

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, AUGUST 11, 2008, AT 7:00 P.M.**

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

Members absent: None

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 Heath Hyatt, Police Officer Chris Irvin, Wayne Quesenberry with *Wytheville Enterprise*, Agnes Eades

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 Weisiger followed by the Pledge of Allegiance led by Councilman Lambert.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of July 28, 2008. 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 July 28, 2008. Mayor Crewe inquired if there is any discussion on the motion. He noted there is one minor modification to the minutes in one line that states he inquired if there is any discussion on the motion to approve the minutes at the last meeting. He noted he was not in attendance at the last meeting. Mayor Crewe advised that this would need to be changed to state that Vice-Mayor King inquired if there is any discussion on the motion. He inquired if other than this change, there is any other discussion or comments on the minutes, as amended. 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., William B. Weisiger, H. Judson Lambert. Against: None.

RE: PUBLIC HEARING – BOARD OF ARCHITECTURAL REVIEW APPLICATION TIMELINE

Mayor Crewe stated the meeting constituted a public hearing (due notice having been given) to consider revisions to Article XI-A, Business District B-2 DT, General Business District – Downtown, Section 11-10A, Procedure for Meetings, of the Town of Wytheville Zoning Ordinance regarding the timeline for submittal of applications to be considered by the Board of Architectural Review. He noted they are basically proposing to change the timelines. He noted he does not think that Ms. Eades or Mr. Quesenberry desires to speak on this topic, but if anyone would like to speak during the public hearing, the Council would be happy to hear from them. There being no one who desired to address the Council, Mayor Crewe declared the public hearing closed. He advised that if someone arrives later at the meeting, he will give them an opportunity to speak and reopen the meeting.

RE: CITIZENS' PERIOD

Mayor Crewe stated the next agenda item is Citizens' Period. He advised that, likewise, he did not think anyone is present who desired to address the Council. Mayor Crewe inquired if there are persons present who wished to address the 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. As the Council is aware, they will continue with their NIMS training on Tuesday and Thursday of this week, and the training will commence on both days at 6:00 a.m.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, reported that last week, both Committees of the Council met jointly to take the first of a series of three training courses of the National Incident Management System, also known as NIMS. She stated that these courses each last approximately three to four hours, and upon completion of the training session, an examination is required for accreditation. Vice-Mayor King remarked that in addition to members

of Council taking these courses, all employees of the Town of Wytheville who may be involved in response to an incident have also taken the courses. She explained that Federal law requires communities to be certified with this training if they are to receive federal funding following an incident. Vice-Mayor King noted the purpose of the NIMS training is to provide a unified approach to reacting to an incident. She stated that while most emergency situations are handled locally, when there is a major incident, help may be needed from other jurisdictions, and the State and the Federal Governments. Vice-Mayor King advised that NIMS was developed so responders from different jurisdictions and disciplines can work together to better respond to natural disasters and emergencies, including acts of terrorism. She stated it is intended that NIMS will provide a unified approach to incident management, standard command and management structures, an emphasis on preparedness, mutual aid and resource management. She indicated that the Committee would note that members of the Wythe County Board of Supervisors and key County employees have also been involved in taking this training. Vice-Mayor King indicated that the Committee mentions all of this as a matter of information for citizens to know that the Council hopes that a major incident never occurs, but in the event that it does, the Town should be better prepared to respond.

