

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, OCTOBER 12, 2020, AT 7:00 P.M.**

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

Members absent: Gary L. Gillman

Others present: Town Manager Stephen A. Moore, Assistant Town Manager T. Brian Freeman, Town Clerk Sharon G. Corvin, Mary Thomas, 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 Vice-Mayor Pattison.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of September 28, 2020, and the request of the Wythe County Public Schools Foundation for Excellence to conduct a Sandman Extreme Half Marathon and Martin Luther King, Jr. 5K Run on Saturday, January 16, 2021, at 9:00 a.m. Mayor Taylor 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 Bloomfield to approve the consent agenda consisting of the minutes of the regular meeting of September 28, 2020, and the request of the Wythe County Public Schools Foundation for Excellence to conduct a Sandman Extreme Half Marathon and Martin Luther King, Jr. 5K Run on Saturday, January 16, 2021, at 9:00 a.m., 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. Against: None.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that Ms. Mary Thomas indicated on the sign in sheet that she wished to address the Council during Citizens' Period. Mayor Taylor asked Ms. Thomas to come to the podium so that the minutes could be properly recorded.

Ms. Mary Thomas was recognized and advised that she is the Director of the Wythe Grayson Regional Library. She noted that she lives at 500 East North Street in Wytheville. Ms. Thomas stated that she was attending the meeting to give the Council an update on the Wythe Grayson Regional Library system, but, specifically, on the Wythe County Public Library. She explained that for about eight weeks, the Library has been performing curbside service. Ms. Thomas noted that what this means is that books are placed on reserve, staff pulls the books and places them in a bag, staff places the books on a table and they contact the person who reserved the books to pick them up. She commented that this has been successful in Wythe County. Ms. Thomas remarked that they have also started a business center, which includes opening their public access computers and allowing people to come into the Library for approximately 15 minutes to use the computers. She advised that the parking lot is completely Wifi accessible and has lighting so that the lot is not dark for those who need to use the facility lot at night for Wifi access. She expressed that the Library does require citizens to use masks, social distance, etc. when entering the facility. Ms. Thomas stated that the Wythe County Public Library is now open Monday through Friday by appointment, with the exception of the Book to Browse Program, which is available from 9:00 a.m. - 5:00 p.m. Ms. Thomas continued to note the different touchless services that Wythe County Public Library is offering citizens during the pandemic. She commented that the Library may reopen for normal business hours when the COVID-19 positive cases in Virginia drop below five percent and remain sustainable at that point. Ms. Thomas advised that, for now, the Library's hours of operation will be Monday through Friday, 9:00 a.m. - 6:00 p.m., with limited indoor access. She noted that this is a safety precaution for staff and the public. Mayor Taylor inquired of Ms. Thomas if the Book to Browse Program is browsing with eyes only or is the public allowed to thumb through the books in the Library. Ms. Thomas explained that citizens are allowed to select books, however, the Library staff is asking that people not linger. She remarked that all chairs have been removed from the Library, and the way it is set up, the Library can only accommodate two or three people at any one time on the computers. She continued to explain the Book to Browse Program, book drops, Virtual Programming with Zoom, etc. to the Council. Assistant Town Manager Freeman inquired of Ms. Thomas as to how many people the Book to Browse Program can accommodate. Ms. Thomas

explained that the building can accommodate approximately 30 people, which includes staff. She noted that, basically, staff is starting slow, and they are booking about five people to come in for the Program. Ms. Thomas remarked, this way, if citizens bring someone with them, staff is looking at about ten people for each half hour. She commented that the Library's official opening day is Wednesday, October 14, 2020. Councilwoman Atkins inquired if Ms. Thomas would clarify the Library's hours of operation. Ms. Thomas explained that the Browse Program is open Monday through Friday, 9:00 a.m. – 5:00 p.m., and then from 5:00 p.m. – 6:00 p.m., the Library will close to the public and staff will go through the building to clean, etc. Councilwoman Atkins thanked Ms. Thomas for clarifying the times of operation. Discussion ensued regarding the Library's United States flag that was recently replaced. Ms. Thomas thanked the Town for donating a flag to the Library. She thanked the Council for allowing her to speak during Citizens' Period. Mayor Taylor thanked Ms. Thomas for her comments. There being no other citizens attending the meeting to address the Council during Citizens' Period, Mayor Taylor 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.

