

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MAY 22, 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., Town Clerk Sharon G. Corvin, Assistant Town Manager Stephen A. Moore, Darren Umberger, Ashley Umberger, Kelly White, Stephen Bralley, Charles Miller, Tommy Lester, John Humphrey, Mark Bloomfield, Todd Wolford, Jeffery M. Hall, Sr., Marie B. Bishop, Bryan Bard, Lonnie Anders, John Eastwood, Paul Cornett, Jesse Ashburn, Fred Riley, Misty Pack, Jackie Taylor, John Claypool, Wade Whisman, Missy Whisman, Hannah Whisman, Courtney Miller, Nathan Miller, Kevin Russell, Stacy Terry, Anita Irvin, Joel Hash, Teresa King, Agnes Eades, Louis Lunsford, Janet Lester, Tommy Lester, Teresa Boyd, Mark Sechrest, Barbara Sewell with WYVE-AM/WXBX-FM/WLOY-AM, Nick Powers with WYVE-AM/WXBX-FM/WLOY-AM, Millicent Rothrock with *The Wytheville Enterprise*, Police Officer Joel Crigger, others

**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 Councilwoman Taylor.

**RE: CONSENT AGENDA**

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of May 8, 2017. 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 Vice-Mayor King and seconded by Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of May 8, 2017, as presented. 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.

**RE: CITIZENS' PERIOD - PRESENTATION BY DOWNTOWN WYTHEVILLE, INCORPORATED**

Mayor Crewe advised the next agenda item is a presentation by Downtown Wytheville, Incorporated (DTW). Mr. Mark Bloomfield was recognized and stated that he lives at 205 Cove Hills Drive in Wytheville. He noted that he represents Downtown Wytheville, Incorporated as the President of the Board of Directors. Mr. Bloomfield recognized the members of Downtown Wytheville, Incorporated who were attending the meeting. He continued to explain the progress that is being made in the downtown Wytheville area to the Council members. Mr. Bloomfield expressed that DTW is envied by Main Street Programs across the United States because of the relationship the organization has with the Town of Wytheville. He continued to explain to the Council the numerous projects, etc. with which that DTW is currently involved. Mr. Bloomfield noted the different DTW sponsored events in downtown Wytheville. He inquired of the Council members if there were any questions or comments. Mayor Crewe stated that he speaks for the Council when he states that the Town appreciates all of the work Downtown Wytheville, Incorporated has done. He noted that he knows that it has been a lot of work, and a lot of what is done is behind the scenes and not so visible to a lot of people. Mayor Crewe commented that a lot of DTW's assistance in business recruiting has been invaluable. He continued to express his gratitude to Downtown Wytheville, Incorporated on behalf of the Wytheville Town Council. Mr. Bloomfield thanked the Town Council for allowing him to do the presentation.

Councilman Hundley stated that he would like to make a few comments in regard to Downtown Wytheville, Incorporated (DTW). He noted that he would like to thank the current Town Council members, and, also, the members of the past Town Council who have supported the organization that is so close to his heart. Councilman Hundley remarked that DTW would not be in existence today, if it were not for the support of the Town Council. He expressed his appreciation to the Town of Wytheville and its staff for all they have done to help with this organization. Councilman Hundley noted his passion for the DTW organization and the Town of Wytheville. He continued to note the progress of the construction, etc., in the downtown, and what a great transition that will take place once it is complete. Councilman Hundley explained that it is an ongoing process and that is why DTW is needed. He stated that he wanted to address some questions that Mayor Crewe brought forth in the Work Session on May 2, 2017.

Councilman Hundley remarked that Mayor Crewe's questions were based on accountability, funding, etc., that he felt were needed to protect the Town of Wytheville. He expressed that everyone appreciates the Mayor's concerns, and he believes that DTW has addressed Mayor Crewe's questions thoroughly at this meeting. Councilman Hundley continued to express his thoughts to Mayor Crewe regarding Downtown Wytheville, Incorporated and why it is important for the Council to support DTW. Mayor Crewe advised that Councilman Hundley has misunderstood his entire point. He stated that he understands what Councilman Hundley is saying, and he is very supportive of DTW. Mayor Crewe noted that as Councilman Hundley is aware, the DTW budget request has been honored and, therefore, he thinks Councilman Hundley is misdirected. Mayor Crewe continued to discuss his thoughts regarding DTW. He explained that his question was a budget issue for him and that was the sole purpose for his question. Mayor Crewe advised that there is no doubt in his mind that all of the Council is in support of DTW. He thanked Councilman Hundley for his comments and inquired if there were any further questions or comments regarding DTW's presentation. There being no further questions or comments, he proceeded with the agenda.

