

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JULY 11, 2022, AT 6:00 P.M.**

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

Members absent: None

Others present: Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeton, Town Clerk Sharon G. Corvin, Town Attorney Michelle Workman Clayton, Planning Director John Woods, Police Sergeant Brandon Smith, Candice Johnson, Katie Dinger, Larry Sharitz, Mary Nichols, James Cohen, Stephen Holsten, Tim DeGuise

RE: CALL TO ORDER, QUORUM, PLEDGE

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

RE: APPROVAL FOR MEMBER TO PARTICIPATE ELECTRONICALLY

Mayor Taylor advised that Councilman Gillman desired to participate electronically in the meeting from his home due to a personal illness. Mayor Taylor inquired if there was a motion to approve Councilman Gillman to participate electronically in the Town Council meeting. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to approve Councilman Gillman to participate electronically in the Town Council meeting. Mayor Taylor inquired if there was any discussion on the motion to approve Councilman Gillman participating electronically in the Council meeting. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Mark J. Bloomfield, Cathy D. Pattison, Holly E. Atkins. Against: None.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of June 27, 2022. 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 Councilwoman Atkins to approve the consent agenda consisting of the minutes of the regular meeting of June 27, 2022, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda, as presented. 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: PUBLIC HEARING – LARRY SHARITZ SPECIAL EXCEPTION PERMIT RENEWAL

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider renewing a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop and to add the use to operate an auto welding shop at 140 Hillcrest Road, which is located on the north side of Hillcrest Road between Cove Road and the Town Corporate Limits, in a B-1 Business District. Planning Director John Woods presented the Town Staff Report to the Town Council explaining the site of Mr. Sharitz's request, as well as a PowerPoint presentation depicting

that the property is well screened from the street. Mayor Taylor inquired if there were citizens who desired to speak during the public hearing.

Mr. Larry Sharitz was recognized and stated that he resides at 100 Hillcrest Road in Wytheville. He noted that he would like to thank everyone for considering renewing the permit. Mayor Taylor thanked Mr. Sharitz for his comments. Mayor Taylor inquired if there were any other questions or comments. There being none, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

RE: REORGANIZATION OF TOWN COUNCIL

Mayor Taylor advised that the next agenda item is the reorganization of Town Council. She stated that the reorganization of Town Council will take place with the appointments of Council members to the Budget and Finance Committee and the Public Works Committee. She noted that the Council and staff appointments to the various Committees/Boards/Authorities will be made at this time, as well.

Mayor Taylor appointed Councilman Bloomfield and Vice-Mayor Pattison to the Budget and Finance Committee and Councilwoman Atkins and Councilman Gillman to the Public Works Committee.

Mayor Taylor remarked that she would now open the floor for nominations and election of the Vice-Mayor. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to appoint Cathy D. Pattison as the Vice-Mayor for the Council. Mayor Taylor inquired if there was any discussion on the motion to appoint Cathy D. Pattison as the Vice-Mayor. A motion was made by Councilwoman Atkins to nominate Mark J. Bloomfield as the Vice-Mayor for the Council. Councilman Bloomfield advised that he declined the nomination. Councilwoman Atkins advised that she would withdraw her motion for Mark J. Bloomfield as the Vice-Mayor for Council. Mayor Taylor inquired if there was any further discussion regarding the motion to appoint Cathy D. Pattison as the Vice-Mayor. There being none, the motion was approved with the following voting results, by roll call vote:

FOR: Beth A. Taylor, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman

AGAINST: None

ABSTENTION: Cathy D. Pattison

Vice-Mayor Pattison stated that she would do her best to uphold the position.

Councilwoman Atkins stated that she did not mind being appointed to the Public Works Committee, however, she wanted to serve with Vice-Mayor Pattison on several Committees. She commented that she had expressed an interest in continuing to serve on the Budget and Finance Committee and with Vice-Mayor Pattison. Councilwoman Atkins inquired of Mayor Taylor if there was any reason why Mayor Taylor did not support her interest in serving on the Budget and Finance Committee with Vice-Mayor Pattison. Mayor Taylor continued with the appointments to be considered.

