

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, NOVEMBER 9, 2020, 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, Mike Forrest, Kirk Chamberlain, Millicent Rothrock with *The Wytheville Enterprise*, Patrol Officer Blaine Grubb

RE: CALL TO ORDER, QUORUM, PLEDGE

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

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of October 26, 2020. 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 October 26, 2020, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, 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 listed on the sign in sheet who stated that they wished to address the Council during Citizens' Period. Mayor Taylor inquired of the citizens attending the meeting if anyone had changed their minds and wished to address the Council at this time. There being none, she proceeded 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: At the end of September, the Town was officially notified that the State Water Control Board authorized funding from the Virginia Clean Water Revolving Loan Fund for a forgivable loan of \$75,000. This is 75 percent of the cost of a town-wide infiltration and inflow study for the sewer system. We are also pleased to announce that the Mount Rogers Planning District Commission notified the Town of a grant award of \$25,000, which will fully fund this study with no out-of-pocket expenses for the

Town. Once the study is complete, the Town will be eligible for grants (\$1,000,000 and up) for sewer rehabilitation work identified in the study. The Town Engineering Staff is working on procuring engineering services for this study and anticipates making an award in the next 60 days. We look forward to starting this much needed activity to improve the Town's sewer system. We are pleased to announce that the Small Business Recovery Grant Assistance Program is well underway and that small businesses throughout Wytheville and Wythe County are beginning to receive relief payments. This program is the result of funding from an \$800,000 Community Development Block Grant the Town received from the Virginia Department of Housing and Community Development. Downtown Wytheville, Incorporated is administering this program with a committee of local economic development partners, including the Joint Industrial Development Authority of Wythe County, the Wytheville-Wythe-Bland Chamber of Commerce and the Wytheville Convention & Visitors Bureau.

On October 30, 2020, thirteen checks totaling \$87,600 were sent out, and on November 6, 2020, another 11 checks totaling \$84,724.72 were mailed. The total amount awarded to these 24 recipients is \$172,324.72. Grants are capped at \$10,000 per applicant, and, to date, the average award has been \$7,180.20. These grants are targeted to provide critical rent and mortgage relief that, in some cases, may determine whether these small businesses survive. We strongly encourage small businesses in Wytheville and Wythe County that are in need of assistance, to contact Mr. Todd Wolford, Director of Downtown Wytheville, Incorporated, for applications and other information about the program. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Vice-Mayor Pattison reported for the Public Works Committee. The Public Works Committee report was entered into the record as follows: To state that 2020 has been a year of challenges is an understatement. Mandates put in place by Governor Northam to reduce the spread of COVID-19 clearly prohibit gatherings of more than 250 people. As a result, the Town of Wytheville had to rethink the community Christmas events, such as the Christmas Parade and the Christmas Tree Lighting Ceremony. This has been a difficult decision, but we have decided not to hold the annual Christmas Parade because the crowds that normally line Main Street would far exceed the allowable gathering numbers, and it would be impossible to reasonably monitor social distancing and masks. Here is what our citizens can expect instead. All the traditional Christmas lights and decorations throughout Main Street and in Withers Park will be on display. In early December, there will be a special release of a holiday video on social media that will include Christmas performances and interesting holiday segments from talented people in our community. Festivities that our citizens would experience in our downtown during the holidays will be on the video. While activities such as the Tree Lighting Ceremony and the Christmas Parade will be missed, the virtual activities let us experience Wytheville's festive holiday season but keep all of us safe from COVID-19.

The Town of Wytheville has been fortunate to have received several transportation related grants from the Virginia Department of Transportation (VDOT) over the past several years. These include Heritage Walk Phases I, II and III, the Historic Truss Bridge, the Great Lakes to Florida Transportation Museum and, most recently, the East Main Street Improvements. As the finalization and closeout of the East Main Street Project draws near, VDOT has requested the Council to provide a resolution affirming its commitment to fund the Town's portion of its grant funded projects and to provide signature authority to the Town Manager and/or his designees for VDOT projects moving forward. Later in the meeting, this resolution will be presented to the Council for adoption. It is the recommendation of the Public

Works Committee that this resolution be adopted. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: NEW BUSINESS

Under New Business, Town Manager Moore reported the following:

1. The next Council Work Session will be held on Tuesday, November 10, 2020, at 7:00 a.m., in the Council Chambers.
2. The Willow Brook Jackson/Umberger Homestead Museum Advisory Board will meet on Tuesday, November 10, 2020, at 10:00 a.m., in Conference Room B of the Municipal Building.
3. Due to the Veteran's Day holiday on Wednesday, November 11, 2020, the Town Municipal Offices will be closed and all services curtailed.
4. The Tree Advisory Committee will meet on Thursday, November 12, 2020, at 8:30 a.m., in Conference Room B of the Municipal Building.
5. The Wytheville Planning Commission will meet on Thursday, November 12, 2020, at 6:00 p.m., in the Council Chambers of the Municipal Building.
6. The Board of Zoning Appeals will meet on Thursday, November 19, 2020, at 11:00 a.m., in the Council Chambers of the Municipal Building.
7. The New River Regional Water Authority will meet on Thursday, November 19, 2020, at 10:00 a.m., and the location is to be determined.