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: In the past, the Town supported the Edith Bowling Wilson Birthplace Foundation and Museum with a pledge of \$5,000 to be donated over the course of five years. Last year, the final payment for that pledge was made. This year, the Town received a request from Executive Director Morgan Herbert for a donation of \$1,000. The Museum provides insight into Wytheville's history and heritage, in addition to being a downtown destination. Therefore, it would be the recommendation of the Budget and Finance Committee that the Town of Wytheville support the Edith Bowling Wilson Birthplace Foundation and Museum with a donation of \$1,000. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to approve appropriating a \$1,000 donation to the Edith Bolling Wilson Birthplace Foundation and Museum. Mayor Taylor inquired if there was any discussion on the motion to approve the donation. 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. Against: None.

We have received two applications for the Town Attorney position and are awaiting at least one more application from someone who has expressed an interest in the job. In the interim, we feel that it would be advisable to engage a firm to handle the Town's legal work. A number of firms in town were contacted, and the firm of Cassell & Crewe, P.C. was the only firm that expressed an ability to represent the Town at the present time. They also submitted a hourly rate for this work. It would be the recommendation of the Budget and Finance Committee for the Town to proceed with hiring Cassell & Crewe, P.C. for the miscellaneous legal work that is needed. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to approve employing the law firm of Cassell & Crewe, P.C. as interim attorneys for the Town of Wytheville. Mayor Taylor inquired if there was any discussion on the motion to approve employing the law firm of Cassell & Crewe, P.C. as interim attorneys for the Town. 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. Against: None. 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: Now that autumn is here, we have had several inquiries about the annual Leaf Collection Program, and we wanted to inform our citizens that the Town's Public Works Department will begin collecting leaves around the first of November. Initially, leaves will be collected as they are placed at curbside, but as the volume of leaves increases, they will be collected on a street by street method. We remind citizens to please rake the leaves to the edge of the curb or to the edge of the street, but not into the street. Piles of leaves in the street can impede traffic and can create traffic hazards. Town crews will be working diligently to remove all leaves in a timely manner, but at the peak of leaf season, it will take longer to get to all neighborhoods. We would like to thank our citizens, in advance, for their patience and for following these basic rules of our Leaf Collection Program.

Earlier this year, the General Assembly amended the State Code regarding methods of procurement for public bodies, which raised the threshold for the competitive procurement of

goods and services for all phases from \$100,000 to \$200,000. Subsequently, we have revised the Town's procurement procedure for the purchase of goods and services, and a chart outlining this procedure is attached. Please note that there remain thresholds within the maximum that require an informal competitive process so that the Town can receive the best price without resorting to an arduous process. It is also worth noting that the threshold for the procurement of professional services and transportation related construction remained unchanged. Later in the meeting, the Council will consider an ordinance amending the Town Code to reflect these changes and it would be the recommendation of the Public Works Committee to adopt the ordinance on first and final reading. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: APPOINTMENTS

Mayor Taylor advised that the next agenda item is the reappointment of a member to the Wytheville Industrial Development Authority to fill the expiring term of Mr. Zachary Cooley (term expires December 12, 2020). She noted that Mr. Cooley is eligible for reappointment and has expressed a willingness to serve again, if reappointed. Mayor Taylor inquired if there is a motion to reappoint Mr. Cooley to the Wytheville Industrial Development Authority for a four year term. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to reappoint Mr. Zachary Cooley 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 reappoint Mr. Cooley 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. Against: None.

RE: ORDINANCE NO. 1389

Mayor Taylor presented Ordinance No. 1389, an ordinance amending and reenacting Chapter 2, Administration, Article III. Procurement Procedures, Division 4. Contract Formation and Source Selection Generally, Section 2-139. Small Purchases, of the Code of the Town of Wytheville, Virginia, on first reading. She noted that this ordinance comes as a recommendation from the Public Works Committee. A motion was made by the Public Works Committee, which does not require a second, to adopt Ordinance No. 1389, an ordinance amending and reenacting Chapter 2, Administration, Article III. Procurement Procedures, Division 4. Contract Formation and Source Selection Generally, Section 2-139. Small Purchases, of the Code of the Town of Wytheville, Virginia, of the Code of the Town of Wytheville, Virginia, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. 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

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1389 was adopted on first and final reading.

