

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MARCH 13, 2017, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Kimber Simmons, Kelly White, Zac Taylor, Tim Reeves, Debbie Reeves, Police Officer Todd Mathews

RE: CALL TO ORDER, QUORUM, PLEDGE

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

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of February 27, 2017, and the request of the Family Resource Center for waiver of fees for use of the Elizabeth Brown Memorial Park on Friday, April 7, 2017, for a Child Abuse Awareness Event. He inquired of the Council if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilman Hundley and seconded by Councilwoman Taylor to approve the consent agenda consisting of the minutes of the regular meeting of February 27, 2017, and the request of the Family Resource Center for waiver of fees for use of the Elizabeth Brown Memorial Park on Friday, April 7, 2017, for a Child Abuse Awareness Event, as presented. Mayor Crewe 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: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He stated that Ms. Kimber Simmons of the Workforce Development Board indicated on the sign in sheet that she wished to address the Council, therefore, he would ask Ms. Simmons to please come forward to the podium to address the Council at this time.

Ms. Kimber Simmons stated that she is attending the Council meeting on behalf of the Workforce Partners to thank the Town of Wytheville for allowing them to hold the Manufacturing Career Fair at the Wytheville Meeting Center. She continued to provide the Council with information regarding the event. Mayor Crewe inquired if the facility met the needs of the Career Fair. Ms. Simmons stated that the facility was beautiful and fantastic for the event. Ms. Simmons remarked that she heard really nice comments from the participating companies regarding the facility. Mayor Crewe thanked Ms. Simmons for attending the Council meeting.

Mayor Crewe advised that Officer Kelly White noted on the sign in sheet that he wished to address the Council in regard to the Wytheville Police Department request. He asked Officer White to come forward to the podium to address the Council.

Officer Kelly White stated that he appreciated the promptness of getting the LEOs information back out by the Town, especially since the survey did come back on the benefit. He remarked that it was nice that everyone saw the email, everyone received the same email, and saw the same figures that came back. Officer White noted that the Police Department is looking forward to possibly speaking to the Virginia Retirement System (VRS). He commented that in the email, it stated that there might be a conference call that could take place with VRS. Officer White stated that he knows the last time the Police Department went through this process, from what he is hearing, some of the senior Officers at the Police Department were stating that the members of VRS actually came in person for a meeting. Officer White stated that the LEOs Committee wanted to see if this was a possibility to have that openness with everybody and if a representative from VRS would actually come in to hold a person to person meeting. He commented that the Committee is going to have a lot of questions, and, likewise, he feels like the Council is going to have a lot of questions, too. Officer White inquired if that would be an option. Mayor Crewe advised that it would not be an option because of the time constraints. Town Manager Sutherland stated that the Town can ask VRS if this would be possible because, at the present time, VRS wants to hold the meeting by way of a conference call, however, the Town can ask if a person to person meeting is possible. Mayor Crewe explained that the

Committee would participate in the conference call. Officer White commented that he appreciated that. Mayor Crewe remarked that in regard to scheduling, in terms of time and to spare a little expense, the Council thought that it was better to schedule a conference call and involve the Police Department LEOs Committee. Town Manager Sutherland reiterated that the Town would ask about a person to person meeting. Officer White stated that the only thing that has come up during all of this is when the actual email initially was sent, the Committee noted that the date that was on the actual survey shows a date of January 25, 2017. Town Manager Sutherland remarked that this was acknowledged in the email. Officer White stated that is correct, and he noted that, of course, there was a major concern across the Police Department. He commented that he has been absent, but a lot of Officers have been calling him because they were concerned as to why the study was showing a date of January 25, 2017, and it is now March. Officer White explained that at this point, he was out of answers to give the Officers. He expressed that he actually had a chance to contact the company who did the consulting for the study. Officer White remarked that from what the company told the Committee, or from what they told him, they sent the study as of January 25, 2017. Town Manager Sutherland advised that the study was sent to VRS on January 25, 2017. Officer White stated that is correct. He commented that a revision to the study was released on February 10, 2017, and they stated because there was a misprint or some type of wording issue, and the initial report was incorrect. Officer White reiterated that the consultant had to redo that, and they sent it back out February 10, 2017. He commented that the Committee is only trying to clarify the timeframe of the difference with that. Mayor Crewe stated that he would answer at this point, and noted that Town Manager Sutherland could correct him if he is incorrect. He advised that the Council explained to Officer White that the Town had received the invoice, which meant that the study had been sent to VRS, and it usually takes the Town about a month to receive the study after they receive it, which was about right. Mayor Crewe expressed that Officer White received the study at the same time the Town received it. Officer White commented that the Committee was only trying to clarify the timeframe because the consultant made it sound like it was direct email. Town Manager Sutherland remarked that the email noted that the Council received the study one afternoon and Officer White received it the following morning. He stated that there was a 12 hour difference in the emails. Officer White reiterated, again, he would like to thank the Council for putting the email out there, especially where everybody could see it because that is what the Committee is trying to do. He remarked that, hopefully, like he previously stated, the Committee would like to be a part of the VRS communication with the conference call. Officer White stated that the Committee definitely wants to work with the Council, as well, to try to resolve all of this. Mayor Crewe advised that the Council fully intends to do that, and when the Town receives the call schedule, the Committee would be notified so that they are aware of the conference call. He explained that the Town can request a personal visit, but the last time a personal visit was requested, it did not happen. Officer White remarked that a personal visit was just an inquiry the Committee had, and he was not sure if that was possible. Mayor Crewe stated that the Committee will be notified when the Town is notified.

