytheville Meeting Center

Please return signed agreement to:

Jeanette Wood, Wytheville Meeting Center, P.O. Box 533, Wytheville, VA, 24382
Facsimile: 276-223-3446

Wytheville Meeting Center Catering Guidelines

Caterers must contact the Wytheville Meeting Center (WMC) prior to any catered event for which your company is hired. The guidelines below are general and not comprehensive. If you have any questions regarding catering at the WMC, please contact Jeanette Wood at 276-223-3416.

Service

Upon arrival, please check in at the Information Desk.

All food and beverage services must be coordinated in advance with the administrative office of the WMC to insure timely and organized service.

Work done in any meeting areas should be accomplished in a quiet and orderly fashion.

Please arrange time, in advance with the event planner, for cleanup if the meeting will be in progress after the meal.

Served meals must be plated in the catering kitchen.

Boxed lunches are best served in clear containers with the contents marked individually or with signs.

Plastic cutlery and paper plates, for certain events such as boxed lunches, are allowed with permission from the administration of the WMC.

Catering staff should regularly service event, empty trash, monitor guests needs, etc.

Coolers and bus tubs are not allowed in the meeting rooms while the event is taking place.

Fireworks or sparklers are not allowed in the WMC. The use of candles on tables must be pre-approved.

Appropriate Attire

The WMC and its customers appreciate and expect a clean, well-groomed appearance. Servers and staff should be appropriately attired in standard uniform – black pants, white tuxedo shirt, bow tie, and black shoes. This attire is appropriate for all full meal activities and receptions. For casual services, such as

boxed lunches or picnic style caterings, more relaxed attire such as polo shirts and khaki slacks are allowed. All staff must be dressed in similar appropriate attire. T-shirts, ball caps, jeans, shorts, tube tops, sandals/flip flops, and mini shirts are not allowed. If you have any questions about acceptable uniform attire, please contact us.

Catering Kitchen

The WMC Catering Kitchen has been constructed and equipped for the use and convenience of our approved caterers. The following large and small equipment will be available for your use: refrigerators/freezers, ice makers, stoves, warmers, dishwasher, utility tables, carts, chafing units, dinnerware, tableware, glassware, linens, skirting, napkins.

To help maintain the above items and allow for repair and breakage, a fee of one (1) percent of each total catering bill (before tax and service charge) will be assessed for the use of these items. (For example, if the total bill is \$1000.00, a \$10.00 user fee will be charged.)

Please advise WMC of any deliveries prior to the event.

Limited catering parking is available at the rear of the building. We encourage you to use this area for unloading only. Do not park in the fire lane.

A dumpster is available at the rear of the building. Please tie trash bags before putting into dumpster. Do not dump ice or any food items behind the building.

All catering equipment, serving ware, tables, carts, etc., are to be thoroughly cleaned and left in proper order. A cleaning fee will be assessed if any items are not returned to their proper and clean use.

General

The WMC is a tobacco-free facility; this includes all forms of tobacco. Smoking may be done behind the building. When staff takes a smoke break, please put all cigarette butts in urns provided. Please do not use the urns as door props.

Advertise your company. Please provide professional signage and business cards to tell the event attendees who you are. No handwritten signs are allowed.

The meeting spaces and furnishings will be in place when you arrive. If you feel you need to change the arrangement, please let us know.

Be aware as you work in our facility that there will be occasions when other caterers will also be in the building. Be considerate of your fellow caterers with

parking, unloading, etc. Share the workspace and equipment according to workload. The staff of WMC will endeavor to inform you prior to the event if you will be sharing the workspace.

Carts have been provided to aid in the moving of food and equipment during unloading and set up. No carts are allowed in the meeting spaces while an event is in progress. Check with us if you have any questions.

Catering Privileges at the Wytheville Meeting Center

In order to be placed on the approved caterer's list and allowed to do business within this facility, the WMC requires that the following guidelines be met:

- A current Town of Wytheville business license or a current business license from the town, city, or county that your business is physically located (if applicable). Please provide a copy of this document for our files.
- In accordance with Virginia law, it is required that caterers have a food permit to operate a food establishment or a caterers license and be in compliance with the standards set by the Virginia Department of Health. Please provide a copy of this document for our files.
- Have a one million dollar liability insurance policy indicating that your company is properly insured. Please provide a copy of this document for our files.
- Worker's compensation insurance on all staff that assists with catering. Please provide a copy of this document for our files.
- In accordance with the Municipal Code of the Town of Wytheville, all caterers must charge local meals tax, currently six (6) percent, and remit said tax to the Town of Wytheville within the appropriate designated time frame (guidelines and appropriate forms are attached). Failure to do so will result in termination of your status as an approved caterer.
- Comply with all guidelines outlined in this document.

