

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 8, 2021, AT 7:00 P.M.**

Members present: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman

Members absent: None

Others present: Town Manager Stephen A. Moore, Assistant Town Manager T. Brian Freeman, Town Clerk Sharon G. Corvin, Officer Chastity Russell

**RE: CALL TO ORDER, QUORUM, PLEDGE**

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

**RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of January 25, 2021. She inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to approve the consent agenda consisting of the minutes of the regular meeting of January 25, 2021, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.

**RE: CITIZENS' PERIOD**

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

**RE: OLD BUSINESS**

Under Old Business, Town Manager Moore advised that he did not have anything to report to the Council. He noted that he would have some New Business items to address.

**RE: BUDGET AND FINANCE COMMITTEE REPORT**

Councilman Bloomfield reported for the Budget and Finance Committee. The Budget and Finance Committee report was entered into the record as follows: The Town Administration and Department Directors are currently working on individual budgets for the Town's Departments for the Fiscal Year 2021-22. Much of Wytheville's revenue has been dependent on tourism, and while the present predictions for the end of the COVID-19 Pandemic are vague at best, we think that we should project revenues no greater than the present fiscal year. This translates to a very lean budget year and the need to limit spending wherever possible. Today, the Town Manager, Assistant Town Manager, Town Treasurer and Department Directors began meetings that will assess the needs and related expenditures for each Department. Over the course of the next few weeks, they hope to work on efficiencies and economies that might be realized throughout the Town that will achieve a sustainable budget. As we start this process of developing a budget, we need to establish a schedule for its adoption. We propose that the Council hear the first reading of the budget on Monday, May 10, 2021. We would propose that the budget be considered on second reading, as well as conduct the public hearing, at the Monday, May 24, 2021, meeting of Council, and the final reading and adoption of the budget be held at the Monday, June 14, 2021, meeting. If the Council concurs, we will publish this calendar as the adoption schedule. Upon recommendation of the Budget and Finance Committee and by consensus of the Council, approved the Fiscal Year 2021-22 Budget adoption schedule as follows: May 10, 2021, Town Council meeting, first reading of the budget; May 24, 2021, Town Council meeting, public hearing and second reading of the budget; and, June 14, 2021, third and final reading of the budget.

A third round of Small Business Administration Paycheck Protection Program was authorized by the passage of the Consolidated Appropriations Act on December 27, 2020. This round of Federal loans was made available through local financial institutions and includes funding for payroll expenses for Destination Marketing Organizations (DMO) which have seen significant declines in income due to the COVID-19 Pandemic. The Wytheville Convention and Visitors Bureau is an organization eligible for this funding. Director of Tourism and Public Information Officer Rosa Lee Jude and Town Treasurer Michael G. Stephens assembled an application

through National Bank and were awarded \$105,000, last week. If all guidelines are followed, the loan is forgivable. A subsequent round of funding is possible, and Ms. Jude and Mr. Stephens are poised to make application when this round is available. We would like to commend them on their quick action to obtain the first round of funds, and it would be the recommendation of the Budget and Finance Committee that the Town Council authorize Town Treasurer Stephens to execute the documents related to this funding. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to authorize Town Treasurer Michael G. Stephens to execute the necessary documents related to the Small Business Administration Paycheck Protection Program. Mayor Taylor inquired if there was any discussion on the motion to authorize Town Treasurer Stephens to execute the necessary documents related to the Small Business Administration Paycheck Protection Program. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

### **RE: PUBLIC WORKS COMMITTEE REPORT**

Councilman Gillman reported for the Public Works Committee. The Public Works Committee report was entered into the record as follows: The Wytheville Water Treatment Plant (WTP) utilizes sedimentation as one of the first in a number of processes that purifies the Town's water supply. During this sedimentation process, additives are utilized that increase the speed of sedimentation. These are especially useful when heavy precipitation causes increases in water flow and turbidity in the water source, Reed Creek. Kemira is a brand of additive that has been especially effective for our WTP, and it is used almost exclusively. Kemira is available only through one supplier, and that limits the Town to one source for this product. The WTP personnel have experimented with a number of competitive products, but no other product has been as effective as Kemira. Our auditors have noted that the amount of the product that is purchased annually is approaching our procurement limit. They have suggested that since there are no other competitive sources for this product, that Council declare that this is a "sole source" product and that competitive bidding for its purchase is not required. It would be the recommendation of the Public Works Committee that the Council review the information and confirm that Kemira Water Solutions be determined a sole source vendor for the Town of Wytheville Water Treatment Plant. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison, for procurement purposes, to approve Kemira Water Solutions as a sole source vendor for the Town of Wytheville Water Treatment Plant. Mayor Taylor inquired if there was any discussion on the motion to approve Kemira Water Solutions as a sole source vendor for the Town of Wytheville Water Treatment Plant. Mayor Taylor inquired of Town staff that if the motion is approved, will the procurement limit be obsolete on this particular item. Town Manager Moore stated that is correct. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.

Each winter, our Public Works crews work diligently to remove snow from Town streets and sidewalks. Priority must be given to clearing of main arterial streets with special emphasis on emergency snow routes, which must be cleared if Interstates 81 or 77 are closed and rerouted through town. Once these routes and other arterial streets are cleared, crews can turn their attention to collector and residential streets. Additionally, sidewalks and parking spaces in the downtown area are cleared, followed by access roads, etc. There are ways in which citizens can help the snow removal process move along more safely and efficiently.