Vice-Mayor King inquired if Officer White has a new addition to his family. Officer White stated that is correct. He noted that he has two baby boys. Vice-Mayor King inquired of Officer White as to how much the boys weighed. Officer White stated that the babies weighed six pounds each when they were born, and that they are up to almost 10 pounds each now. He commented that they are almost two months old. Councilwoman Taylor remarked that she has twin 15 year old boys, who just received their learner permits. Officer White stated that he and his wife are trying to get the boys to rest better, and they are getting there. Officer White thanked the Council for allowing him to speak. The Council congratulated Officer White on the birth of his boys.

Mayor Crewe noted that no one else indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, he proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, March 14, 2017, at 7:00 a.m.
2. The New River Regional Water Authority will meet on Thursday, March 16, 2017, at 9:30 a.m., in the Council Chambers.
3. The Council Personnel Committee will meet on Friday, March 17, 2017, at 8:15 a.m., at the Visitors Center.
4. The Joint Industrial Development Authority of Wythe County will meet on Thursday, March 23, 2017, at 3:00 p.m., in the Council Chambers.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that last fall at the annual Virginia Municipal League Conference, an initiative known as the HEAL Program was presented. She explained that HEAL is an acronym for the Healthy Eating Active Living Program, which is a lifestyle modification program that enables participants to develop lifelong healthy eating and physical activity behaviors. Councilwoman Taylor noted that the Council believes that it is a worthwhile venture to assist the Town's citizens in achieving these goals. She stated, fortunately, the Town has a number of walking and exercise venues in place, but there are many other directions that the Council can pursue to improve the health of the Town's citizens. Councilwoman Taylor expressed that later in the meeting, the Council will consider a resolution that will implement such a program. She advised that it would be the recommendation of the Budget and Finance Committee that the resolution be adopted when it is presented.

Councilwoman Taylor, also, reported that the Council has received a letter from the Wythe Arts Council, Ltd., seeking action by the Town on a number of matters relating to the annual Chautauqua Festival. She noted that a copy of the letter from the Wythe Arts Council is enclosed. Councilwoman Taylor stated that they are completing the necessary paperwork for the Request for Waiver of Fees through the Community Center. She remarked that, this year, the opening parade will be held on June 17, and the final day of the Festival will be held on Saturday, June 24. Councilwoman Taylor expressed that, again, this year, the Arts Council has requested that certain fees for the use of the Park and the Fourth Street Civic Center be waived, as well as certain business license fees. She commented that the Budget and Finance Committee has reviewed the requests made by the Arts Council and finds them to be, essentially, the same requests that have been made for many years. Councilwoman Taylor explained that the Town does not anticipate a problem with any of these items. She stated that the Budget and Finance Committee would note that the Town has again, this year, applied for grant funds on the Arts Council's behalf. Councilwoman Taylor advised that, as such, for all of the areas where fees are being requested to be waived, the Arts Council will need to pay these fees (up to \$5,000) and then be reimbursed by the Town, provided they receive the grant funds. Councilwoman Taylor reported that the Council would like to note that, this year, there are some coordination activities required since Phase II of the Heritage Walk Project will be underway. She commented that this project, which the Council has described before, contains the new sidewalk enhancements that go from the south side of Main Street at Second Street to the Elizabeth Brown Memorial Park. Councilwoman Taylor explained that the Town has met with the contractor who has agreed that they will perform work in the parking lot of the Fourth Street Civic Center and work northwardly, which will eliminate there being any construction activities in the park during the festival or the July 4 activities. She remarked that the Council applauds the Wythe Arts Council's continued efforts in bringing quality entertainment to the Town citizens. Councilwoman Taylor advised that it is the recommendation of the Budget and Finance Committee that the Council approve the requests of the Wythe Arts Council, with the stipulations noted earlier and contingent on the receipt of the Request for Waiver of Fees application. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to approve the requests of the Wythe Arts Council, with the stipulations noted earlier and contingent on the receipt of the Request for Waiver of Fees application. Mayor Crewe inquired if there was any discussion on the motion to approve the requests of the Wythe Arts Council. 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, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