Proposed Fee Increases Town of Wytheville Department of Museums

Current

Proposed

Individual Tickets

\$3.00 (One Museum – Adult)

\$5.00 (Both Museums-Adult)

\$1.50 (One Museum – Children 6-12)

\$2.50 (Both Museums – Children 6-12)

Under Age Five – Free

\$4.00 (One Museum – Adult)

\$6.00 (Both Museums – Adult)

\$2.00 (One Museum – Children 6-12)

\$3.00 (Both Museums – Children 6-12)

Under Age Five - Free

Groups of 10 or More

~~\$2.00~~ (One Museum-Adult)

\$4.00 (Both Museums-Adult)

\$1.00 (One Museum-Children 6-12)

\$1.25 (Both Museums-Children 6-12)

\$3.00 (One Museum-Adult)

\$5.00 (Both Museums-Adult)

\$1.50 (One Museum-Children 6-12)

\$2.00 (Both Museums-Children 6-12)

Proposed Discount for Senior Citizens
10 % Off Admission (Age 60 or Over)

First Thursdays With History Series

\$4.00 (Individual Ticket)

\$28.00 (Season Tickets)

Eight Performances for Price of Seven

\$5.00 (Individual Ticket)

\$30.00 (Season Tickets)

Seven Performances for Price of Six

School Groups – No Change From Current Fees

\$1.00 (One Museum)

\$1.50 (Both Museums)

(All Private School Groups (including those in Wytheville & Wythe County) and All Out of County Public Schools)

One (1) Chaperone Admitted Free With Each Group

\$3.00 (One Museum-Additional Adults)

\$5.00 (Both Museums-Additional Adults)

Outreach School Groups-Heritage Education Programs

All Wythe County Public School have free admission to the museums.

\$1.00 (Each Student)

Local Private Schools and Home Study Groups in Wythe County

\$1.50 (Each Student)

Out of County School Groups

Current Heritage Preservation Center Rental Fees

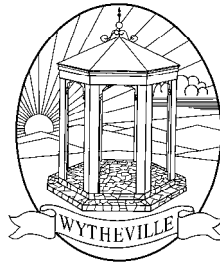
The minimum rental time is 2 hours.

Non-Profit - basic meeting without dance or alcohol; Wythe County	\$30.00 - 2 hours \$15.00 ea. additional hr.
Non-Profit - basic meeting without dance or alcohol; other counties	\$40.00 - 2 hours \$20.00 ea. additional hr.
Local Non-Profit fund-raiser without dance or alcohol	\$50.00 - 2 hours \$25.00 ea. additional hr.
Local Non-Profit fund-raiser With dance or alcohol	\$150.00 - 4 hours \$37.50 ea. additional hr.
Non-Local Non-Profit fund-raiser	Commercial rates
Private Party: Wythe County	\$50.00 - 2 hours \$25.00 ea. additional hr.
Private Party: other counties	\$60.00 - 2 hours \$30.00 ea. additional hr.
Private Party: Wythe County with dance or alcohol	\$150.00 - 4 hours \$37.50 ea. additional hr.
Private Party: other counties With dance or alcohol	\$160.00 - 4 hours \$45.00 ea. additional hr.
Private Party: Children under 12 Wythe County	\$30.00 - 2 hours \$15.00 ea. additional hr.
Private Party: Children under 12 Other counties	\$40.00 - 2 hours \$20.00 ea. additional hr.
Commercial/Convention	\$200.00 - 4 hours \$25.00 ea. additional hr.
With dance/or alcohol	\$300.00 - 4 hours \$75.00 ea. additional hr.

Proposed Fee

Business Meeting	\$35.00 – 2 hours \$15.00 ea. additional hr.
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(In response to an increase in usage from the business community)



Meeting Date:	Monday, July 10, 2006
Item Name:	Committee Reports
Item Number:	I-2
Subject:	Public Works

SUMMARY:

The Public Works Committee will report on the following matters:

- a. Resolution regarding regional water supply planning
- b. Brush and debris on Town streets

PUBLIC WORKS COMMITTEE REPORT

JULY 10, 2006

1. Last year, the General Assembly adopted regulations that require local governments to develop plans with regard to regional water systems. This planning process will be administered by the Virginia Department of Environmental Quality. Under this legislation, all counties, cities and towns in the Commonwealth must submit a local water supply plan or shall participate in a regional planning activity identifying the potential for a regional water supply. The Mount Rogers Planning District Commission is acting as the regional coordinator in the development of these planning documents. This regional water supply plan must be completed and submitted to the Department of Environmental Quality by November 2, 2011. Even though the Town of Wytheville, the County of Wythe and the County of Carroll have created a regional water authority, we will, under State law, still have to participate in this planning process. The Mount Rogers Planning District Commission has requested that each jurisdiction adopt a resolution designating them as the planning agent for the area and, also, to seek grants that may be available for administering these new programs. We have attached this resolution for your review, and it would be the recommendation of the Public Works Committee that it be adopted.
2. For a number of years, the Town has provided a monthly service to dispose of tree trimmings, brush, and leaves from residential properties. While this program is very much appreciated by the majority of citizens, we find that there are some citizens who continue to violate the rules of this program. The date for pickup of this debris is

always scheduled for the last week of the month. We find that some residents are piling debris at the street for almost one month prior to the scheduled pickup date. We do not have the resources to pick up debris on an ongoing basis, and that is why the last week of the month has been scheduled for pickup. Secondly, we continue to have problems with where the brush is being piled. At many locations in town, the debris is piled on the street, which impacts vehicular movement on the street. In addition, this brush and debris being piled in the street often is washed into drainage structures during rain events. Finally, the regulations provide that we will collect up to one truckload at each residence. We are finding that some citizens are having major tree trimming performed by professional tree trimmers and merely leaving all of this brush along the street for the Town to dispose of. The intent of this program was for the convenience of the disposal of trimmings and brush at a residence, but was never intended to serve as the disposal service for professional tree trimmings.