- Use off street parking whenever possible. Doing so will expedite the snow removal process and avoid unnecessary frustration when vehicles become plowed in.
- Do not shovel, plow or blow snow into the street. This delays the snow removal process.
- When possible, it is best to wait to clear your driveway until crews have finished clearing your street. There is simply no reasonable way to avoid each driveway. If you are unable to wait, please place the snow to the right of your driveway to help avoid being "plowed-in" again.

Lastly, citizens are reminded that the Town's Public Works crews work around the clock on nights, weekends and holidays to remove snow from public streets. We ask for your patience and understanding as we provide this critical service to the community as safely and efficiently as possible. A copy of the Public Works Committee report is attached and made part of these minutes.

Mayor Taylor commented that on behalf of the Wytheville Town Council, she would like to thank the Town's Public Works Department for the excellent job they have been doing because they have been working some long, hard hours with all the bad weather. Councilman Bloomfield remarked that the Public Works Department is doing a great job.

### **RE: NEW BUSINESS**

Under New Business, Town Manager Moore reported the following:

1. The Tree Committee will meet on Thursday, February 11, 2021, at 8:30 a.m., in Concurrence Room B of the Municipal Building.
2. The Wytheville Planning Commission will meet on Thursday, February 11, 2021, at 6:00 p.m., in the Council Chambers of the Municipal Building.
3. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, February 15, 2021, in observance of Presidents' Day.
4. The next Council Work Session will be held on Wednesday, February 17, 2021, at 7:00 a.m., in the Council Chambers of the Municipal Building.
5. Councilman Bloomfield inquired of Town staff if they were aware as to who clears the sidewalk of snow along Peppers Ferry Road on the right side between the public housing development and the veterans' housing complex. He noted that he is inquiring about this because earlier in the day, most of the sidewalk was totally clear, but there was still approximately 30 to 40 feet of sidewalk, halfway in between, that was not clear. He remarked that one of the residents was having difficulty managing his electric scooter along this area. Town Manager Moore advised that this area would be the responsibility of the Wytheville Redevelopment and Housing Authority. He noted that he would contact Executive Director Randy Martin regarding the snow removal in this area.

### **RE: CLOSED MEETING – PERSONNEL MATTERS**

Mayor Taylor stated that it will now be necessary for the Council to go into a closed meeting pursuant to Code Section §2.2-3711(A.)(1.) to hold a discussion regarding the employment of prospective candidates. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to go into a closed meeting pursuant to Code Section 2.2-3711(A.)(1.) to hold a discussion regarding the employment of prospective candidates. Mayor Taylor inquired if there was any discussion on the motion to go into a closed meeting. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None. (7:14 p.m.)

Mayor Taylor noted that it will now be necessary to go back into open session and to certify the closed meeting. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and that only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Wytheville Town Council. The motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None. A copy of the certification is attached and made part of these minutes. (8:03 p.m.)

### **RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (8:03 p.m.).

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**FEBRUARY 8, 2021**

1. The Town Administration and Department Directors are currently working on individual budgets for the Town's Departments for the Fiscal Year 2021-22. Much of Wytheville's revenue has been dependent on tourism, and while the present predictions for the end of the COVID-19 Pandemic are vague at best, we think that we should project revenues no greater than the present fiscal year. This translates to a very lean budget year and the need to limit spending wherever possible. Today, the Town Manager, Assistant Town Manager, Town Treasurer and Department Directors began meetings that will assess the needs and related expenditures for each Department. Over the course of the next few weeks, they hope to work on efficiencies and economies that might be realized throughout the Town that will achieve a sustainable budget.

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was authorized by the passage of the Consolidated Appropriations Act on December 27, 2020. This round of Federal loans was made available through local financial institutions and includes funding for payroll expenses for Destination Marketing Organizations (DMO) which have seen significant declines in income due to the COVID-19 Pandemic. The Wytheville Convention and Visitors Bureau is an organization eligible for this funding. Director of Tourism and Public Information Officer Rosa Lee Jude and Town Treasurer Michael G. Stephens assembled an application through National Bank and were awarded \$105,000, last week.

If all guidelines are followed, the loan is forgivable. A subsequent round of funding is possible, and Ms. Jude and Mr. Stephens are poised to make application when this round is available. We would like to commend them on their quick action to obtain the first round of funds, and it would be the recommendation of the Budget and Finance Committee that the Town Council authorize Town Treasurer Stephens to execute the documents related to this funding.

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Mark J. Bloomfield

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Holly E. Atkins

## **PUBLIC WORKS COMMITTEE REPORT**

**FEBRUARY 8, 2021**

1. The Wytheville Water Treatment Plant (WTP) utilizes sedimentation as one of the first in a number of processes that purifies the Town's water supply. During this sedimentation process, additives are utilized that increase the speed of sedimentation. These are especially useful when heavy precipitation causes increases in water flow and turbidity in the water source, Reed Creek. Kemira is a brand of additive that has been especially effective for our WTP, and it is used almost exclusively. Kemira is available only through one supplier, and that limits the Town to one source for this product. The WTP personnel have experimented with a number of competitive products, but no other product has been as effective as Kemira. Our auditors have noted that the amount of the product that is purchased annually is approaching our procurement limit. They have suggested that since there are no other competitive sources for this product, that Council declare that this is a "sole source" product and that competitive bidding for its purchase is not required. It would be the recommendation of the Public Works Committee that the Council review the information and confirm that Kemira Water Solutions be determined a sole source vendor for the Town of Wytheville Water Treatment Plant.
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Cathy D. Pattison

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Gary L. Gillman