Vice-Mayor King also reported that the Town Code requires that every lot be mowed at least two times per growing season. She stated in those situations where the property owner does not mow the property, Town forces perform the work and invoice the property owner. Vice-Mayor King advised that the current mowing fees were established in 2002, and since then, equipment expenses, personnel, and fuel expenses have continued to escalate. She noted that after reviewing this matter, the Committee believes that a fee increase is warranted. Vice-Mayor King noted that effective immediately, the Committee would propose that the hourly charges for mowing machinery be set at \$65 and the hourly fee for additional man hours be set at \$25. She stated it would be the recommendation of the Budget and Finance Committee that these fees be made effective immediately. A motion was made by Vice-Mayor King and seconded by Councilman Jones that the hourly charges for mowing machinery be set at \$65 and the hourly fee for additional man hours be set at \$25 and that these fees become effective immediately. Town Manager Sutherland remarked that these numbers are the present fees. Vice-Mayor King stated she thought the present rates are \$55 for mowing machinery, and \$15 for additional man hours. Town Clerk Hackler pointed out that she thought the current rates are \$50 for mowing machinery and \$15 for additional man hours. Vice-Mayor King noted she thought the proposed rate of \$25 is currently \$15. Town Manager Sutherland noted that is correct. Mayor Crewe remarked that the motion is to increase the charge for the mowing machinery to \$65 an hour and the additional man hours to be \$25 per hour and for it to become effective immediately. Mr. Jones noted 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., William B. Weisiger, H. Judson Lambert. Against: None. Mayor Crewe noted that these new fees will become effective immediately. 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, reported that Director of Public Works Dennis Hackler has advised that the Town's street sweeper is in a bad state of repair and needs to be replaced. He stated that Mr. Hackler advises that repairing the existing street sweeper is not cost effective, and he would, therefore, like to purchase a new machine. Councilman Lambert stated that Mr. Hackler has requested that funds that were appropriated for the knuckleboom truck be re-appropriated for use in the purchase of a street sweeper. He indicated that while the Committee realizes that Mr. Hackler would benefit from the knuckleboom truck, which would be used for the monthly brush collection, it is important that the Town cleans its streets daily. Councilman Lambert stated, therefore, it would be the recommendation of the Public Works Committee that funds previously appropriated for the knuckleboom truck be appropriated for the purchase of a street sweeper. A motion was made by Councilman Lambert and seconded by Councilman Weisiger that the funds previously appropriated for the knuckleboom truck be appropriated for the purchase of a street sweeper. He noted that the Public Works Committee and the Budget and Finance Committee agree on this appropriation. Mayor Crewe noted the motion from the Committee is that the Council switch the budget, and it is the same amount of money, but rather than allocating the money for a knuckleboom truck, it would be allocated for a street sweeper. 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., William B. Weisiger, H. Judson Lambert. Against: None.

Councilman Lambert also reported that the Virginia Department of Transportation advises that they are in the final design stages towards the construction of Community Boulevard. He stated

that Community Boulevard, which was previously denoted as "Connector Road," is scheduled to be advertised for construction in October of 2009. Councilman Lambert stated that the Department of Transportation has inquired as to the Town's desire to have a water line installed in this roadway at the time of construction. He explained that, obviously, water will be needed along this new section of roadway, and it makes sense that the water line be installed during the roadway construction. Councilman Lambert advised that the installation of the water line will be at the Town's expense, but its installation will be administered as a part of the roadway project. He noted that the Committee believes it is important that the Town installs this section of water line in the new road. Councilman Lambert indicated that the final estimate of the cost of the project has not been completed, but the Town anticipates that it will be in the \$300,000 range. He stated in all likelihood, it would be fiscal year 2010-2011 before these funds would be expended. Councilman Lambert noted that, therefore, it is the recommendation of the Public Works Committee that the Town give notice to the Virginia Department of Transportation that the Town does desire the installation of a water line in Community Boulevard and that the Council understands that the expenses associated with this water line installation will be borne by the Town. A motion was made by Councilman Lambert and seconded by Councilman Weisiger that the Town give notice to the Virginia Department of Transportation that the Town does desire the installation of a water line in Community Boulevard and that the Council understands that the expenses associated with this water line installation will be borne by the Town. Mayor Crewe inquired if there is any discussion on this 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., William B. Weisiger, H. Judson Lambert. Against: None. A copy of the Public Works Committee report is attached and made part of these minutes. ([Attachment](#)).

RE: ORDINANCE NO. 1232 – BOARD OF ARCHITECTURAL REVIEW APPLICATIONS

Mayor Crewe presented Ordinance No. 1232, an ordinance amending Ordinance No. 640, generally known as the Zoning Ordinance, to amend Article XI-A, B-2 DT General Business District – Downtown, Section 11-10A, Procedure for Meetings, Subsection 11-10.1A, on first reading. He stated this would change the procedures for the Board of Architectural Review. Mayor Crewe noted that no comments have been received and the recommendation from Town staff is that the rules be suspended and Ordinance No. 1232 be adopted on first and final reading, which would make those changes effective immediately, and those changes are in the timetables. A motion was made by Councilman Jones and seconded by Councilman Weisiger to suspend the rules and adopt Ordinance No. 1232, an ordinance amending Ordinance No. 640, generally known as the Zoning Ordinance, to amend Article XI-A, B-2 DT General Business District – Downtown, Section 11-10A, Procedure for Meetings, Subsection 11-10.1A, on first and final reading. 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., William B. Weisiger, H. Judson Lambert

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1232 was adopted on first and final reading.