Having said all of this, we want to remind citizens about the regulations associated with this pickup program. We reiterate, debris should not be placed along the edge of the street until the scheduled pickup date, the amount of debris shall not exceed one truckload, and the debris is not to be placed on the street pavement. For those residents who continue to violate the regulations, the Town will necessarily have to take measures enforcing the provisions. No action is required of the Council at this time, but we did want to make everyone aware that these problems continue to exist. We would note this is one of the most popular public works programs that the Town provides, and we do not want to have to make policy revisions because some

residents fail to comply with the regulations.

William B. Weisiger

H. Judson Lambert

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Resolution



WHEREAS, the Virginia General Assembly has mandated the development of water supply plans throughout the Commonwealth and the State Water Control Board has developed regulations to implement this planning process; and,

WHEREAS, based upon these regulations, the Town of Wytheville is required to complete a water supply plan that fulfills the regulations by November 2, 2011; and,

WHEREAS, the Virginia Department of Environmental Quality has announced the availability of grant funds to assist localities offset some of the costs related to the development of these plans and is encouraging localities to submit applications for grant funds using regional water supply plans; and,

WHEREAS, regional water supply planning is a sensible approach to developing a water supply plan since watershed boundaries do not follow political boundaries and since there will likely be cost savings to all jurisdictions participating; and,

WHEREAS, the Mount Rogers Planning District Commission has previously managed the development of successful regional plans and is a logical entity to organize and manage a regional water supply planning process; and,

WHEREAS, the Mount Rogers Planning District Commission desires to participate in a regional water supply plan and desires to secure DEQ grant funds to help offset the cost of the plan development.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville authorizes the Mount Rogers Planning District Commission to develop an application for water supply planning grant funds and to develop a regional water supply plan which will meet mandated regulations.

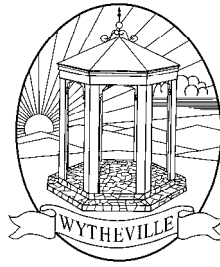
BE IT FURTHER RESOLVED that the Town Manager is authorized to sign the DEQ grant contract and other appropriate documents related to the source water planning grant and the regional source water supply plan.

Adopted this 10th day of July, 2006.

Trenton G. Crewe, Jr., Mayor

ATTEST:

Sharon P. Hackler, MMC, Clerk of Council



Meeting Date:	Monday, July 10, 2006
Item Name:	Appointments
Item Number:	J-1
Subject:	Building Code Appeals Board

SUMMARY:

The term of Mr. Phil Tobelmann to the Building Code Appeals Board will expire July 26, 2006. Mr. Tobelmann is not eligible for reappointment but the Town has received no applications to date for this committee. Mr. Tobelmann can continue to serve until a successor is appointed.

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JUNE 26, 2006, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., H. Judson Lambert

Members absent: William B. Weisiger

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon P. Hackler, Town Attorney Robert P. Kaase, Police Officer Jeff Hall, Justin Harmon with Wytheville Enterprise, Jody Gibson, Becky Grubb, Pat Snapp, Jennifer Jones

RE: CALL TO ORDER, QUORUM, INVOCATION, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. The invocation was given by Councilman Lambert followed by the Pledge of Allegiance led by Vice-Mayor King.

RE: PUBLIC HEARING – BUDGET AMENDMENTS

Mayor Crewe stated the meeting constituted a public hearing (due notice having been given) to consider the budget amendments for fiscal year 2005-06. He noted there are two large amendments, with one being a \$2,100,000 bond for improvements to the Town's water system, and also a Tobacco Commission grant in the amount of \$350,000. Mayor Crewe advised that these two amendments total \$2.45 million. He noted the Council will need to amend their budget to include these amendments since those items were not budgeted when the fiscal year began, but these funds were received during the year. Mayor Crewe inquired if there are persons present who wish to address the Town Council during the public hearing on the budget amendments. There being none, he declared the public hearing closed.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of June 12, 2006; the request of the New River Highlands Resource Conservation and Development for waiver of fee for use of the Community Center on July 27, 2006, for a dinner/meeting; the request of the Wythe County Public Library for waiver of fee for use of the Elizabeth Brown Memorial Park on July 26, 2006, for an end of summer reading program picnic; and, the request of the American Legion Auxiliary Unit 9 for waiver of fee for use of the Elizabeth Brown Memorial Park on July 29, 2006, for a fundraiser. A motion was made by Vice-Mayor King and seconded by Councilman Jones to approve the consent agenda consisting of the minutes of the regular meeting of June 12, 2006; the request of the New River Highlands Resource Conservation and Development for waiver of fee for use of the Community Center on July 27, 2006, for a dinner/meeting; the request of the Wythe County Public Library for waiver of fee for use of the Elizabeth Brown Memorial Park on July 26, 2006, for an end of summer reading program picnic; and, the request of the American Legion Auxiliary Unit 9 for waiver of fee for use of the Elizabeth Brown Memorial Park on July 29, 2006, for a fundraiser. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe stated the next item on the agenda is Citizens' Period. He noted that Ms. Jody Gibson with the Chamber of Commerce will address the Council regarding an update on the downtown project. Ms. Gibson advised that she is with the Chamber of Commerce, and she is attending the meeting on behalf of the Downtown Committee to present where they are with their project in regard to timeframes, etc. She noted that Ms. Jennifer Jones with the Chamber of Commerce is also attending the meeting with her. Ms. Gibson remarked that she is going to present information as to where they are with the project. She advised that the last time they came before Council, they did so in Committee meetings and received some inputs, etc., and what they have done is the Committee has gone back and evaluated the comments they received from the Town Council and the landowners. She explained that the Chamber of Commerce had a landowner meeting where they brought everyone in who had anything to do with this, and invited them to a major design meeting to get their input on the idea of this pathway. Ms. Gibson remarked that the result of this is some rough sketches they have developed, and they are trying now to pursue some funding alternatives. She stated what she wants to do is briefly explain the path and what they have done in terms of development. Ms.