Mayor Taylor appointed Vice-Mayor Cathy D. Pattison as the liaison to the Wytheville Planning Commission. She appointed Councilwoman Atkins as the liaison to the Wall of Honor Committee. Mayor Taylor appointed Councilman Gillman to the Wytheville Recreation Commission. She

appointed Councilman Bloomfield to the Homestead Museum Advisory Board. Mayor Taylor appointed Councilwoman Atkins as the Council liaison to the Wytheville Redevelopment and Housing Authority. She appointed Town Manager T. Brian Freeman, Vice-Mayor Pattison and Councilman Bloomfield to the New River Regional Water Authority. Mayor Taylor appointed Councilman Gillman to the Downtown Wytheville, Incorporated Board of Directors. She appointed herself to the Tree Advisory Committee, the Beautification Task Force and the Joint Industrial Development Authority of Wythe County. She appointed herself and Town Manager Freeman to the Crossroads Regional Industrial Facility Authority. Mayor Taylor advised that this completes the Reorganization of Council.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She inquired if there were any citizens attending the meeting who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

RE: STAFF REPORTS

The Staff Report was entered into the record as follows:

- A. The OpenGov online permitting system is now live and active for the public to use. This permitting system provides citizens and other users the ability to apply for permits from the comfort of their own home. The online permitting portal is open 24 hours a day, 7 days a week. The OpenGov portal is linked from the Town of Wytheville webpage and Building Department webpage. Our staff will assist those users who do not have a computer or the ability to access the system. A message is provided on the Town webpage for those who need assistance to call to setup a time for assistance. Staff benefits of the new portal include the ability to store digital files, run reports, search for permits, manage workflows, and email inspection reports, building permits and other documents to applicants. Citizen users of the system can store their own permits and applications linked with their account and communicate with Town staff throughout the permit process. Applications and permits offered by the Building Department, Planning and Zoning Office, Engineering Department, Public Works Department and Administration Department are now available on the OpenGov portal. This project was a team effort with employees of these departments actively involved in the training on the system, custom building the applications for each department and testing of the portal to ensure the applications perform as intended. We would like to acknowledge and thank our team members who worked on this project.

- B. For several years, the Town has permitted hunting on approximately half of the Town's property on Sand Mountain known as the Crystal Springs Recreation Area. The other half is reserved for outdoor recreational purposes, such as camping, hiking and biking trails. The Town issues up to 50 hunting permits each year, and when the number of applicants exceeds 50, the permittees are chosen by lottery. Recently, the Town revised the hunting regulations for this property to mirror the requirements set forth by the Department of Game and Inland Fisheries (DGIF) for the adjacent Big Survey property. Along with the adopted changes, DGIF agreed to take over patrolling and enforcement of these regulations for this area. This was a positive step that should improve the safety of hunting on this property. To date, the hunting program has been a positive for our citizens, and it would be the recommendation of Town staff that we continue the hunting permit program again in 2022. **The deadline to accept applications is Friday, August 12, 2022, at 5:00**

p.m., and applications are available on the Town's webpage through the OpenGov online permitting system. Permits will be issued as soon thereafter as practical.

- C. The Industry Road Force Main Replacement Project is going very well. As of July 7, 2022, the contractor had installed approximately 2,000 feet of pipe. If all continues to go well, it is anticipated that the remaining 600 feet of pipe, with necessary tie-ins and testing, will be completed in the next couple of weeks. The street closure will remain in effect until the project is complete. To date, traffic control has gone very well, and staff has received no complaints.
- D. The morning of Saturday, June 4, 2022, employees at the Wastewater Treatment Plant received a high-water alarm call from pump station #6, located on the Booker property along the western edge of Town on West Ridge Road. After inspection, it was determined that both the main pump and secondary back-up pump had been destroyed due to a main fuse failure which resulted in the loss of one of the three phases of power coming in. When the main pump failed, the second pump, as it is programmed to do, attempted to start and was quickly destroyed by too much current and overheating. Over the last month, the pump station has operated with an emergency rental pump. Fortunately, last week, we received, and were able to replace, the main pump. The secondary pump is on order and will be installed as soon as we receive it. In addition to replacing the pumps, we will be installing phase detection equipment that will automatically shut off power to all pumps in the event of another phase loss situation. I want to thank the Wastewater Treatment Plant and Engineering Department Staff for their efforts in correcting this issue.
- E. Staff has obtained and evaluated quotes from three roofing contractors for the replacement of the lower roof sections and patch/repair work for the remaining middle and upper sections of the Community/Meeting Center roof. All the quotes were very similar in price, but Baker Roofing was the lowest with a total contract price of \$248,675. The contractor will overlay the existing lower roof membrane with a new membrane, which has a 20-year manufacturer's warranty and a 2-year workmanship warranty. The patch and leak repair work in the middle and upper roofing sections will cost \$1,875.