#### **RE: CITIZENS' PERIOD - OTHERS**

Mayor Crewe inquired if there are others who wished to address the Council. He noted that no one indicated on the sign in sheet that they wished to address the Council during Citizens' Period. There being no others who wished to address the Council, 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, May 23, 2017, at 7:00 a.m.
2. The Run for the Wall participants will arrive on Wednesday, May 24, 2017, and they will depart on Thursday, May 25, 2017. He noted that he assumes there is a children's program on Thursday morning. Mayor Crewe stated that is correct.
3. The Joint Industrial Development Authority of Wythe County will meet on Thursday, May 25, 2017, at 3:00 p.m., in the Council Chambers.
4. The Memorial Day Ceremony will be held on Sunday, May 28, 2017, at 1:30 p.m., in Withers Park.
5. The Town of Wytheville Municipal Building will be closed and all services curtailed on Monday, May 29, 2017, due to the Memorial Day holiday.
6. The shredding event will be held on Saturday, June 3, 2017, from 10:00 a.m. until 2:00 p.m., in the Heritage Preservation Center parking lot.
7. The Spirit Tour will be held on Friday, June 2, 2017, and Saturday, June 3, 2017. He noted that the tour is depicting Wytheville during a period of 1820-1855.
8. Councilman Hundley advised that he would like to address the Hazardous Duty Supplement. He noted that through the Council's discussions, he thinks there is enough information to vote on approving or denying the supplement. Councilman Hundley stated that he is aware that Town Manager Sutherland has received the survey from the Public Safety Department regarding the proposal that was sent to the Officers and Fire Department members, and it was a unanimous vote of 35-0. A motion was made by Councilman Hundley and seconded by Councilman Hand to approve giving notice to the Virginia Retirement System of the Town of Wytheville's intent to participate in the Hazardous Duty Supplement (LEOS), as accepted by the Public Safety Department employees, at the 1.7% level effective July 1, 2017, and approve developing all documents and notices needed to implement the program. Mayor Crewe inquired if there was any discussion on the motion.

Councilwoman Taylor stated that there has been a lot of due diligence put into this package. She noted that there has been a lot of consideration for not just the Hazardous Duty employees, but for all employees of the Town and for the Town citizens. Councilwoman Taylor expressed that no matter what the vote, she would like the Town citizens to know that in the proposal, there would be no change in the excellent service that the Town's Police Department and Fire Department provide to protect everyone. Vice-Mayor King inquired as to why 35 individuals voted when there are only 30

individuals being considered for the Hazardous Duty Supplement package. Town Manager Sutherland explained that the 35 employees include all Police Officers, the Animal Control Officer, the Traffic Control Officer, the Fire Marshal and the paid Fire Department members. He noted that the Town does not determine who is eligible for the Supplement, but that VRS determines this. Town Manager Sutherland expressed that everyone received the opportunity to vote.

