

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MARCH 12, 2018, AT 7:00 P.M.**

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

Members absent: Jacqueline K. King

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Danny Gordon, Stacy Terry, Cathy D. Pattison, Mark Bloomfield, Rhonda Sechrest, Millicent Rothrock with *The Wytheville Enterprise*, Police Officer Chastity Russell

**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 Hundley.

**RE: CONSENT AGENDA**

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of February 26, 2018; the request of the American Association of University Women, Wytheville Branch, for issuance of a raffle permit for 2018; the request of the Ladies Homestead Gathering of Wythe, Virginia, for issuance of a raffle permit for 2018; and, the request of the Wythe-Bland Animal Welfare League to hold a 5K Run "Hike for Hounds & Meow Meander" on Saturday, September 22, 2018, at 9:00 a.m. 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 Councilwoman Taylor and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of February 26, 2018; the request of the American Association of University Women, Wytheville Branch, for issuance of a raffle permit for 2018; the request of the Ladies Homestead Gathering of Wythe, Virginia, for issuance of a raffle permit for 2018; and, the request of the Wythe-Bland Animal Welfare League to hold a 5K Run "Hike for Hounds & Meow Meander" on Saturday, September 22, 2018, at 9:00 a.m., as presented. Mayor Crewe 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 results: For: Trenton G. Crewe, Jr., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Abstention from minutes: Thomas F. Hundley. Against: None.

**RE: CITIZENS' PERIOD**

Mayor Crewe advised that the next agenda item is Citizens' Period. He noted that no one stated on the sign in sheet that they wished to address the Council during Citizens' Period. He thanked everyone for attending the meeting. Mayor Crewe advised that there being no one to address the Council, he would proceed 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 13, 2018, at 7:00 a.m., in the Council Conference Room. There will be a Council Work Session held on Thursday, March 15, 2018, at 7:00 a.m., in Conference Room B, to hear a report from Millwald Theatre, Incorporated.
2. The New River Regional Water Authority will meet on Thursday, March 15, 2018, at 10:00 a.m., in the Council Chambers.
3. The Council Personnel Committee will meet on Friday, March 16, 2018, at 8:15 a.m., at the Heritage Preservation Center. He noted that Councilwoman Taylor will be absent.
4. The Joint Industrial Development Authority of Wythe County will meet on Thursday, March 22, 2018, at 3:00 p.m., in the Council Chambers.
5. Mayor Crewe stated that the lawsuit filed in Federal Court by Mr. Danny Lee Osborn against Police Officer Bryan Bard, Police Officer John Lackey and him has been the subject of a summary judgement order entered by Federal Court Judge Jones on March 8, 2018. He noted that, theoretically, Mr. Osborn can try to appeal the order, but

at least the judge entered the order. Mayor Crewe continued to discuss the order with the Council.

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

Councilwoman Taylor, reporting for the Budget and Finance Committee, stated that the Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2018-2019. She noted that in the coming weeks, the Budget and Finance Committee 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 explained that the Council's instructions to the department heads were to tabulate their proposed budgets by reviewing each line item in a particular category. She remarked that similar to prior years, these categorical areas are normal operations, capital outlay and personnel expenses. Councilwoman Taylor noted that the Council now needs to develop a budget adoption calendar for FY 2018-19. She stated that the Committee would propose that the first reading of the budget be considered at the May 28, 2018, meeting. Councilwoman Taylor remarked 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 11, 2018, meeting of Council, with the final reading and adoption of the budget at the June 25, 2018, meeting. She stated that if the Council concurs, the Budget and Finance Committee will publish this calendar as the adoption schedule. Mayor Crewe noted that May 28, 2018, is Memorial Day. He remarked that, historically, the Council has moved this meeting to the Tuesday following Memorial Day. Mayor Crewe inquired if the Council would agree to move the May 28 meeting to May 29. It was the consensus of the Council to reschedule the Town Council meeting on Monday, May 28, 2018, to Tuesday, May 29, 2018, due to the Memorial Day holiday. It was, also, the consensus of the Council to approve the adoption schedule for the FY 2018-19 budget with the first reading on Tuesday, May 29, the second reading and public hearing on June 11 and the third and final reading on June 25.