RE: ORDINANCE NO. 1390

Mayor Taylor presented Ordinance No. 1390, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 10. Other Policies, by adding Subsection 10.7 Smoking/Vaping/Tobacco Use in Town Owned Vehicles, on first reading. She continued to explain the details of the ordinance to the Council. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to adopt Ordinance No. 1390, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, of the Town of Wytheville, Virginia, so as to amend Section 10. Other Policies, by adding Subsection 10.7 Smoking/Vaping/Tobacco Use in Town Owned Vehicles, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. 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

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1390 was adopted on first and final reading.

RE: NEW BUSINESS

Under New Business, Town Manager Moore reported the following:

1. The next Council Work Session will be held on Tuesday, October 13, 2020, at 7:00 a.m., in the Council Chambers.
2. The Wytheville Recreation Commission will meet virtually, via Zoom, on Wednesday, October 14, 2020, at 5:30 p.m.
3. The New River Regional Water Authority will meet on Thursday, October 15, 2020, at 10:00 a.m., in the Council Chambers.
4. The Building Code Appeals Board will meet on Wednesday, October 21, 2020, at 2:00 p.m., in the Council Chambers.
5. The Willow Brook Jackson/Umberger Homestead Advisory Board will meet on Thursday, October 22, 2020, at 10:00 a.m., in Conference Room B of the Municipal Building.
6. The Joint Industrial Development Authority of Wythe County will meet on Thursday, October 22, 2020, at 3:00 p.m., in the Council Chambers.
7. Food City will conduct a Groundbreaking Ceremony on Friday, October 23, 2020, at 10:30 a.m. Councilwoman Atkins inquired of Town Manager Moore when the Food City building would be complete. Discussion ensued regarding the completion of the Food City facility. It was noted that the Food City Project should be complete by May or June 2021.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:21 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

OCTOBER 12, 2020

1. In the past, the Town supported the Edith Bowling Wilson Birthplace Foundation and Museum with a pledge of \$5,000 to be donated over the course of five years. Last year, the final payment for that pledge was made. This year, the Town received a request from Executive Director Morgan Herbert for a donation of \$1,000. The Museum provides insight into Wytheville's history and heritage, in addition to being a downtown destination. Therefore, it would be the recommendation of the Budget and Finance Committee that the Town of Wytheville support the Edith Bowling Wilson Birthplace Foundation and Museum with a donation of \$1,000.
2. We have received two applications for the Town Attorney position and are awaiting at least one more application from someone who has expressed an interest in the job. In the interim, we feel that it would be advisable to engage a firm to handle the Town's legal work. A number of firms in town were contacted, and the firm of Cassell & Crewe, P.C. was the only firm that expressed an ability to represent the Town at the present time. They also submitted a hourly rate for this work. It would be the recommendation of the Budget and Finance Committee for the Town to proceed with hiring Cassell & Crewe, P.C. for the miscellaneous legal work that is needed.

Mark J. Bloomfield

Holly E. Atkins

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OCTOBER 12, 2020

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2. Earlier this year, the General Assembly amended the State Code regarding methods of procurement for public bodies, which raised the threshold for the competitive procurement of goods and services for all phases from \$100,000 to \$200,000. Subsequently, we have revised the Town's procurement procedure for the purchase of goods and services, and a chart outlining this procedure is attached. Please note that there remain thresholds within the maximum that require an informal competitive process so that the Town can receive the best price without resorting to an arduous process. It is also worth noting that the threshold for the procurement of

professional services and transportation related construction remained unchanged. Later in the meeting, the Council will consider an ordinance amending the Town Code to reflect these changes and it would be the recommendation of the Public Works Committee to adopt the ordinance on first and final reading.

Cathy D. Pattison

Gary L. Gillman