

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MAY 14, 2018, 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, Town Attorney Christopher R. Menerick, Mark Bloomfield, Sigrid Rogers, Jennifer Morin, Jeffrey Kyle, Pat Snapp, Becky Grubb, Millicent Rothrock of the *Wytheville Enterprise*, Police Officer Blaine Grubb

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 April 23, 2018, and the request of HOPE, Incorporated to conduct their Annual Bike Ride Fundraiser and for waiver of fees for use of Withers Park on Saturday, June 16, 2018, from 8:00 a.m. to 2:00 p.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 Vice-Mayor King and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of April 23, 2018, and the request of HOPE, Incorporated to conduct their Annual Bike Ride Fundraiser and for waiver of fees for use of Withers Park on Saturday, June 16, 2018, from 8:00 a.m. to 2:00 p.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 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: PUBLIC HEARING – SEWER BONDS

Mayor Crewe advised that the meeting constituted a public hearing (due notice having been given) to consider the issuance of bonds in the maximum principal amount of \$1,222,000 for improvements to the existing sewer system. He noted that no one had stated on the sign in sheet that they wished to address the Council in regard to this public hearing. Mayor Crewe inquired if there were any citizens who wished to address the Council during the public hearing for the issuance of bonds. He advised that he would reserve the right to revisit the public hearing, if someone comes in later during the meeting who wished to address the Council, however, there being no one to speak regarding the issuance of bonds, he declared the public hearing closed and proceeded with the agenda.

RE: CITIZENS' PERIOD

Mayor Crewe advised that the next agenda item is Citizens' Period. He noted that no one indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, he would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. A synopsis of the action taken at the Wytheville Planning Commission meeting held on Thursday, May 10, 2018, regarding the Loretto Historic Mansion, LLC special exception permit was placed at each Councilmembers' seat. He noted that this was not placed on the Council agenda because Town staff was unsure if there was going to be an action taken Thursday evening. He commented that, tentatively, the Council had scheduled a public hearing for the Monday, June 11, 2018, Council meeting for the Loretto Historic Mansion, LLC special exception permit request. Town Manager Sutherland explained that the Council can continue with the setting of this public hearing or they can set it for another date, however, June 11, 2018, was the tentative scheduled date. Mayor Crewe inquired of Town Manager Sutherland if June 11, 2018, is the earliest date that the Council can meet the advertising deadlines. Town Manager Sutherland stated that is correct. Mayor Crewe inquired if there were any objections to setting the public hearing for Monday, June 11, 2018, at 7:00 p.m., in the Council

Chambers to consider the request of Loretto Historic Mansion, LLC for a special exception permit to conduct meetings, conferences, educational seminars, tours and recitals at 205 Loretto Drive, which is located on the west side of Loretto Drive between Peppers Ferry Road and Mountain View Drive, in an R-1 Residential District. It was the consensus of the Town Council to schedule a public hearing for the June 11, 2018, Town Council meeting, at 7:00 p.m., in the Council Chambers of the Municipal Building, to consider the request of Loretto Historic Mansion, LLC for a special exception permit to conduct meetings, conferences, educational seminars, tours and recitals at 205 Loretto Drive, which is located on the west side of Loretto Drive between Peppers Ferry Road and Mountain View Drive, in an R-1 Residential District.

2. The Council Work Session will be held on Tuesday, May 15, 2018, at 7:00 a.m., in the Council Conference Room.
3. The New River Regional Water Authority will meet on Thursday, May 17, 2018, at 10:00 a.m., in the Council Chambers.
4. The Council Personnel Committee will meet on Friday, May 18, 2018, at 8:15 a.m., at the Town Shop.
5. The Joint Industrial Development Authority of Wythe County will meet on Thursday, May 24, 2018, 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 at the next meeting of Council, the Council will consider, on first reading, the adoption of the budget for Fiscal Year 2018 – 2019. She noted that as the Budget and Finance Committee has stated before, the second reading and public hearing will be held at the June 11, 2018, meeting, and the third reading and adoption of the budget is slated for the Council meeting to be held on June 26, 2018. Councilwoman Taylor explained that, currently, in the Council Work Sessions, the Budget and Finance Committee is reviewing capital expenditures, as well as other operational expenses including personnel expenses. She commented that there will be ongoing revisions until the budget is finally adopted and, in all likelihood, the total budget will be approximately \$26 million. Councilwoman Taylor remarked that in the upcoming year, as like the current year, there are some rather large projects underway, but the Council anticipates that they will be completing them during the next budget year. She stated, for example, work in the downtown area is complete, as well as the Heritage Walkway Project, and work will continue into the next budget year on East Main Street and Community Boulevard. Councilwoman Taylor noted that at the next meeting of Council, the Council will have a discussion on all of the components of the budget and will look at adopting the budget on first reading. She advised that the budget can be amended at any time during the process, and it is an evolving document as the Council moves forward.