Councilwoman Taylor, also, reported that the Town has now received its renewal information from The Local Choice. She noted that The Local Choice is the health insurance program administered by the Commonwealth of Virginia. Councilwoman Taylor explained that, currently, The Local Choice uses Anthem as the provider for insurance services. She commented that the Town has been with the State program for many years because it provides an opportunity for the Town to participate in a large pool of employers. Councilwoman Taylor remarked that the Town's health insurance premiums are, primarily, based on the value of the claims in the prior year. She commented that this next year, Anthem advises that because of claims during this prior year, the Town's insurance premium will increase by 10 percent. Councilwoman Taylor stated that according to The Local Choice, the most growing portion of medical insurance relates to prescription drugs. She noted that this is a nationwide phenomenon. Councilwoman Taylor explained that, obviously, a 10 percent rate increase is a budgetary issue that will be addressed as the Council moves forward. She remarked that the State requires that participating governments declare their intent to renew by April 1 of each year. Councilwoman Taylor commented that the regulations, also, require that a declaration be made of what policies will be provided to employees. She explained that the Council believes that the Town's health insurance is a very valuable benefit to its employees and will carefully assess the programs that will be offered and the extent to which the Town will participate in the ratio of the amount of premium paid by the Town and that paid by the employee. Councilwoman Taylor stated that the Budget and Finance Committee would like to note that during the budgetary process, all of these factors will be under consideration. She noted that, currently, the Town pays ninety three (93) percent of the premium, and the employee pays the other seven (7) percent. Councilwoman Taylor explained that the Town only contributes to the employees' portion of the insurance and does not contribute in any fashion to spouses or family members. She remarked that the Council will be reviewing this information over the next few weeks in order that the Town can meet its deadline of April 1 in providing a response to Anthem with the programs that the Town will be providing. Councilwoman Taylor advised that there is no action required of the Council at this time but the Budget and Finance Committee did want everyone to be aware that the Town had received this renewal information. 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 the Town owns a large recreational area on Sand Mountain known as the Crystal Springs Recreation Area. He noted that this recreation area is located at the end of Pump Hollow Road, all of which is situated in Wythe County. Councilman Hundley explained that Pump Hollow Road, which is also designated as State Route 684, does not have a hard surface for a good portion of the way. He remarked that the Town discovered that there were certain State funds available for providing

roadways to recreational areas. Councilman Hundley commented that the Town provided this information to Wythe County who, subsequently, made application for funding to improve this roadway. He expressed that the Virginia Department of Transportation awarded a maximum of \$250,000.00, which could be used toward providing a newly paved surface for the entire distance of Pump Hollow Road. Councilman Hundley stated that this will be extremely valuable to the residents along the road, as well as those patrons using the Crystal Springs Recreation Area. He noted that the Board of Supervisors has advised that they will proceed with receiving these grant funds provided that the Town will provide any matching funds that are needed to complete the project in excess of the \$250,000.00. Councilman Hundley explained that staff members from the Virginia Department of Transportation advised that they are confident in their estimates that the value of the work will be less than \$250,000.00. He remarked that given that situation, the Public Works Committee believes that it is important to proceed with getting this project underway. Councilman Hundley advised that later in the meeting, the Council will consider a resolution supporting access to the recreation area, and it would be the recommendation of the Public Works Committee that the resolution be adopted and forwarded to the appropriate Virginia Department of Transportation officials.