Gibson indicated that she would like to talk to the Council a little about how they intend to, hopefully, fund the project. She noted if the Council can envision, it has gone a little bit further than they had originally talked to the Council in Committee meetings. Ms. Gibson advised that originally, when they first started the project, they were going to include Monroe and Spring Streets to try to connect the parks. She indicated that one of the comments they received is they should get to the parks and possibly beyond. Ms. Gibson noted that members of the Committee had really good input in terms of what they could do to make this path a little bit stronger from point to point, and there was really some good input. She indicated that what they have decided to do is try to develop a project from Withers Park with actually some type of element at the park, whether it is a gate a person enters that would come between the Recycling Center, next to the bleachers, and come along the parking lot in front of the pool and the Recycling Center, to a point where a person would cross Monroe Street. Ms. Gibson remarked that this would make a little bit more developed stopping and crossing point. Ms. Gibson indicated that the stopping point would be at the exact same place it is currently at the traffic light. She noted a person would come across the walkway between King's Produce and the UPS Store, come through the alley, and cross Main Street at the same current crossing point, and this is only developing a path from one point to the next point. Ms. Gibson remarked that then what they are proposing to do is cross Main Street and develop downtown to Wordsprint and along this entire path to Spring Street. She noted when a person gets to Spring Street, take the path all the way down along the edge of Elizabeth Brown Park, ending up on Washington Street. She noted the thought with this, and advised that they are still evaluating this potential, is hooking a walk back into Church Street, so it would actually tie back in to the historic walk through the downtown. Ms. Gibson pointed out that their project is growing a little bit since the last time they talked to everyone. She advised that they are starting to develop the elements of the walking path, and they have simplified a few things and not making them so elaborate with regard to the gateways and such. Ms. Gibson indicated that the idea is this would be a little more simplified. She noted at the light at the crossing on Monroe Street, a person would cross at King's Produce. Ms. Gibson stated what they are doing now is simplifying their elements a little bit with regard to the light poles, the planters, the tree plantings, etc. She advised that they are still evaluating the idea of the gateways at certain points along the path. Ms. Gibson indicated that these would be very simple gateways that would pick up on the architecture of the gazebos in town, so the architecture would be brought out of some of the elements already in town along the path. She explained that what they were able to do was go to a Virginia Department of Transportation Enhancement Program seminar last week. Ms. Gibson remarked that one of the options the Committee is looking at, aside from fundraising because there are some businesses interested in contributing in buying light poles and having plaques put on, those types of things, is possibly going after VDOT Enhancement Program funding. Ms. Gibson advised that one of the things they learned last week, and indicated this is one of the things they wanted to ask for Council's approval to continue, is they would need a sponsor of the application. She explained that the Committee would be doing all the work for the application, in association with the Chamber of Commerce, and all they would like to ask at this meeting is if everyone is still in agreement with the project, to have the Town sponsor the Chamber of Commerce to submit the application. Ms. Gibson stated it is a long, drawn out process, and this is what they are finding out because the application is submitted in November, and the applicants are not actually aware of whether they are awarded any money or not for any portion of their project until fall of next year. She noted it is in May or June that the applicants are notified of any award, but the monies do not actually become available until October of the next year. Ms. Gibson reiterated that it is a little bit of a long, drawn out process, and they have some more study to do with that. She advised what they would like to do is phase the project and start to really investigate who is interested in fundraising for certain elements, and then how they could fund specific portions of the project all the way through. Ms. Gibson indicated it is probably going to take several years to do this, but it is something the Committee wants to move forward with. She inquired if there are any questions from the Council. Mayor Crewe inquired if it is the new ISTEIA funding and inquired if this is the new federal funding or inquired if Ms. Gibson is talking about State money from VDOT. Ms. Gibson answered that it is State money. Town Manager Sutherland advised that it is a pass through. Mayor Crewe inquired if this would interfere with anything the Town is trying to do already and inquired if there is any reason the Town would not want to assist in that portion of the fundraising from the Town's grant writing side and inquired if this would hurt the Town on something else the Town is trying to do and if the Town would count it on its debt limit or anything like that. Town Manager Sutherland stated this would not hurt the Town. Mayor Crewe advised that the Town's experience is these grants are very difficult to obtain. Ms. Gibson stated that is correct, and noted this is the impression they received at this seminar last week. She remarked that there are certain elements of their project that fall into the twelve criteria for judging, and noted that several things they have already done fall into that twelve criteria. Ms. Gibson pointed out that there are several things they think they can do, and noted that Director of Museums Frances Emerson is on their Committee, and this project can help enhance the work they are doing at the Visitor's Center. She advised that there is one portion they still want to review from Withers on up to the Visitor's Center. Ms. Gibson indicated that they still want to