All the companies quoting the work indicated that the roofing membrane suppliers require annual inspections and repairs to be conducted with a certified/licensed roofing inspection/repair specialist for the 20-year warranty to remain valid. Baker Roofing will provide this service and complete any repairs for \$4,950/year. We do not have to use Baker Roofing in the future, so we will sign a separate maintenance contract, and we will complete annual renewals as required. This work is anticipated to be several months away due to supply chain issues with the membrane itself. We will be working with the contractor and the Community and Meeting Center Staff to mitigate disruptions to their operations and the visitor and patron experience. I want to thank Assistant Town Manager Elaine Holeyton, Director of Public Works Christopher Peeples, Building Maintenance Supervisor James Marshall, Building Official Timothy Spraker, Permit Technician Jason Hamm and any others I may have missed for their efforts in moving the project along. Town Manager Freeman advised that as the Council is aware, this was an emergency procurement situation, and everyone mentioned helped to make this project possible. Councilwoman Atkins stated that she did vote against this project, and the reason that she voted against the project was because she noticed that the Town accepted the lowest bid. She inquired of Town Manager Freeman how the bids were rated in regard to performance. Town Manager Freeman advised that all contractors who submitted bids were equipped to perform the work, however, Baker Roofing had the best all around bid package.

Discussion continued regarding the roofing bids for the Community Center and Meeting Center.

- F. I want to take the opportunity to urge everyone to exercise patience with our crews and assure everyone that Town crews are working diligently to make sure all brush will get picked up. A series of destructive storms in recent weeks has also increased the volume of the brush being placed out for pick-up, making it take a little longer than usual to clean up. Mid-summer is already a challenging month for our Public Works Department as mowing and other maintenance schedules ramp-up and additional demands are placed on them with the Chautauqua and Fourth of July Festivals taking place. In closing, please, bear with us and rest assured we will get to it as quick as we can. Councilwoman Atkins remarked that she is sure that the mowing crew is working hard in the Public Works Department. She inquired if there any way for Town staff to follow up with the Town's mowing contractors to ensure that they are doing the job that they are being paid to do. Town Manager Freeman advised that Town staff will follow up with the mowing contractors regarding Councilwoman Atkins request.

- G. I want to extend my sincere thanks to everyone on our staff who worked countless hours in support of two recent and very successful community events. What may not be apparent to all is that large scale events like the Chautauqua Festival and the Downtown Fourth of July Festival and Fireworks take hours and hours of coordination prior to, during and after these events to make them successful. So, thank you to everyone in the Public Works Department, the Police Department, the Fire and Rescue Department, the Parks and Recreation Department, the Department of Tourism, the Department of Museums, Downtown Wytheville, Incorporated, Wythe Arts Council, and the dozens of volunteers for your efforts and for a job very well done!

RE: NEW BUSINESS

Under New Business, Town Manager Freeman reported the following:

- 1. The Wytheville Recreation Commission will meet on Wednesday, July 13, 2022, at 5:30 p.m., at the Wytheville Community Center.
- 2. The Wytheville Planning Commission will meet on Thursday, July 14, 2022, at 6:00 p.m., in the Council Chambers.
- 3. Downtown Wytheville, Incorporated will meet on Monday, July 18, 2022, at 5:30 p.m., at the DTW office.
- 4. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, July 20, 2022, at 12:00 p.m., at the Housing Authority office.
- 5. The New River Regional Water Authority will meet on Thursday, July 21, 2022, at 10:00 a.m., in Austinville.
- 6. The District III Governmental Board will meet on Thursday, July 21, 2022, at 6:00 p.m., in Marion.