Vice-Mayor King commented that the Supplement has the potential to include 35 people. Mayor Crewe stated that he would like to express his concern in voting at this meeting. He expressed that Councilwoman Taylor is correct in that this topic has been discussed for years. Mayor Crewe commented that he has several concerns in regard to voting at this meeting. He noted that he does not feel like the Council has given enough notice to the citizens or other Town employees that the Hazardous Duty Supplement for the Public Safety Department is being adopted or up for discussion at this meeting. Mayor Crewe stated that he also is concerned about the number the Council has and it is only an estimate, which may or may not be accurate, and that number is \$244,000, which is what it will cost the Town to provide the package. He remarked that the other localities that have been polled regarding the cost of the program had an increase in the dollar amount as participation increased through the years. Mayor Crewe noted that once the Town agrees to participate, it does not have the option of removing itself from the program. He expressed that this would be obligating future Council members and Public Safety employees to the program. He explained that the Public Safety Department has graciously agreed to arrangements including work hours, schedules, raises, salaries, etc., that will, for now, compensate most of the cost for the Supplement, but not all of it. He commented that several of the Public Safety employees will be eligible for retirement almost immediately, and this will certainly make it tough on the Department because the Town will have to hire new employees and a lot of institutional memory will be lost. Mayor Crewe stated that this will include the work of longer hours, etc. in a pay period. He commented that he still frets over the amount of money it is going to cost considering that it will only include no more than 35 Town employees. Mayor Crewe expressed that in no way is he trying to indicate anything other than the upmost respect and appreciation for the Town Police Department who lay their lives on the line on both the Fire Department and Police Department side. Mayor Crewe reiterated his concerns for voting at this meeting are due to the fact that other Town employees and Town citizens are not aware of the discussion and the budget increase. He explained that this will be a life altering decision for not only the Public Safety Department but for the other Town employees and town citizens, if the Council decides to vote at this meeting.

Councilman Hand stated that he does not feel like this is a life altering event. He noted that 95 percent of all small towns in the State of Virginia have this Supplement insurance for their Public Safety Departments. Councilman Hand remarked that the Town of Wytheville does not want to be in the five percent that do not have the program. He explained that it is time that the Council shows respect and provides an insurance that has been proven to be a necessity statewide. Councilman Hand expressed that he feels like the Council should vote at this meeting. He stated that it is not the decision of the other Town employees, and it is not up to them to decide.

Vice-Mayor King stated that the Public Safety Department is very respected in the town. She expressed how proud she is of the Department. Mayor Crewe inquired if there were any further comments or discussion on the motion regarding the Hazardous Duty Supplement for the Public Safety Department. 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. Mayor Crewe advised that the Supplement would be effective July 1, 2017.

#### **RE: BUDGET AND FINANCE COMMITTEE REPORT**

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that later in the meeting, the Council will consider, on the first of three readings, the adoption of the budget for Fiscal Year 2017-18. She noted that this year's budget totals \$27,250,000, which consists of revenues and expenditures from both the General Fund and the Water/Sewer Fund. Councilwoman Taylor explained that there are no tax or fee increases included in the current year's budget. She remarked that it should be noted that this past year, Wythe County went through a reassessment, and it was necessary that the Town evaluate its existing tax rate. Councilwoman Taylor stated that the current Real Estate tax rate is \$0.16 per \$100 valuation, but, following the reassessment and to be in compliance with State law, the Town's tax rate is proposed to be established at \$0.155 per \$100 valuation. She explained that State law requires

that revenues should remain consistent following a reassessment or a tax increase must be noted. Councilwoman Taylor stated that the valuation for Personal Property taxes shall remain the same at \$0.28 per \$100 valuation. She noted that the budget includes a three percent payroll increase for employees, two percent of which will be a salary increase, and one percent will be administered as a bonus. Councilwoman Taylor explained that, again, this year, there are many large projects included in the budget including work in the downtown area, the East Main Street Project, Community Boulevard, the Streambank Restoration Project and many other large capital projects. She commented that the Budget and Finance Committee would like to note that the budget will be considered again at the Council meeting on June 12, 2017, at which time there will, also, be a public hearing. Councilwoman Taylor explained that the final adoption of the budget is scheduled for June 26, 2017. She remarked that with the exception of changing the tax rate, the budget, as drafted, can be amended at any time during this adoption process. Councilwoman Taylor advised that later in the meeting, when the budget is considered on first reading, it would be the recommendation of the Budget and Finance Committee that it be approved on first reading.