Councilwoman Taylor, also, reported that a study was performed last year by Downtown Wytheville, Incorporated and the Town of Wytheville to consider the feasibility of the renovation of the Millwald Theatre property. She explained that the feasibility study determined that the renovation of the Millwald Theatre property would be of great benefit to the downtown area and that, economically, the project would make sense. Councilwoman Taylor remarked that since that time, another organization has been formed known as Millwald Theater, Incorporated that would be the entity that would acquire the property and arrange for future renovations and operations. Councilwoman Taylor commented that Millwald Theatre, Incorporated has requested for the Town to appropriate funds that could be used for the purchase of the property. She stated that Town Attorney Chris Menerick has noted that this type of request would more appropriately be funded by the Wytheville Industrial Development Authority (WIDA). Councilwoman Taylor noted that Virginia Industrial Development Authorities have broad authorities to participate in developmental activities. She remarked that the mechanics would be for the Town of Wytheville to appropriate funding to the Wytheville Industrial Development Authority, and they could then provide funding to Millwald Theatre, Incorporated for the purchase of the property. Councilwoman Taylor advised that as such, it would be the recommendation of the Budget and Finance Committee that the Town Council appropriate \$600,000 to the Industrial Development Authority of the Town of Wytheville for the purpose of funding Millwald Theater, Incorporated's purchase of the Millwald Theatre, contingent upon an agreement between the Wytheville Industrial Development Authority and Millwald Theatre, Incorporated being finalized and approved by the Town Attorney. She explained that stated differently, the Council would move to appropriate \$600,000 to the Industrial Development Authority of the Town of Wytheville for the purpose of funding Millwald Theater, Incorporated's purchase of the Millwald Theatre, contingent upon an agreement between the Wytheville

Industrial Development Authority and Millwald Theatre, Incorporated being finalized and approved by the Town Attorney. A motion was made by Councilwoman Taylor and seconded by Vice-Mayor King to appropriate \$600,000 to the Wytheville Industrial Development Authority for the purpose of funding the Millwald Theatre, Incorporated's purchase of the Millwald Theatre, contingent upon an agreement between the Wytheville Industrial Development Authority and Millwald Theatre, Incorporated being finalized and approved by the Town Attorney. Mayor Crewe inquired if there was any discussion on the motion to appropriate the funds. 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 inquired of Town Manager Sutherland as to when the Wytheville Industrial Development Authority (WIDA) could meet. Town Manager Sutherland stated that, tentatively, the WIDA could meet on May 24, 2018. He noted that Town staff has received confirmation from six of the seven members of the WIDA. 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 for almost two years, the Wayfinding Committee has worked diligently to develop new signage that will lead visitors into the community. He noted that the design work has all been completed, and Town staff has now begun the advertising process to bid the project. Councilman Hundley explained that between now and the bid opening date, which is scheduled for June 14, 2018, the affected bidders will be provided information and will go through the prequalification procedures needed to bid the project. He remarked that following the bid, Town staff would expect that it will take several weeks to assess the Notice of Award and receive Certificates of Insurance, etc., and Town staff would expect that a contract could be awarded by mid to late June. Councilman Hundley stated that it is expected that the installation of the new wayfinding signs will commence in July, and it will probably take until mid-fall, or approximately November 1, 2018, to complete the project. He remarked that all of the signs that have been proposed are very attractive and will be very user friendly to the Town's visitors. Councilman Hundley commented that the Town of Wytheville has a strong economic base dependent on tourism, and these signs will do nothing but help in those efforts. He advised that there is no action required by the Council at this time, and the next action taken by the Council will be the consideration of the award of the bid following the June 14, 2018, bid opening.