Councilwoman Taylor, also, reported that the Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2017-2018. She stated that in the coming weeks, the Council will be reviewing the information submitted by the department heads and has requested each department head to attend the Work Sessions to explain their requests. Councilwoman Taylor noted that the Budget and Finance Committee's instructions to the department heads were to tabulate their proposed budgets by reviewing each line item in a particular category. She commented that similar to prior years, these categorical areas are normal operations, capital outlay and personnel expenses. Councilwoman Taylor explained that the Budget and Finance Committee now needs to develop a budget adoption calendar for FY 2017-18. She remarked that the Budget and Finance Committee would propose that the first reading of the budget be considered at the Monday, May 22, 2017, meeting. Councilwoman Taylor stated that the Budget and Finance Committee would propose that the budget be considered on second reading, as well as conduct the public hearing, at the June 12, 2017, meeting of Council, with the final reading and adoption of the budget at the June 26, 2017, meeting. She advised that if the Council concurs, the Town will publish this calendar as the adoption schedule. It was the consensus of the Council to approve the adoption schedule for the FY 2017-18 budget with first reading on Monday, May 22, second reading and public

hearing on June 12 and third and final reading on June 26. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated that over the past several Work Sessions, the Council has considered concepts that would incentivize the improvements of structures in the downtown area, particularly the second and third floors of these buildings. He noted that many of the second and third stories are in a poor state of repair or have other difficulties such as compliance with disability accommodations or meeting Fire Code regulations. Councilman Hundley explained that in an effort to improve the economic viability of these downtown properties, the Public Works Committee has determined that the best course of action would be to create a Downtown Development Fund that would make funds available to qualifying building owners to make improvements. He commented that the specifics of the Downtown Development Fund Program are attached. Councilman Hundley remarked, likewise, the Public Works Committee thinks that it is important to maintain attractive signs in the downtown area. He expressed that the Town Council, in association with a cooperative effort from Downtown Wytheville, Incorporated, created regulations for a Sign Improvement Program, and these regulations are attached for the Council's review. Councilman Hundley advised that it would be the recommendation of the Public Works Committee that both of these programs be adopted and implemented immediately. Mayor Crewe stated that this was presented in a draft, last Tuesday, at the Council Work Session. He noted that he has a couple of suggestions for the Council's consideration. Mayor Crewe explained his suggested changes to the Council regarding the Sign Improvement Program and the Downtown Development Fund Program. He commented that the language may need to be stronger in both documents. A motion was made by Councilman Hundley and seconded by Councilman Hand to adopt the Downtown Development Fund Program and the Sign Improvement Program, as amended, for qualified building/business owners in the B-2 DT General Business District – Downtown. Mayor Crewe 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: For: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

Councilman Hundley, also, reported that the Public Works Committee wanted to take this opportunity to make everyone aware of the upcoming community shredding event. He stated that the Town has provided this service on five previous occasions. Councilman Hundley explained that the sixth shredding event will be held on Saturday, June 3, 2017, between the hours of 10:00 a.m. and 2:00 p.m. He remarked that the document destruction services will be provided by Shred-it. Councilman Hundley explained that due to the volume of documents that was received previously, the Council will, again, impose the standard that no one can bring anything in excess of what would be held by a 55 gallon container. He expressed that the event is limited to town residents only, and businesses are not allowed to participate. Councilman Hundley noted that the exact location of the shredding event has not yet been determined since there are a number of activities in the downtown area that weekend. He advised that the Town will be giving adequate notice of the event's location prior to that day. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: RESOLUTION – HEALTHY EATING ACTIVE LIVING RESOLUTION

Mayor Crewe advised the next agenda item is the Healthy Eating Active Living Resolution. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt the Healthy Eating Active Living resolution. Mayor Crewe 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: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

RE: RECOMMENDATION FROM THE PLANNING COMMISSION – VENEZIANO SUBDIVISION

Mayor Crewe advised the next agenda item is the recommendation from the Planning Commission regarding the request of Larry S. Veneziano for the subdivision of property, which is located on the south side of West Lee Highway between 26th and 30th Streets, which is in the Zoning Districts of R-2 Residential and B-2 Business. Mayor Crewe noted that a public hearing is not required for the approval of a subdivision. Councilman Hand noted he would have to abstain from voting due to a conflict of interest. Mayor Crewe inquired if there is a motion to approve the request of Mr. Larry S. Veneziano. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to approve the request of Mr. Larry S. Veneziano for the subdivision of property located on the south side of West Lee Highway between 26th and 30th