Councilwoman Taylor, also, reported that as it was reported at the last meeting of Council, the Town's Real Estate and Personal Property taxes are due on or before December 15 of each year. She explained that Real Estate and Personal Property taxes for Wythe County are due on or before December 5 of each year. Councilwoman Taylor stated that these two different dates often result in confusion to town taxpayers who have Town and County Real Estate and Personal Property taxes due on different days. She remarked that Town Treasurer Stephens has suggested that it may be helpful to citizens to select the date for the Town's taxes to be received to be the same date as the County is currently using. Councilwoman Taylor commented that later in the meeting, the Council will consider an ordinance that amends the Town Code to provide that Town taxes will be due on December 5 of each year, the same date as used by Wythe County. She advised that when this matter is considered, it would be the recommendation of the Budget and Finance Committee that it be approved on first, but not final, reading. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

#### **RE: HAZARDOUS DUTY SUPPLEMENT**

Mayor Crewe advised that he would like to make a comment, based on possibly being misunderstood. He commented that he was not sure if anyone realized that when he did not state a vote regarding the Hazardous Duty Supplement, if he does not state his vote, according to Robert's Rules of Order, it states that he votes with the majority. Mayor Crewe explained, therefore, his vote was recorded as a "yes" vote. He remarked that he did not state that, and if the Public Safety Department thinks that he is not supporting the Supplement, that simply is not so. Mayor Crewe explained that if he had stated "Nay," then it would have been a "no" vote, however, when he stated nothing, it is recorded as a "yes" vote. He continued to explain that he did not want anyone to think that he did not support the Supplement.

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

Councilman Hundley, reporting for the Public Works Committee, stated that at the March 13, 2017, meeting of Town Council, the Downtown Development Fund valued at \$200,000 was created. He noted that these funds will be available after July 1, 2017. Councilman Hundley explained that since that time, the Council has developed guidelines under which this program will be administered. He remarked, in brief, given certain circumstances, eligible properties in the downtown area are able to apply for, and access up to, \$50,000 in grant funds to be used towards construction and other purposes in creating new businesses in the downtown area. Councilman Hundley stated that the guidelines, as drafted, have divided the development funds into two types, one being Type A Funds and the other being Type B Funds. He explained that Type A Funds specify that construction and/or other improvements create a retail business on the street level, as well as new improvements that would provide retail or residential space on second and third floors. Councilman Hundley commented that Type B Funds can be used for a single story property or a multiple story property but require the business to generate certain minimal thresholds of gross receipts, as well as the creation of five (5) full-time equivalent jobs. He stated that the guidelines are attached for review. Councilman Hundley noted, secondly, the Council has considered some local incentives that can be used to stimulate the business community in other areas of town. He explained that these other incentives, called "Local Incentives," are for business activities outside of the downtown area. Councilman Hundley remarked that these incentives are available to restaurant type operations, as well as lodging types of operations. He expressed that under this program, eligible businesses can recoup the meals and lodging taxes for a period of up to three years. Councilman Hundley stated that both of these funding mechanisms have been reviewed extensively, and the Public Works Committee believes that the Town is in a position now to suggest their adoption. He advised,

therefore, it would be the recommendation of the Public Works Committee that the guidelines for administering the Downtown Development Fund and the Local Incentives be adopted and implemented by the Town Council. A motion was made by Councilman Hundley and seconded by Councilman Hand to adopt the guidelines for administering the Downtown Development Funds and the Local Incentives for meals and lodging taxes outside of the downtown area, effective July 1, 2017. Mayor Crewe inquired if there was any discussion on the motion regarding the guidelines for administering the Downtown Development Funds and the Local Incentives. 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 noted 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 commented 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 Public Works Committee will, again, impose the standard that no one can bring anything in excess of what would be held by a 55 gallon container. He stated that the event is limited to town residents only, and businesses are not allowed to participate. Councilman Hundley advised that this year, the event will be held at 115 West Spiller Street in the parking lot of the Heritage Preservation Center. A copy of the Public Works Committee report is attached and made part of these minutes.

**RE: ORDINANCE NO. 1317**

Mayor Crewe presented Ordinance No. 1317, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, by amending Article I. In General, Section 12-3. Definitions, and by adding Article VIII. Waste Tires, of the Code of the Town of Wytheville, Virginia, on third and final reading. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1317. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt Ordinance No. 1317, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, by amending Article I. In General, Section 12-3. Definitions, and by adding Article VIII. Waste Tires, of the Code of the Town of Wytheville, Virginia, on third and final reading. Mayor Crewe inquired if there was any discussion on the motion to approve the ordinance on third and final reading. 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

ABSTENTIONS: None

Ordinance No. 1317 was adopted on third and final reading.