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 six previous occasions. Councilman Hundley noted that the seventh shredding event will be held on Saturday, May 19, 2018, between the hours of 10:00 a.m. and 2:00 p.m. He commented that the document destruction services will be provided by Southwest Shredding. 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 stated that the event is limited to town residents only, and businesses are not allowed to participate. Councilman Hundley noted that the event will be held in the Municipal Building parking lot. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1338

Mayor Crewe presented Ordinance No. 1338, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VII. Keeping of Inoperative Vehicles, Section 12-128. Declaration of Findings and Policy; Section 12-130. Definitions; Section 12-131. Keeping of Inoperative Vehicles Prohibited; Section 12-133. Removal of Inoperative Vehicles; Section 12-136. Penalties, of the Code of the Town of Wytheville, Virginia, on second reading. Mayor Crewe inquired if there is a motion concerning Ordinance No. 1338. A motion was made by Councilman Hundley and seconded by Councilwoman Taylor to approve Ordinance No. 1338, an ordinance amending and reenacting Chapter 12, Solid Waste Collection and Disposal, Article VII. Keeping of Inoperative Vehicles, Section 12-128. Declaration of Findings and Policy; Section 12-130. Definitions; Section 12-131. Keeping of Inoperative Vehicles Prohibited; Section 12-133. Removal of Inoperative Vehicles; Section 12-136. Penalties, of the Code of the Town of Wytheville, Virginia, on second, but not final, reading. Mayor Crewe inquired if there was any discussion on the motion to approve 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., Jacqueline K. King, Thomas F. Hundley, Joseph E. Hand, Jr., Beth A. Taylor

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1338 was approved on second, but not final, reading.

RE: RESOLUTION – GEORGE WYTHE HIGH SCHOOL BOYS’ BASKETBALL TEAM

Mayor Crewe advised the next agenda item is a resolution recognizing the George Wythe High School Boys’ Basketball Team for an outstanding season. He inquired if there is a motion to adopt the resolution. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to adopt a resolution recognizing the George Wythe High School Boys’ Basketball Team for an outstanding season. Mayor Crewe inquired if there was any discussion on the motion to adopt the resolution recognizing the basketball team. 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: APPOINTMENTS – WYTHEVILLE TREE ADVISORY COMMITTEE

Mayor Crewe advised that the next agenda item is to consider an appointment or reappointment to the Wytheville Tree Advisory Committee to fill the expiring term of Mr. Larry Wilhite (term expires May 14, 2018). Mayor Crewe inquired if there is a motion concerning the appointment or reappointment to the Wytheville Tree Advisory Committee. A motion was made by Councilman Hundley and seconded by Vice-Mayor King to reappoint Mr. Larry Wilhite to the Wytheville Tree Advisory Committee for a four year term, which expires May 14, 2022. Mayor Crewe inquired if there was any discussion on the motion to reappoint Mr. Wilhite to the Wytheville Tree Advisory Committee. 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: VIRGINIA RESOURCES AUTHORITY SEWER BOND FINANCING AGREEMENT

Mayor Crewe advised the next agenda item is to consider a Virginia Resources Authority Financing Agreement regarding the issuance of bonds in the maximum principal amount of \$1,222,000 for improvements to the Town’s existing sewer system. Mayor Crewe explained the agreement to the Council. He inquired if there is a motion concerning the financing agreement. A motion was made by Vice-Mayor King and seconded by Councilwoman Taylor to adopt the Virginia Resources Financing Agreement regarding the issuance of bonds in the maximum principal amount of \$1,222,000 for improvements to the Town’s existing sewer system and authorized the Mayor and/or the Town Manager to execute the agreement. Mayor Crewe inquired if there was any discussion on the motion to adopt the agreement. Councilman Hundley inquired of Mayor Crewe if the agreement includes a zero percent interest rate for 20 years. Mayor Crewe stated that is correct. He inquired if there is any further 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: MEETING DATE