study this a little to see if there is either a way to bring that in, phase it in, or something so that actually they have the opportunity before they are finished to complete from the Visitor's Center all the way down through town, all the way down to Elizabeth Brown Park, and tie all the way in. She pointed out that this keeps getting bigger, but advised she thinks they need to look at the whole thing before they try to go after funding to develop it. Ms. Gibson advised that she thinks there are several criteria, and they would love to be able to apply for the grant funding. She remarked that she thinks they have a strong chance, but as Mayor Crewe has noted, it is competitive. Mayor Crewe stated the Chamber Committee would not qualify as a grant recipient for the application and inquired if that is correct. Ms. Gibson stated that is correct. Ms. Jennifer Jones explained that the Chamber of Commerce can apply for the grant application, but they need to have a government sponsor. Mayor Crewe inquired as to Council's reaction and if they have any questions or comments. Vice-Mayor King stated she thinks it is a good idea. Councilman Jones stated he agreed. Councilman Lambert stated he certainly supports being the sponsor. Vice-Mayor King stated she agreed. Councilman Lambert inquired if the Chamber has any idea of the cost. Ms. Gibson answered that they have started to break down the cost block by block, and, currently, they have not gotten into a lot of details because they are still working with the power company to try to understand what it would take to get some things underground in certain places, but, currently, they have between \$300,000 to \$350,000 for four blocks. She remarked that as she has stated, she does not want to be quoted on that because they are still in the development, but it is a substantial amount of money to complete the entire project. Ms. Gibson advised what they were told was this is not really a grant, but with the Enhancement Program, they can ask for up to \$1 million, and there were some strategies, and they would like to meet with Assistant Town Manager Moore, eventually, if they can continue, because in the application process, there are some ways to strategize the project, and it can be funded over a couple of years. She stated this program is going to be in existence until at least 2009. Ms. Gibson indicated that it may take a couple of years. She noted they stated if they fund a portion of one project, the chances of them funding other portions of the project as it continues will be increased. She remarked that their Committee wants to pursue this funding if they can. Mayor Crewe stated he thinks he is reading Council correctly, and told them to correct him if he is not. He noted that a year ago, when the Council held the discussions, they thought it was an exciting idea and worth pursuing, and now that it has more definitiveness, his read of Council is it still looks like a great idea and worth pursuing. Ms. Gibson stated that is great and thanked the Council for their support. Mayor Crewe advised that he did not know where the Chamber Committee is in their process, but if the Council needs to take formal action to authorize the Town to assist in this, he thinks they could do this at their meeting. Mayor Crewe reiterated that his read of Council is they would support this. He indicated that he did not know if the Chamber Committee needs this action now or later in the future, and remarked that he did not know the Chamber Committee's timetable. Ms. Gibson advised that they are not sure of the timetable because they are still in development, but they appreciate any support or whatever they could do together to work with the Town to make the project successful. Mayor Crewe advised that what the Council needs to do is entertain a motion that the Council authorize Town staff to work with the Chamber of Commerce and their Committee to try and pursue this idea, including any funding that the Town may assist in. Ms. Gibson stated this would be great. A motion was made by Vice-Mayor King and seconded by Councilman Lambert to authorize Town staff to work with the Chamber of Commerce by assisting in the development of the downtown project and to serve as the government sponsor for an application for funding. Mayor Crewe indicated that he is looking at two things including the Town assisting in the planning and development of the project, and, also, whatever the Town's name needs to be attached to as an applicant or a sponsor or whatever form it takes, and noted that the Town Council approves this. Ms. Gibson remarked that this would be great, and the Chamber of Commerce really appreciates the support because she thinks it is a tremendous project for the town, and the Chamber of Commerce is excited about it. Mayor Crewe inquired if there is any discussion on the motion. He noted the motion is that the Council authorize Town staff to assist in the development of the project and the Town to serve as the sponsor of any eligible funding that may be possible for this project. There being no further discussion, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, John W. Jones, Jr., H. Judson Lambert. Against: None. Ms. Gibson thanked the Town Council, and noted the Chamber of Commerce appreciates their support. Mayor Crewe inquired if the reaction of the property owners has been rather positive. Ms. Gibson stated the reaction of the property owners has been extremely positive, and they are very involved. She noted the Chamber of Commerce is working to keep the property owners involved and informed. Ms. Gibson remarked now that the Chamber of Commerce has the Council's sponsorship, they will start publicizing this more, and they will be back for a letter of support for their grant application. She noted this project is moving along a little slowly, but it is coming together. Mayor Crewe thanked Ms. Gibson for attending the meeting, and noted that the Council appreciates Ms. Gibson's and the Chamber of Commerce's efforts.

Mayor Crewe inquired if there are others who wish to address the Town Council during Citizens' Period. There being none, he proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. This week, the Public Works Committee will not meet, but the Budget and Finance Committee will meet on Thursday morning, June 29, 2006, on its regular date and time.
2. Next Tuesday is July 4 and will be observed as a holiday by the Town employees. On the evening of July 4, there will be the activities and the After Hours Concert at Withers Park followed by fireworks.