**RE: ORDINANCE NO. 1319**

Mayor Crewe presented Ordinance No. 1319, an ordinance amending and reenacting Chapter 14, Taxation, Article II. Property Taxes, Section 14-17. Unpaid Taxes and Assessments, of the Code of the Town of Wytheville, Virginia. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1319. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt Ordinance No. 1319, an ordinance amending and reenacting Chapter 14, Taxation, Article II. Property Taxes, Section 14-17. Unpaid Taxes and Assessments, of the Code of the Town of Wytheville, Virginia, on first, but not final, reading. Mayor Crewe inquired if there was any discussion on the motion to approve the ordinance on first, but not final, reading. 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

ABSTENTIONS: None

Ordinance No. 1319 was approved on first, but not final, reading.

**RE: ORDINANCE NO. 1320**

Mayor Crewe presented Ordinance No. 1320, the Budget Ordinance for Fiscal Year 2017-18 on first, but not final, reading. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1320. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to adopt Ordinance No. 1320, the Budget Ordinance for Fiscal Year 2017-18 on first, but not final, reading. Mayor Crewe inquired if there was any discussion on the motion to approve the ordinance on first, but not final, reading. 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

ABSTENTIONS: None

Ordinance No. 1320 was approved on first, but not final, reading.

**RE: APPOINTMENTS – WYTHEVILLE INDUSTRIAL DEVELOPMENT AUTHORITY**

Mayor Crewe advised the next agenda item is to consider an appointment to the Wytheville Industrial Development Authority to fill the expired term of Mr. Emery Pruett (term expired December 12, 2016). A motion was made by Vice-Mayor King and seconded by Councilman Hand to appoint Mr. Zachary G. Cooley to the Wytheville Industrial Development Authority to fill the expired term of Mr. Emery Pruett for a four year term (term expires December 12, 2020). Mayor Crewe inquired if there was any discussion on the motion to appoint Mr. Cooley as a member 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: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

**RE: PLANNING COMMISSION RECOMMENDATION – RILEY CONSTRUCTION COMPANY SPECIAL EXCEPTION PERMIT**

Mayor Crewe advised the next agenda item is the recommendation from the Planning Commission regarding the request of Riley Construction Company, Incorporated for a special exception request to conduct propane gas sales and for the construction of additional storage units on their property located at 555 Peppers Ferry Road, which is located on the east side of Peppers Ferry Road between Community Boulevard and Hedgefield Lane, in a B-1 Business District. He noted that the Council will need to conduct a public hearing to consider this request, which could be held at the June 12, 2017, Town Council meeting. Mayor Crewe explained that this date would meet all of the proper advertising deadlines. He inquired if any of the Council members had any issues with holding the public hearing on June 12, 2017. There being no objection, it was the consensus of the Council to schedule a public hearing for the June 12, 2017, Town Council meeting at 7:00 p.m., in the Council Chambers, to consider the request of Riley Construction Company, Incorporated for a special exception request to conduct propane gas sales and for the construction of additional storage units on their property located at 555 Peppers Ferry Road, which is located on the east side of Peppers Ferry Road between Community Boulevard and Hedgefield Lane, in a B-1 Business District.

**RE: PLANNING COMMISSION RECOMMENDATION – ZONING ORDINANCE AMENDMENT**

Mayor Crewe advised the next agenda item is the recommendation from the Planning Commission to consider an amendment to Article XVI, General Provisions, Section 16-3. Special Exceptions, of the Town of Wytheville Zoning Ordinance. He noted that the Council will need to conduct a public hearing to consider the amendment, which could be held at the June 12, 2017, Town Council meeting. Mayor Crewe explained that this date would meet all of the proper advertising deadlines. He inquired if any of the Council members had any issues with holding the public hearing on June 12, 2017. There being no objection, it was the consensus of the Council to schedule a public hearing for the June 12, 2017, Town Council meeting at 7:00 p.m., in the Council Chambers, to consider an amendment to Article XVI, General Provisions, Section 16-3. Special Exceptions, of the Town of Wytheville Zoning Ordinance.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:48 p.m.).