RE: APPOINTMENTS – WYTHEVILLE INDUSTRIAL DEVELOPMENT AUTHORITY

Mayor Taylor advised that the next agenda item is the appointment of a member to the Wytheville Industrial Development Authority to fill the expiring term of Mr. H. Judson Lambert (term expires December 12, 2020). She noted that there is an application in the Council's package for Ms. Kathleen Laster to serve on the Authority, if the Council wishes to appoint Ms. Laster. Mayor Taylor inquired if there is a motion to appoint Ms. Laster to the Authority. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to appoint Ms. Kathleen Laster to the Wytheville Industrial Development Authority for a four year term, which expires December 12, 2024. Mayor Taylor inquired if there was any discussion on the motion to appoint Ms. Laster to the Wytheville Industrial Development Authority. 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: RESOLUTION – EAST MAIN STREET PROJECT

Mayor Taylor advised that the next agenda item is to consider a resolution from the Virginia Department of Transportation regarding the East Main Street Project. She continued to explain the resolution to the Council. Mayor Taylor stated that the recommendation from the Public Works Committee is that this resolution be adopted. She advised that the resolution read as follows:

RESOLUTION

AFFIRMING COMMITMENT TO FUND THE LOCALITY SHARE OF PROJECTS UNDER AGREEMENT WITH THE VIRGINIA DEPARTMENT OF TRANSPORTATION AND PROVIDE SIGNATURE AUTHORITY

WHEREAS, the Town of Wytheville is a recipient of Virginia Department of Transportation funds under various grant programs for transportation-related projects; and,

WHEREAS, the Virginia Department of Transportation requires each locality, by resolution, to provide assurance of its commitment to funding its local share.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, hereby commits to fund its local share of preliminary engineering, right-of-way and construction (as applicable) of the project(s) under agreement with the Virginia Department of Transportation in accordance with the project financial document(s).

BE IT FURTHER RESOLVED that the Town Manager and/or his designee is authorized to execute all agreements and/or addendums for any approved projects with the Virginia Department of Transportation.

A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to adopt a resolution from the Virginia Department of Transportation for the East Main Street Project that commits the Town to fund its share of the project according to the financial documents and to authorize the Town Manager and/or his designee to execute all agreements and/or addendums for any approved Virginia Department of Transportation projects. Mayor Taylor inquired if there was any discussion on the motion to adopt the resolution. 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: DISPENSING WITH MEETING

Mayor Taylor advised that the next agenda item is to consider dispensing with the December 28, 2020, Town Council meeting due to the Christmas holidays. She explained that the second regular Council meeting of December falls on December 28. Mayor Taylor noted that this has been done in the past, and inquired if the Council wished to dispense with the December 28, 2020, meeting. It was the consensus of the Council to dispense with the December 28, 2020, Town Council meeting due to the Christmas holidays. Mayor Taylor noted that the first meeting of 2021 would be held on Monday, January 14, 2021.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:13 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

PUBLIC WORKS COMMITTEE REPORT

NOVEMBER 9, 2020

1. To state that 2020 has been a year of challenges is an understatement. Mandates put in place by Governor Northam to reduce the spread of COVID-19 clearly prohibit gatherings of more than 250 people. As a result, the Town of Wytheville had to rethink the community Christmas events, such as the Christmas Parade and the Christmas Tree Lighting Ceremony. This has been a difficult decision, but we have decided not to hold the annual Christmas Parade because the crowds that normally line Main Street would far exceed the allowable gathering numbers, and it would be impossible to reasonably monitor social distancing and masks.

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2. The Town of Wytheville has been fortunate to have received several transportation related grants from the Virginia Department of Transportation (VDOT) over the past

several years. These include Heritage Walk Phases I, II and III, the Historic Truss Bridge, the Great Lakes to Florida Transportation Museum and, most recently, the East Main Street Improvements. As the finalization and closeout of the East Main Street Project draws near, VDOT has requested the Council to provide a resolution affirming its commitment to fund the Town's portion of its grant funded projects and to provide signature authority to the Town Manager and/or his designees for VDOT projects moving forward. Later in the meeting, this resolution will be presented to the Council for adoption. It is the recommendation of the Public Works Committee that this resolution be adopted.

Cathy D. Pattison

Gary L. Gillman

BUDGET AND FINANCE COMMITTEE REPORT

NOVEMBER 9, 2020

1. At the end of September, the Town was officially notified that the State Water Control Board authorized funding from the Virginia Clean Water Revolving Loan Fund for a forgivable loan of \$75,000. This is 75 percent of the cost of a town-wide infiltration and inflow study for the sewer system. We are also pleased to announce that the Mount Rogers Planning District Commission notified the Town of a grant award of \$25,000, which will fully fund this study with no out-of-pocket expenses for the Town. Once the study is complete, the Town will be eligible for grants (\$1,000,000 and up) for sewer rehabilitation work identified in the study. The Town Engineering Staff is working on procuring engineering services for this study and anticipates making an award in the next 60 days. We look forward to starting this much needed activity to improve the Town's sewer system.

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Industrial Development Authority of Wythe County, the Wytheville-Wythe-Bland Chamber of Commerce and the Wytheville Convention & Visitors Bureau.

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Mark J. Bloomfield

Holly E. Atkins