Streets, which is in the Zoning Districts of R-2 Residential and B-2 Business. Mayor Crewe inquired if there was any discussion on the motion to approve the request. There being none, the motion was approved with the following voting results: For: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Beth A. Taylor. Against: None. Abstention: Joseph E. Hand, Jr.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:22 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

MARCH 13, 2017

1. Last fall at the annual Virginia Municipal League Conference, an initiative known as the HEAL Program was presented. HEAL is an acronym for the Healthy Eating Active Living Program, which is a lifestyle modification program that enables participants to develop lifelong healthy eating and physical activity behaviors. We believe that it is a worthwhile venture to assist the Town's citizens in achieving these goals. Fortunately, we have a number of walking and exercise venues in place, but there are many other directions that we can pursue to improve the health of our citizens. Later in the meeting, the Council will consider a resolution that will implement such a program. It would be the recommendation of the Budget and Finance Committee that the resolution be adopted when it is presented.
2. We have received a letter from the Wythe Arts Council, Ltd., seeking action by the Town on a number of matters relating to the annual Chautauqua Festival. A copy of the letter from the Wythe Arts Council is enclosed. They are completing the necessary paperwork for the Request for Waiver of Fees through the Community Center. This year, the opening parade will be held on June 17, and the final day of the Festival will be held on Saturday, June 24. Again, this year, the Arts Council has requested that certain fees for the use of the Park and the Fourth Street Civic Center be waived, as well as certain business license fees.

We have reviewed the requests made by the Arts Council and find them to be, essentially, the same requests that have been made for many years. We do not anticipate a problem with any of these items. We would note that the Town has again, this year, applied for grant funds on the Arts Council's behalf. As such, for all of the areas where fees are being requested to be waived, the Arts Council will need to pay these fees (up to \$5,000) and then be reimbursed by the Town, provided they receive the grant funds.

We would like to note that, this year, there are some coordination activities required since Phase II of the Heritage Walk Project will be underway. This project, which we have described before, contains the new sidewalk enhancements that go from the south side of Main Street at Second Street to the Elizabeth Brown Memorial Park. We have met with the contractor who has agreed that they will perform work in the parking lot of the Fourth Street Civic Center and work northwardly, which will eliminate there being any construction activities in the park during the festival or the July 4 activities.

We applaud the Wythe Arts Council's continued efforts in bringing quality entertainment to our citizens. It is the recommendation of the Budget and Finance Committee that the Council approve the requests of the Wythe Arts Council, with the stipulations noted earlier and contingent on the receipt of the Request for Waiver of Fees application.

3. The Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2017-2018. In the coming weeks, we will be reviewing the information submitted by the department heads and have requested each department head to attend the Work Sessions to explain their requests. Our instructions to the department heads were to tabulate their proposed budgets by reviewing each line item in a particular category. Similar to prior years, these categorical areas are normal operations, capital outlay and personnel expenses. We now need to develop a budget adoption calendar for FY 2017-18. We would propose that the first reading of the budget be considered at the Monday, May 22, 2017, meeting. We would propose that the budget be considered on second reading, as well as conduct the public hearing, at the June 12, 2017, meeting of Council, with the final reading and adoption of the budget at the June 26, 2017, meeting. If the Council concurs, we will publish this calendar as the adoption schedule.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

MARCH 13, 2017

1. Over the past several Work Sessions, the Council has considered concepts that would incentivize the improvements of structures in the downtown area, particularly the second and third floors of these buildings. Many of the second and third stories are in a poor state of repair or have other difficulties such as compliance with disability accommodations or meeting Fire Code regulations. In an effort to improve the economic viability of these downtown properties, we have determined that the best course of action would be to create a Downtown Development Fund that would make funds available to qualifying building owners to make improvements. The specifics of the Downtown Development Fund Program are attached. Likewise, we think that it is important to maintain attractive signs in the downtown area. The Town Council, in association with a cooperative effort from Downtown Wytheville, Incorporated, created regulations for a Sign Improvement Program, and these regulations are attached for your review. It would be the recommendation of the Public Works Committee that both of these programs be adopted and implemented immediately.
2. We wanted to take this opportunity to make everyone aware of the upcoming community shredding event. The Town has provided this service on five previous occasions. The sixth shredding event will be held on Saturday, June 3, 2017, between the hours of 10:00 a.m. and 2:00 p.m. The document destruction services

will be provided by Shred-it. Due to the volume of documents that was received previously, we will, again, impose the standard that no one can bring anything in excess of what would be held by a 55 gallon container. The event is limited to town residents only, and businesses are not allowed to participate. The exact location of the shredding event has not yet been determined since there are a number of activities in the downtown area that weekend. We will be giving adequate notice of the events location prior to that day.

Thomas F. Hundley

Joseph E. Hand, Jr.