Councilman Hundley, also, reported that the Town continues with its efforts to encourage activities that promote the HEAL initiative. He stated that the HEAL initiative promotes healthy eating and active living and is an effort to improve the health environment of the Town's employees and its citizens. Councilman Hundley noted that one component of the HEAL initiative is making Wytheville a more walkable community. He explained that walking has been found to be an exercise that can deliver an array of benefits that are as beneficial as other more rigorous exercise activities. Councilman Hundley commented that as such, the Town wants to be a pedestrian friendly community and make walking a relaxing and safe activity. He explained that more recent events associated with making Wytheville more walkable is the development of various walking tours in the downtown area. Councilman Hundley stated that Town staff has now created maps with designated walking trails of varying lengths, and the Town hopes to promote this by distributing the map in downtown areas, as well as in other kiosks in the downtown. He expressed that the Public Works Committee thinks that visitors to the community and the Town's citizens will find this particularly inviting. Councilman Hundley explained that many of the designated trails in the downtown area have historical components to them. He stated that, additionally, the Town is moving to ensure that the sidewalks in the downtown area are clean and more walkable. Councilman Hundley noted that the Town will be power washing all of the sidewalks on Spring Street and Monroe Street, and, also Main Street between Fifth and Eleventh Streets and Sixth and Twelfth Streets, as well as all of the side streets between those two areas. He explained that the Town wants all of its sidewalks to be clean and attractive to facilitate the walking programs. Councilman Hundley stated that the Public Works Committee would like to note that the Planning Commission is also looking at other ways around town where sidewalks can be constructed to connect to other areas of sidewalk. Councilman Hundley remarked that somewhere in the near future, the Council believes that the Town will have a community where there are extensive walking opportunities. He advised that there is no action required of the Council at this time, but the Public Works Committee did want the Town's citizens to be aware of the efforts to create a more walkable community. A copy of the Public Works Committee report is attached and made part of these minutes.

**RE: ORDINANCE NO. 1336**

Mayor Crewe presented Ordinance No. 1336, 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 2. Employment, Subsection 2.3 Workplace Violence, Subsection C. Definitions, and Subsection D. Procedures – General; and, Section 8. Discipline, Subsection 8.3 Disciplinary Offenses, Subsection C. First Offense – Dismissal, on second reading. He explained the ordinance to the Council. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1336. A motion was made by Councilman Hundley and seconded by Councilman Hand to approve Ordinance No. 1336, 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 2. Employment, Subsection 2.3 Workplace Violence, Subsection C. Definitions, and Subsection D. Procedures – General; and, Section 8. Discipline, Subsection 8.3 Disciplinary Offenses, Subsection C. First Offense – Dismissal, on second, but not final, reading. Mayor Crewe inquired if there was any discussion on the motion to adopt the ordinance on second, 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1336 was approved on second, but not final, reading.

**RE: ORDINANCE NO. 1337**

Mayor Crewe presented Ordinance No. 1337, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 1. Generally, Section 12-77. Depositing of Filth, Garbage, Etc., on Land of Another, and Division 3. Unsanitary Accumulations of Refuse, Etc., Section 12-106. Duty of Owner of Property, of the Code of the Town of Wytheville, Virginia, on first reading. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1337. A motion was made by Councilwoman Taylor and seconded by Councilman Hundley to approve Ordinance No. 1337, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 1. Generally, Section 12-77. Depositing of Filth, Garbage, Etc., on Land of Another, and Division 3. Unsanitary Accumulations of Refuse, Etc., Section 12-106. Duty of Owner of Property, 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 adopt 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., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1337 was approved on first, but not final, reading.

**RE: RESOLUTION – CRYSTAL SPRINGS RECREATION AREA**

Mayor Crewe advised the next agenda item is a resolution regarding the access road to the Crystal Springs Recreation Area. A motion was made by Councilman Hundley and seconded by Councilman Hand to adopt a resolution regarding the access road to the Crystal Springs Recreation Area. Mayor Crewe inquired if there was any discussion on the motion to adopt the resolution. Councilman Hundley stated that he completely supports this resolution, however, he is curious if a limit should be placed on the amount to be spent on this project. A discussion was held in regard to the process that should be used by the Town regarding the access road project. Councilman Hand inquired if placing a specific amount on the project would delay the project with the County. Mayor Crewe explained what the Town would have to match according to the resolution and what is written in the resolution. Mayor Crewe inquired if there is any further discussion in regard to adopting a resolution regarding the access road to the Crystal Springs Recreation Area. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor. Against: None.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:18 p.m.).

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Trenton G. Crewe, Jr., Mayor

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Sharon G. Corvin, CMC, Town Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**MARCH 12, 2018**