Mayor Crewe requested the Council members to adjust their schedules according to the Committee meeting schedule this week, and noted only one Committee meeting will occur this week.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, reported that earlier in the meeting, a public hearing was held to consider amending the budget for fiscal year 2005-2006. She noted State law provides that any revision to a municipal budget in excess of one percent requires a public hearing. Vice-Mayor King advised that during this past year, bond proceeds in the amount of \$2.1 million were received and used for the installation of the water line to Progress Park serving the Gatorade facility. She stated that in addition to the bond proceeds, the Town was also the recipient of a Tobacco Commission grant in the amount of \$350,000. Vice-Mayor King explained that the total proceeds received for this project were \$2,450,000. She noted it would be the recommendation of the Budget and Finance Committee that the budget for fiscal year 2005-2006 be amended to reflect the receipt of this \$2.45 million and that an equal value be appropriated, designated, and expended in a line item called "Lot 31 Water Extension." Vice-Mayor King indicated that the effect of this revision is that the Water and Sewer Budget will be revised from \$4,685,034 to \$7,135,034. She pointed out that this is a lot of money. Vice-Mayor King remarked that the General Fund totals will remain the same, and the new total budget will rise from \$29,156,796 to \$31,606,796. A motion was made by Vice-Mayor King and seconded by Councilman Jones to amend the budget for fiscal year 2005-06 to reflect the receipt of this \$2.45 million and that an equal value be appropriated, designated, and expended in a line item called "Lot 31 Water Extension." Mayor Crewe noted the motion is to add \$2.45 million to the revenue side of the budget because of the two grants, and also to add the same amount on line item "Lot 31 Water Extension" on the disbursement side of the budget. Mayor Crewe pointed out that the General Fund total will remain the same. He inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None. Mayor Crewe noted that the budget will be so amended.

Vice-Mayor King noted that secondly, during this past year, there were a number of improvements performed at the West End Cemetery. She explained that the total cost of these improvements was approximately \$68,000. Vice-Mayor King noted that funds from the Cemetery Trust Fund in the same amount need to be transferred from the Cemetery Trust Fund into the General Fund. She stated it would be the recommendation of the Budget and Finance Committee that the Council authorize Town Treasurer Mike Stephens to take the appropriate steps to request these funds from the Trustee and that, once received, these funds be placed into the General Fund. A motion was made by Vice-Mayor King and seconded by Councilman Jones to authorize Town Treasurer Mike Stephens to request and accept funds from the Cemetery Trust Fund and to place them into the General Fund for the improvements performed at the West End Cemetery. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None.

Vice-Mayor King stated that finally, the Committee would note that there are a number of line items within the current budget for fiscal year 2005-2006 that are in excess of the monies that were appropriated. She indicated that as in past years, it would be the recommendation of the Budget and Finance Committee that the Council authorize the Treasurer to make line item revisions within the current budget transferring monies as may be necessary to balance each departmental budget. A motion was made by Vice-Mayor King and seconded by Councilman Jones to authorize the Treasurer to make line item revisions within the current budget

transferring monies as may be necessary to balance each departmental budget. Mayor Crewe indicated that the motion from the Committee is the line item revisions within the current budget be made transferring from categories, but it does not change the total amounts. Vice-Mayor King stated that is correct. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None.

Vice-Mayor King also reported that this past week, each Committee had the opportunity to review contracts for certain work that is to be performed at the Wastewater Treatment Plant. She noted that one contract is with the Siemens Corporation at a cost of \$92,915. Vice-Mayor King indicated that there are a number of improvements under way at the Wastewater Treatment Plant, and the work by Siemens Corporation will be to install the large electrical components needed to control this new equipment. She stated the project that is under way at the Wastewater Treatment Plant also involves the installation of new aeration units. Vice-Mayor King remarked that pumping air into raw sewage is an important component of the treatment process. She stated the contract that both Committees reviewed is from Structure & Utilities Company, Incorporated at a price of \$49,479. Vice-Mayor King noted that this contract is for the installation of piping needed within the treatment basins for the new aeration system. She stated it would be the recommendation of the Budget and Finance Committee that the Council authorize the Town Manager to execute these contracts. A motion was made by Vice-Mayor King and seconded by Councilman Jones to authorize the Town Manager to execute the contracts with Siemens Corporation in the amount of \$92,915 to install large electrical components at the Wastewater Treatment Plant and with Structure & Utilities Company, Incorporated in the amount of \$49,479 to install new aeration units at the Wastewater Treatment Plant. Mayor Crewe indicated that the motion would be to authorize the Town Manager to execute the two contracts, one with Siemens Corporation for \$92,915, and one with Structure & Utilities, Incorporated for \$49,479. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None. A copy of the Budget and Finance Committee Report is attached and made part of these minutes. ([Attachment](#)).