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Trenton G. Crewe, Jr., Mayor

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Sharon G. Corvin, Town Clerk

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## **BUDGET AND FINANCE COMMITTEE REPORT**

**MAY 22, 2017**

1. Later in the meeting, the Council will consider, on the first of three readings, the adoption of the budget for Fiscal Year 2017-18. This year's budget totals \$27,250,000, which consists of revenues and expenditures from both the General Fund and the Water/Sewer Fund. There are no tax or fee increases included in the current year's budget. It should be noted that this past year, Wythe County went through a reassessment, and it was necessary that we evaluate our existing tax rate. The current Real Estate tax rate is \$0.16 per \$100 valuation, but, following the reassessment and to be in compliance with State law, our tax rate is proposed to be established at \$0.155 per \$100 valuation. State law requires that revenues should remain consistent following a reassessment or a tax increase must be noted. The valuation for Personal Property taxes shall remain the same at \$0.28 per \$100 valuation. The budget includes a three percent payroll increase for employees, two percent of which will be a salary increase, and one percent will be administered as a bonus. Again, this year, there are many large projects included in the budget including work in the downtown area, the East Main Street Project, Community Boulevard, the Streambank Restoration Project and many other large capital projects. We would like to note that the budget will be considered again at our meeting on June 12, 2017, at which time there will, also, be a public hearing. The final adoption of the budget is scheduled for June 26, 2017. With the exception of changing the tax rate, the budget, as drafted, can be amended at any time during this adoption



process. Later in the meeting, when the budget is considered on the first reading, it would be the recommendation of the Budget and Finance Committee that it be approved on first reading.

2. As it was reported at the last meeting of Council, the Town's Real Estate and Personal Property taxes are due on or before December 15 of each year. Real Estate and Personal Property taxes for Wythe County are due on or before December 5 of each year. These two different dates often result in confusion to town taxpayers who have Town and County Real Estate and Personal Property taxes due on different days. Town Treasurer Stephens has suggested that it may be helpful to citizens to select the date for the Town's taxes to be received to be the same date as the County is currently using. Later in the meeting, we will consider an ordinance that amends the Town Code to provide that Town taxes will be due on December 5 of each year, the same date as used by Wythe County. When this matter is considered, it would be the recommendation of the Budget and Finance Committee that it be approved on first, but not final, reading.

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Jacqueline K. King

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Beth A. Taylor

## **PUBLIC WORKS COMMITTEE REPORT**

**MAY 22, 2017**

1. At the March 13, 2017, meeting of Town Council, the Downtown Development Fund valued at \$200,000 was created. These funds will be available after July 1, 2017. Since that time, we have developed guidelines under which this program will be administered. In brief, given certain circumstances, eligible properties in the downtown area are able to apply for, and access up to, \$50,000 in grant funds to be used towards construction and other purposes in creating new businesses in the downtown area. The guidelines, as drafted, have divided the development funds into two types, one being Type A Funds and the other being Type B Funds. Type A Funds specify that construction and/or other improvements create a retail business on the street level, as well as new improvements that would provide retail or residential space on second and third floors. Type B Funds can be used for a single story property or a multiple story property but require the business to generate certain minimal thresholds of gross receipts, as well as the creation of five (5) full-time equivalent jobs. The guidelines are attached for review. Secondly, we have considered some local incentives that can be used to stimulate our business community in other areas of town. These other incentives, called "Local Incentives," are for business activities outside of the downtown area. These incentives are available to restaurant type operations, as well as lodging types of operations. Under this program, eligible businesses can recoup the meals and lodging taxes for a period of up to three years.

Both of these funding mechanisms have been reviewed extensively, and we believe that we are in a position now to suggest their adoption. Therefore, it would be the recommendation of the Public Works Committee that the guidelines for administering the Downtown Development Fund and the Local Incentives be adopted and implemented by the Town Council.

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. This year, the event will be held at 115 West Spiller Street in the parking lot of the Heritage Preservation Center.

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Thomas F. Hundley

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Joseph E. Hand, Jr.