RE: APPOINTMENT – WYTHEVILLE REDEVELOPMENT AND HOUSING AUTHORITY

Mayor Crewe stated the next agenda item is to consider an appointment or reappointment of a member to the Wytheville Redevelopment and Housing Authority to fill the expiring term of Mr. Tommy Hundley whose term expires September 8, 2008. He noted that Mr. Hundley is eligible for reappointment. Councilman Lambert inquired if Mr. Hundley has indicated a willingness to serve again. Mayor Crewe noted that is correct. A motion was made by Councilman Lambert and seconded by Councilman Weisiger to reappoint Mr. Tommy Hundley to the Wytheville Redevelopment and Housing Authority. 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., William B. Weisiger, H. Judson Lambert. Against: None.

RE: APPOINTMENT – BOARD OF ZONING APPEALS

Mayor Crewe stated the next agenda item is the notification of recommendation to the Circuit Court for the appointment of a member to the Board of Zoning Appeals to fill the expiring term of Mr. Paul Stanley whose term expires September 10, 2008. He advised that Mr. Stanley is not

eligible for reappointment. Mayor Crewe indicated that if the Council knows of anyone who is interested, they need to complete an application and express that interest so the Council can approve it and notify the Circuit Court for that appointment.

RE: ADJOURNMENT

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

Trenton G. Crewe, Jr., Mayor

Sharon P. Hackler, MMC, Clerk of Council

BUDGET AND FINANCE COMMITTEE REPORT

AUGUST 11, 2008

1. Last week, both Committees of the Council met jointly to take the first of a series of three training courses of the National Incident Management System, also known as NIMS. These courses each last approximately three to four hours, and upon completion of the training session, an examination is required for accreditation. In addition to Members of Council taking these courses, all employees of the Town of Wytheville who may be involved in response to an incident have also taken the courses. Federal law requires communities to be certified with this training if they are to receive federal funding following an incident. The purpose of the NIMS training is to provide a unified approach to reacting to an incident. While most emergency situations are handled locally, when there is a major incident, help may be needed from other jurisdictions, and the State and the Federal Governments. NIMS was developed so responders from different jurisdictions and disciplines can work together to better respond to natural disasters and emergencies, including acts of terrorism. It is intended that NIMS will provide a unified approach to incident management, standard command and management structures, an emphasis on preparedness, mutual aid and resource management. We would note that Members of the Wythe County Board of Supervisors and key County employees have also been involved in taking this training. We mention all of this as a matter of information for citizens to know that we hope that a major incident never occurs, but in the event that it does, we should be better prepared to respond.

2. The Town Code requires that every lot be mowed at least two times per growing season. In those situations where the property owner does not mow the property, Town forces perform the work and invoice the property owner. The current mowing fees were established in 2002, and since then, equipment expenses, personnel, and fuel expenses have continued to escalate. After reviewing this matter, we believe that a fee increase is warranted. Effective immediately, we would propose that the hourly charges for mowing machinery be set at \$65 and the hourly fee for additional man hours be set at \$25. It would be the recommendation of the Budget and Finance Committee that these fees be made effective immediately.

Jacqueline K. King

John W. Jones, Jr.

PUBLIC WORKS COMMITTEE REPORT

AUGUST 11, 2008

1. Director of Public Works Dennis Hackler has advised that the Town's street sweeper is in a bad state of repair and needs to be replaced. Mr. Hackler advises that repairing the existing street sweeper is not cost effective, and he would, therefore, like to purchase a new machine. Mr. Hackler has requested that funds that were appropriated for a knuckleboom truck be re-appropriated for use in the purchase of a street sweeper. While we realize Mr. Hackler would benefit from the knuckleboom truck, which would be used for the monthly brush collection, it is important that we clean our streets daily. Therefore, it would be the recommendation of the Public Works Committee that funds previously appropriated for the knuckleboom truck be appropriated for the purchase of a street sweeper.

2. The Virginia Department of Transportation advises that they are in the final design stages towards the construction of Community Boulevard. Community Boulevard, which was previously denoted as "Connector Road," is scheduled to be advertised for construction in October of 2009. The Department of Transportation has inquired as to the Town's desire to have a water line installed in this roadway at the time of construction. Obviously, water will be needed along this new section of roadway, and it makes sense that the water line be installed during the roadway construction. The installation of the water line will be at the Town's expense, but its installation will be administered as a part of the roadway project. Our Committee believes it is important that we install this section of water line in the new road. The final estimate

of the cost of the project has not been completed, but we anticipate that it will be in the \$300,000 range. In all likelihood, it would be fiscal year 2010-2011 before these funds would be expended. Therefore, it is the recommendation of the Public Works Committee that we give notice to the Virginia Department of Transportation that the Town does desire the installation of a water line in Community Boulevard and that we understand that the expenses associated with this water line installation will be borne by the Town.

William B. Weisiger

H. Judson Lambert