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Lambert, reporting for the Public Works Committee, stated that on November 14, 2005, the Council approved the installation of stop signs at three of the four approaches at the intersections of Mountain View Drive and Fisher Road. He noted that the stop signs are currently installed on both approaches of Mountain View Drive to Fisher Road, and Fisher Road has a stop sign at Mountain View Drive for traffic proceeding south. Councilman Lambert advised that it was the consensus of the Council, at that time, that the efficiency of this intersection should be reviewed in six months. He remarked that the Committee has observed this intersection over this period of time and find it is working very well and does, in fact, improve the safety of this intersection. Councilman Lambert stated that unless the Council would direct otherwise, the Committee would recommend that the current stop sign configuration remain. Mayor Crewe noted that he takes this as the Council needs to do nothing and will leave the situation as it is unless someone makes a motion to change it. He inquired if there is any such motion to change the stop sign configuration. Vice-Mayor King stated she is still opposed to it very much and so is Ms. Rhonda Lefler, who lives at the stop sign. She advised that she knows how all the other Council members feel. Councilman Lambert indicated that he feels this way. Councilman Jones stated if Vice-Mayor King had made a motion, it would have died from lack of a second. Vice-Mayor King remarked that there were no wrecks at this intersection before, and noted she does not know who is observing this stop sign situation, but there has been one accident since the stop sign was erected. Mayor Crewe indicated that he thinks the Town has figures, but noted he has not seen them since he missed the meeting. He noted he believes there was a report from the Police Department. Vice-Mayor King noted that the report shows there were no accidents prior to the stop sign installation. Councilman Jones stated that someone ran the stop sign on Mountain View Drive and hit Ms. Barbara Goins' car. Vice-Mayor King stated that someone ran the stop sign. Councilman Jones noted that the motorist was coming out of Mountain View Drive, and Ms. Goins was coming up Fisher Road. Mayor Crewe stated this stop sign has been there a long time. Councilman Jones stated that is correct, and noted that the person took off. Mayor Crewe remarked that hearing no motion, he thinks the consensus from the Council is they will leave the stop sign configuration as it is for the time being. Vice-Mayor King inquired if she did not get to vote nay. Mayor Crewe noted that Vice-Mayor King's objection is duly noted, but this stop sign configuration will remain. Councilman Jones advised that he has been on the receiving end of a 4-1 vote. Vice-Mayor King noted that it does not hurt Councilman Jones' feelings, but it hurts her feelings because she lived there for 30+ years.

Councilman Lambert also reported that about the same time last year, a fence was erected around the property of the Wytheville Training Center at the northeast corner of Fifth and Franklin Streets. He stated the fence that was erected encroached onto the Town's right-of-way, and the Committee concluded that they would observe this situation for a six month period to see if its encroachment posed any problems. Councilman Lambert noted that since that time, the Town has had several comments concerning lack of visibility that has resulted because of the installation of the fence. He advised that when the Council discussed this, they looked at the potential to create a four-way stop sign situation at this location. Councilman Lambert remarked that essentially, there are only two ways to correct the lack of visibility. He noted one would be to have the Training Center remove and relocate the fence at a location off the right-of-way, and the other would be to create a four-way stop situation where sight distance would not be a problem. Councilman Lambert stated it is the opinion of the Committee that the Council should create a four-way stop situation at this location and observe movement of traffic at this intersection for a six month period. He noted if the Council determines that the four-way stop configuration is not effective, the Council will necessarily have to require the Training Center to relocate their fence. Councilman Lambert remarked that, therefore, it is the recommendation of the Public Works Committee that the intersection of Fifth and Franklin Streets be made a four-way stop configuration. Mayor Crewe inquired if anyone objects to making this intersection a four-way stop configuration. Vice-Mayor King stated she thinks this is worth a try. Mayor Crewe inquired if the Council would like to try this four-way stop situation for six months and see what happens. He noted since there is no objection, the Town can monitor this to see what happens, and if it does not work, it appears the only thing left to do is take down the fence or move it.

Councilman Lambert also reported that the Committee received an inquiry, this week, from Mr. Tom Smith who is acting as the coordinator for a proposed 5K Run on September 23, 2006. He noted that Mr. Smith would propose that this be the first in a series of annual events that would raise money for the benefit of the American Cancer Society. Councilman Lambert advised that the 5K Run that is proposed is entirely within the downtown district and has been reviewed by the Police Department. He advised that the Police Department has reported that they do not see any problems associated with this run, and, therefore, it would be the recommendation of the Public Works Committee that the Council authorize this 5K Run to be conducted on September 23, 2006. Mayor Crewe inquired if there are any objections to authorizing this 5K Run. He inquired if the Council needs to take formal action on it since it is a little further out. Mayor Crewe noted that hearing no objections, his read on Council is it is the consensus of the Council to authorize the 5K Run to be conducted on September 23, 2006, to raise money to benefit the American Cancer Society. A copy of the Public Works Committee report is attached and made part of these minutes. ([Attachment](#)).

RE: CLOSED MEETING

Town Attorney Kaase stated he would request the Town Council to consider a brief closed meeting under Section 2.1-344(A)(7) of the Code of Virginia for a report with reference to pending litigation. A motion was made by Councilman Jones and seconded by Councilman Weisiger to hold a closed meeting pursuant to Section 2.1-344(A)(7) of the Code of Virginia for the purpose of a report from the Town Attorney with reference to pending litigation. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None. (7:25 p.m.)

Mayor Crewe advised that what this means is the Town Council will be going into a closed meeting, and no one in the audience will be able to attend. He noted that from what Town Attorney Kaase has indicated, he does not think it is going to be particularly lengthy, and noted he also does not think there is going to be any action taken when they come out of the closed meeting. Mayor Crewe informed Mr. Justin Harmon with the Wytheville Enterprise that there may be some action taken, but the Town staff could call him tomorrow, or he could call the Town Office. He reiterated that he does not think it would be worth staying for, and that the closed meeting should not be too long. He thanked everyone for attending the meeting.