Mayor Crewe reminded the Council that the May 28, 2018, Town Council meeting will be held on Tuesday, May 29, 2018, due to the Memorial Day holiday. A discussion ensued regarding the meeting date.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:15 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

MAY 14, 2018

1. At the next meeting of Council, we will consider, on first reading, the adoption of the budget for Fiscal Year 2018 – 2019. As we have stated before, the second reading and public hearing will be held at the June 11, 2018, meeting, and the third reading and adoption of the budget is slated for the Council meeting to be held on June 26, 2018. Currently, in our Work Sessions, we are reviewing capital expenditures, as well as other operational expenses including personnel expenses. There will be ongoing revisions until the budget is finally adopted and, in all likelihood, the total budget will be approximately \$26 million. In the upcoming year, as like the current year, there are some rather large projects underway, but we anticipate that we will be completing them during the next budget year. For example, work in the downtown area is complete, as well as the Heritage Walkway Project, and work will continue into the next budget year on East Main Street and Community Boulevard. At the next meeting of Council, we will have a discussion on all of the components of the budget and will look at adopting the budget on first reading. The budget can be amended at any time during the process, and it is an evolving document as we move forward.
2. A study was performed last year by Downtown Wytheville, Incorporated and the Town of Wytheville to consider the feasibility of the renovation of the Millwald Theatre property. The feasibility study determined that the renovation of the Millwald Theatre property would be of great benefit to the downtown area and

that, economically, the project would make sense. Since that time, another organization has been formed known as Millwald Theater, Incorporated that would be the entity that would acquire the property and arrange for future renovations and operations. Millwald Theatre, Incorporated has requested for the Town to appropriate funds that could be used for the purchase of the property. Town Attorney Chris Menerick has noted that this type of request would more appropriately be funded by the Wytheville Industrial Development Authority (WIDA). Virginia Industrial Development Authorities have broad authorities to participate in developmental activities. The mechanics would be for the Town of Wytheville to appropriate funding to the Wytheville Industrial Development Authority, and they could then provide funding to Millwald Theatre, Incorporated for the purchase of the property. As such, it would be the recommendation of the Budget and Finance Committee that the Town Council appropriate \$600,000 to the Industrial Development Authority of the Town of Wytheville for the purpose of funding Millwald Theater, Incorporated's purchase of the Millwald Theatre, contingent upon an agreement between the Wytheville Industrial Development Authority and Millwald Theatre, Incorporated being finalized and approved by the Town Attorney. Stated differently, we move to appropriate \$600,000 to the Industrial Development Authority of the Town of Wytheville for the purpose of funding Millwald Theater, Incorporated's purchase of the Millwald Theatre, contingent upon an agreement between the Wytheville Industrial Development Authority and Millwald Theatre, Incorporated being finalized and approved by the Town Attorney.

Jacqueline K. King

Beth A. Taylor

PUBLIC WORKS COMMITTEE REPORT

MAY 14, 2018

1. For almost two years, the Wayfinding Committee has worked diligently to develop new signage that will lead visitors into our community. The design work has all been completed, and we have now begun the advertising process to bid the project. Between now and the bid opening date, which is scheduled for June 14, 2018, the affected bidders will be provided information and will go through the prequalification procedures needed to bid the project. Following the bid, we would expect that it will take several weeks to assess the Notice of Award and receive Certificates of Insurance, etc., and we would expect that a contract could be awarded by mid to late June. It is expected that the installation of the new wayfinding signs will commence in July, and it will probably take until mid-fall, or approximately November 1, 2018, to complete the project. All of the signs that have been proposed are very attractive and will be very user friendly to our visitors. The Town of Wytheville has a strong economic base dependent on tourism, and these signs will do nothing but help in those efforts. There is no action required by the Council at this time, and the next action taken by the Council will be the consideration of the award of the bid following the June 14, 2018, bid opening.
2. We wanted to take this opportunity to make everyone aware of the upcoming community shredding event. The Town has provided this service on six previous occasions. The seventh shredding event will be held on Saturday, May 19, 2018, between the hours of 10:00 a.m. and 2:00 p.m. The document destruction services

will be provided by Southwest Shredding. 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 event will be held in the Municipal Building parking lot.

Thomas F. Hundley

Joseph E. Hand, Jr.