1. The Council has begun the process of reviewing information that will be used in the development of the budget for Fiscal Year 2018-2019. 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 2018-19. We would propose that the first reading of the budget be considered at the Tuesday, May 29, 2018, meeting. We would propose that the budget be considered on second reading, as well as conduct the public hearing, at the June 11, 2018, meeting of Council, with the final reading and adoption of the budget at the June 25, 2018, meeting. If the Council concurs, we will publish this calendar as the adoption schedule.
2. We have now received our renewal information from The Local Choice. The Local Choice is the health insurance program administered by the Commonwealth of Virginia. Currently, The Local Choice uses Anthem as the provider for insurance services. The Town has been with the State program for many years because it provides an opportunity for the Town to participate in a large pool of employers. Our health insurance premiums are, primarily, based on

the value of the claims in the prior year. This next year, Anthem advises that because of claims during this prior year, the Town's insurance premium will increase by 10 percent. According to The Local Choice, the most growing portion of medical insurance relates to prescription drugs. This is a nationwide phenomenon. Obviously, a 10 percent rate increase is a budgetary issue that will be addressed as we move forward. The State requires that participating governments declare their intent to renew by April 1 of each year. The regulations, also, require that a declaration be made of what policies will be provided to employees. We believe that our health insurance is a very valuable benefit to our employees and will carefully assess the programs that will be offered and the extent to which the Town will participate in the ratio of the amount of premium paid by the Town and that paid by the employee. We would like to note that during the budgetary process, all of these factors will be under consideration. Currently, the Town pays ninety three (93) percent of the premium, and the employee pays the other seven (7) percent. The Town only contributes to the employees' portion of the insurance and does not contribute in any fashion to spouses or family members. We will be reviewing this information over the next few weeks in order that we can meet our deadline of April 1 in providing a response to Anthem with the programs that we will be providing. There is no action required of the Council at this time but we did want everyone to be aware that we had received this renewal information.

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Jacqueline K. King

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Beth A. Taylor

## **PUBLIC WORKS COMMITTEE REPORT**

**MARCH 12, 2018**

1. The Town owns a large recreational area on Sand Mountain known as the Crystal Springs Recreation Area. This recreation area is located at the end of Pump Hollow Road, all of which is situated in Wythe County. Pump Hollow Road, which is also designated as State Route 684, does not have a hard surface for a good portion of the way. The Town discovered that there were certain State funds available for providing roadways to recreational areas. We provided this information to Wythe County who, subsequently, made application for funding to improve this roadway. The Virginia Department of Transportation awarded a maximum of \$250,000.00, which could be used toward providing a newly paved surface for the entire distance of Pump Hollow Road. This will be extremely valuable to the residents along the road, as well as those patrons using the Crystal Springs Recreation Area. The Board of Supervisors has advised that they will proceed with receiving these grant funds provided that the Town will provide any matching funds that are needed to complete the project in excess of the \$250,000.00. Staff members from the Virginia Department of Transportation advised that they are confident in their estimates that the value of the work will be less than \$250,000.00. Given that situation, we believe that it is important to proceed with getting this project underway. Later in the meeting, the Council will consider a resolution supporting access to the recreation area, and it would be the recommendation of the Public Works Committee that the resolution be adopted and forwarded to the appropriate Virginia Department of Transportation officials.

2. We continue with our efforts to encourage activities that promote our HEAL initiative. The HEAL initiative promotes healthy eating and active living and is an effort to improve the health environment of our employees and our citizens. One component of the HEAL initiative is making Wytheville a more walkable community. Walking has been found to be an exercise that can deliver an array of benefits that are as beneficial as other more rigorous exercise activities. As such, we want to be a pedestrian friendly community and make walking a relaxing and safe activity. More recent events associated with making Wytheville more walkable is the development of various walking tours in the downtown area. We have now created maps with designated walking trails of varying lengths, and we hope to promote this by distributing the map in downtown areas, as well as in other kiosks in the downtown. We think that visitors to the community and our citizens will find this particularly inviting. Many of the designated trails in the downtown area have historical components to them. Additionally, we are moving to ensure that the sidewalks in the downtown area are clean and more walkable. We will be power washing all of the sidewalks on Spring Street and Monroe Street, and, also Main Street between Fifth and Eleventh Streets and Sixth and Twelfth Streets, as well as all of the side streets between those two areas. We want all of our sidewalks to be clean and attractive to facilitate our walking programs. We would like to note that the Planning Commission is also looking at other ways around town where sidewalks can be constructed to connect to other areas of sidewalk. Somewhere in the near future, we believe that we will have a community where we have extensive walking opportunities. There is

no action required of the Council at this time, but we did want our citizens to be aware of our efforts to create a more walkable community.

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Joseph E. Hand, Jr.