RE: RECONVENE TO OPEN SESSION

A motion was made by Councilman Lambert and seconded by Councilman Jones to reconvene to open session. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert. Against: None.

RE: CERTIFICATION OF CLOSED MEETING

A motion was made by Councilman Jones and seconded by Councilman Lambert that nothing was discussed in the closed meeting except the matter or matters (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. Mayor Crewe inquired if there is 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, John W. Jones, Jr., H. Judson Lambert

AGAINST: None

ABSTENTIONS: None

A copy of the certification is attached and made part of these minutes. (7:39 p.m.)

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded, and carried to adjourn the meeting (7:40 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon P. Hackler, MMC, Clerk of Council

BUDGET AND FINANCE COMMITTEE REPORT

JUNE 26, 2006

1. Earlier this evening, a public hearing was held to consider amending the budget for fiscal year 2005-2006. State law provides that any revision to a municipal budget in excess of one percent requires a public hearing. During this past year, bond proceeds in the amount of \$2.1 million were received and used for the installation of the water line to Progress Park serving the Gatorade facility. In addition to the bond proceeds, the Town was also the recipient of a Tobacco Commission grant in the amount of \$350,000. The total proceeds received for this project were \$2,450,000. It would be the recommendation of the Budget and Finance Committee that the budget for fiscal year 2005-2006 be amended to reflect the receipt of this \$2.45 million and that an equal value be appropriated, designated, and expended in a line item called "Lot 31 Water Extension." The effect of this revision is that the Water and Sewer Budget will be revised from \$4,685,034 to \$7,135,034. The General Fund totals will remain the same, and the new total budget will rise from \$29,156,796 to \$31,606,796.

Secondly, during this past year, there were a number of improvements performed at the West End Cemetery. The total cost of these improvements was approximately \$68,000. Funds from the Cemetery Trust Fund in the same amount need to be transferred from the Trust Fund into the General Fund. It would be the recommendation of our Committee that we authorize Town

Treasurer Mike Stephens to take the appropriate steps to request these funds from the Trustee and that, once received, these funds be placed into the General Fund.

Finally, we would note that there are a number of line items within the current budget for fiscal year 2005-2006 that are in excess of the monies that were appropriated. As in past years, it would be the recommendation of the Budget and Finance Committee that we authorize the Treasurer to make line item revisions within the current budget transferring monies as may be necessary to balance each departmental budget.

2. This past week, each Committee had the opportunity to review contracts for certain work that is to be performed at the Wastewater Treatment Plant. One contract is with the Siemens Corporation at a cost of \$92,915. There are a number of improvements under way at the Wastewater Treatment Plant, and the work by the Siemens Corporation will be to install the large electrical components needed to control this new equipment. The project that is under way at the Wastewater Treatment Plant also involves the installation of new aeration units. Pumping air into raw sewage is an important component of the treatment process. The contract that both Committees reviewed is from Structures & Utilities Company, Incorporated at a price of \$49,479. This contract is for the installation of piping needed within the treatment basins for the new aeration

system. It would be the recommendation of the Budget and Finance Committee that the Council authorize the Town Manager to execute these contracts.

Jacqueline K. King

John W. Jones, Jr.

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PUBLIC WORKS COMMITTEE REPORT

JUNE 26, 2006

1. On November 14, 2005, the Council approved the installation of stop signs at three of the four approaches at the intersection of Mountain View Drive and Fisher Road. The stop signs are currently installed on both approaches of Mountain View Drive to Fisher Road, and Fisher Road has a stop sign at Mountain View Drive for traffic proceeding south. It was the consensus of the Council, at that time, that the efficiency of this intersection should be reviewed in six months. We have observed this intersection over this period of time and find that it is working very well and does, in fact, improve the safety of this intersection. Unless the Council would direct otherwise, we would recommend that the current stop sign configuration remain.

At about the same time last year, a fence was erected around the property of the Wytheville Training Center at the northeast corner of Fifth and Franklin Streets. The fence that was erected encroached onto the Town's right-of-way, and our Committee concluded that we would observe this situation for a six month period to see if its encroachment posed any problems. Since that time, we have had several comments concerning lack of visibility that has resulted because of the installation of the fence. When we previously discussed this, we looked at the potential to create a four-way stop sign situation at this location. Essentially, there are only two ways to correct the lack of visibility. One would be to have the Training Center remove and relocate the fence at a location out of the right-of-way, and the other would be to create a four-way stop situation where sight distance would not be a problem. It is

the opinion of our Committee that we should create a four-way stop situation at this location and observe movement of traffic at this intersection for a six month period. If we determine that the four-way stop configuration is not effective, we will necessarily have to require the Training Center to relocate their fence. Therefore, it is the recommendation of the Public Works Committee that the intersection of Fifth and Franklin Streets be made a four-way stop configuration.

2. Our Committee received an inquiry, this week, from Mr. Tom Smith who is acting as the coordinator for a proposed 5K Run on September 23, 2006. Mr. Smith would propose that this be the first in a series of annual events that would raise money for the benefit of the American Cancer Society. The 5K Run that is proposed is entirely within the downtown district and has been reviewed by our Police Department. The Police Department has reported that they do not see any problems associated with this run, and, therefore, it would be the recommendation of the Public Works Committee that the Council authorize this 5K Run to be conducted on September 23, 2006.

William B. Weisiger

H. Judson Lambert