7. The next Council Work Session will be held on Monday, July 25, 2022, at 4:00 p.m., in the Council Conference Room, followed by the Council meeting at 6:00 p.m., in the Council Chambers.

RE: RESOLUTION – SETTING OF TOWN COUNCIL MEETINGS

Mayor Taylor advised that the next agenda item is to adopt a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council from July 1, 2022, through June 30, 2023. She noted that this resolution is required by State Code, and should be adopted annually. Mayor Taylor inquired if there was a motion to adopt the resolution, and she stated that this would require a roll call vote. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to adopt a resolution setting forth the meeting dates, times and place of the regular meetings of the Wytheville Town Council from July 1, 2022, through June 30, 2023. 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, by roll call vote:

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

AGAINST: None

ABSTENTIONS: None

RE: RESOLUTION – NEW RIVER CRIMINAL JUSTICE TRAINING ACADEMY

Mayor Taylor advised that the next agenda item is to adopt a resolution confirming the designation and affiliation with the New River Criminal Justice Training Academy as the training academy for Town of Wytheville Law Enforcement personnel. She inquired if there was a motion to adopt the resolution. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to adopt a resolution confirming the designation and affiliation with the New River Criminal Justice Training Academy as the training academy for Town of Wytheville Law Enforcement personnel. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote:

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

AGAINST: None

ABSTENTIONS: None

RE: RESOLUTION – MILLWALD THEATRE

Mayor Taylor advised that the next agenda item is to adopt a resolution authorizing an application to the United States Department of Agriculture, Rural Development, for funding to be used for equipment for the Millwald Theatre. She inquired if there was a motion to adopt the resolution. A motion was made by Vice-Mayor Pattison and seconded by Councilwoman Atkins to adopt a resolution authorizing an application to the United States Department of Agriculture, Rural Development, for funding to be used for equipment for the Millwald Theatre. Mayor Taylor inquired

if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote:

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

AGAINST: None

ABSTENTIONS: None

RE: SPECIAL EXCEPTION PERMIT RENEWAL – MR. LARRY SHARITZ

Mayor Taylor advised that the next agenda item is to consider the issuance of a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop and to add the use to operate an auto welding shop at 140 Hillcrest Road, which is located on the north side of Hillcrest Road between Cove Road and the Town Corporate Limits, in a B-1 Business District. She inquired if there was a motion to issue or deny the Special Exception Permit. A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to renew a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop and to add the use to operate an auto welding shop at 140 Hillcrest Road, which is located on the north side of Hillcrest Road between Cove Road and the Town Corporate Limits, in a B-1 Business District, with the following stipulations: 1.) The number of vehicles awaiting repair and outside the garage shall not exceed two vehicles, and the two vehicles are not allowed for more than thirty (30) days; 2.) The Special Exception Permit shall be subject to annual review by the Planning Commission; 3.) The Special Exception Permit shall not be transferred and shall be granted only to Mr. Sharitz. The subsequent owners would need to apply for a Special Exception Permit, if the service were to continue; 4.) The hours of operation shall be Monday – Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. – 12:00 p.m.; and, 5.) Failure to comply with these conditions shall be grounds for rescinding this Special Exception Permit. The Zoning Ordinance provides that if this permit has not been acted upon after a period of two (2) years after the issuance date, it shall become null and void. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition, by roll call vote:

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

AGAINST: None

ABSTENTIONS: None

Councilwoman Atkins stated that after reviewing all the pictures from Mr. Sharitz's request, she would like to ask Mr. Sharitz who does his landscape work. Mr. Sharitz advised that Home and Commercial Cleaning does his landscaping, which is his personal business.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (6:30 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk