

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JULY 23, 2018, AT 7:00 P.M.**

Members present: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Cathy D. Pattison

Members absent: Mark J. Bloomfield

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Attorney Christopher R. Menerick, Deputy Clerk Brandi N. Jones, Becky Grubb, Marie B. Bishop, Trent Crewe, Rhonda Sechrest, Police Officer Lonnie Anders

**RE: CALL TO ORDER, QUORUM, PLEDGE**

Mayor Taylor called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilwoman Pattison.

**RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of July 9, 2018; the request of Wythe County Community Hospital to conduct a "Fight Like a Premie" 5K Event on Saturday, October 6, 2018, at 8:00 a.m.; and, the request of United Way of Wythe County for the issuance of a raffle permit for 2018. 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 July 9, 2018; the request of Wythe County Community Hospital to conduct a "Fight Like a Premie" 5K Event on Saturday, October 6, 2018, at 8:00 a.m.; and, the request of United Way of Wythe County for the issuance of a raffle permit for 2018, as presented. Mayor Taylor 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Cathy D. Pattison. Against: None.

**RE: CITIZENS' PERIOD – PRESENTATION OF RESOLUTION**

Mayor Taylor advised the next agenda item is the presentation of a resolution to Trenton G. Crewe, Jr. She stated that the resolution read as follows:

**RESOLUTION**

**WHEREAS**, Mr. Trenton G. Crewe, Jr., is an esteemed and dedicated leader who has faithfully and diligently served the citizens of the Town of Wytheville for over 30 years; and,

**WHEREAS**, Mayor Crewe is a graduate of Marshall University with a Bachelor's Degree in Political Science, and he received a Doctor of Jurisprudence Degree from Washington & Lee University School of Law in 1975; and,

**WHEREAS**, Mayor Crewe is a highly respected attorney who has been practicing law in Wytheville since 1975, where he first was an associate and a partner with a local firm, and, in 1989, Mayor Crewe opened his own law office; and,

**WHEREAS**, Mayor Crewe has been a member of local, state and national bar associations, and he has served as President of the 27<sup>th</sup> Judicial Circuit Bar Association since 1979 and was a substitute judge for the same district from 1983-1990; and,

**WHEREAS**, Mayor Crewe has been actively involved in several civic organizations including the Presbyterian Children's Home of the Highlands, Wythe County United Way, Mount Rogers Mental Health and Mental Retardation Services Board and the Wytheville Jaycees; and,

**WHEREAS**, Mayor Crewe is an active member of the Wytheville Presbyterian Church and a former Church Deacon and a former Church Elder; and,

**WHEREAS**, Mayor Crewe is an avid motorcycle rider, and he is involved with Run for the Wall to promote awareness of the thousands of POWs and MIAs; and,

**WHEREAS**, in 2016, Mayor Crewe was awarded the Stanley King, Sr. Outstanding Citizen of the Year Award from the Wytheville-Wythe-Bland Chamber of Commerce; and,

**WHEREAS**, Mayor Crewe also served on the Executive Committee of the Virginia Municipal League, and held the offices of Vice-President, President Elect and was elected President during 2000-2001; and,

**WHEREAS**, Mayor Crewe served on the Town Council for a total of thirty-four years, serving as a Councilmember from June 13, 1983 to February 26, 1989, and as Mayor from July 1, 1990 to June 30, 2018; and,

**WHEREAS**, Mayor Crewe has served on many boards and commissions including the Public Works Committee, the Budget and Finance Committee, Chair of the Crossroads Regional Industrial Facilities Authority, Chair of the Virginia Rail Advisory Board, the Homestead Museum Advisory Board and the Beautification Task Force; and,

**WHEREAS**, Mayor Crewe has served on numerous local, regional and State boards and commissions including several Governor appointed positions; and,

**WHEREAS**, under Mayor Crewe's mayoral leadership, many projects have been completed including significant improvements to infrastructure, the construction of a new Recreation/Meeting Center, the revitalization and vast improvements of downtown and major improvements to East Main Street, which all helped to improve the lives of the citizens of the Town of Wytheville and Wythe County.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, hereby wishes to express its deepest appreciation to Trenton G. Crewe, Jr., for his loyal commitment to the Town of Wytheville, as well as appreciation for his outstanding public service.

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Wytheville, Virginia, extends to Mayor Crewe its best wishes for future successes.

Mayor Taylor requested that former Mayor Trenton G. Crewe, Jr. come forward for the presentation of the resolution and to have a photo taken.

#### **RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that Ms. Becky Grubb noted on the sign in sheet that she wished to address the Council during Citizens' Period, therefore, she would ask Ms. Grubb to come forward to the podium.

Ms. Becky Grubb thanked the Council for allowing her the opportunity to speak. She informed the Town Council about FUSION 2018, which is a free event to be held on Saturday, July 28, 2018, from 1:00 p.m. to 7:00 p.m., in Withers Park. She noted that during the event, the following will be donated to those in need, free of charge: 1,000 backpacks, 600 pairs of shoes, 600 pairs of jeans, kids' haircuts from 12 different hairdressers and much more. Ms. Grubb commented that approximately 10 churches and 50 businesses are helping with the event and helping with collecting donations. She invited the Town Council members to come to the event on Saturday, July 28. Mayor Taylor thanked Ms. Grubb for her comments. She noted that no one else indicated on the sign in sheet that they wished to address the Council during Citizens' Period, therefore, she 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, July 24, 2018, at 7:00 a.m., in the Council Conference Room.
2. The Willow Brook Jackson/Umberger Homestead Museum Advisory Board will meet on Thursday, July 26, 2018, at 10:00 a.m., in Conference Room A.
3. The Joint Industrial Development Authority of Wythe County will meet on Thursday, July 26, 2018, at 3:00 p.m., in the Council Chambers.
4. The Joint Governing Bodies will meet on Monday, July 30, 2018, at 7:00 p.m., at the Wytheville Meeting Center.

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

Councilwoman Pattison, reporting for the Budget and Finance Committee, stated that later in the meeting, the Council will consider an ordinance which enacts a nonrefundable application fee for submitting an appeal to the Town's Building and Fire Code Appeals Board. She noted that these fees are permitted by the Code of Virginia. Councilwoman Pattison remarked that, generally speaking, such an appeal is the result of some disagreement between the Building Official and the property owner on an interpretation of the Building Code. She commented that oftentimes, these are very complex issues and require considerable staff time and documentation for presentation to the Board. Councilwoman Pattison explained that it also requires publications in the newspaper and other cash fees as a part of the process. She stated that the Budget and Finance Committee believes that it is reasonable that someone making such an appeal should bear some expense associated with this process. Councilwoman Pattison advised that it would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading when it is presented later in the meeting.

Councilwoman Pattison, also, reported that governmental agencies operate under standards established by the Governmental Accounting Standards Board (GASB). She stated that these standards were first initiated in 1984, and, as it has progressed, the complexities of these standards have grown significantly. Councilwoman Pattison commented that the audit the Town receives annually must conform to these standards and, this year, the auditors have advised the Town that the GASB standards have been revised and that the Town must now account in a different fashion for its Other Post Employee Benefits, also known as OPEB. She remarked that, previously, the Town has accounted for these on an annual basis, and, as the Town moves forward, the standards require that it accrue all of its liabilities into a single account. Councilwoman Pattison explained that to do this, the Town Treasurer needs authorization from the Town Council to make such an accounting revision. She advised that it would be the recommendation of the Budget and Finance Committee that the Council authorize Town Treasurer Stephens to amend his accounting standards as it is required to conform with current GASB standards with regard to OPEB accounting. A motion was made by Councilwoman Pattison and seconded by Vice-Mayor King to authorize Town Treasurer Stephens to amend the accounting standards as required to conform with the current Governmental Accounting Standards Board (GASB) with regard to the Other Post Employee Benefits (OPEB) account. Mayor Taylor inquired if there was any discussion on the motion to authorize Town Treasurer Stephens to amend the accounting standards as required to conform with the current Governmental Accounting Standards Board (GASB) with regard to the Other Post Employee Benefits (OPEB) account. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Cathy D. Pattison. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

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

Councilwoman Pattison, reporting for the Public Works Committee, stated that in recent years, the Virginia Department of Transportation (VDOT) has revised the methods by which they select projects for construction in their system. She noted that the process is now known as "Smart Scale" in which a variety of factors are evaluated when considering the inclusion of a project into the planning process. Councilwoman Pattison explained that the transportation projects are now scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers. She remarked that once projects are scored and prioritized, the Commonwealth Transportation Board (CTB) has the best information possible to select the right projects for funding. Councilwoman Pattison commented that this past year, the Town worked with VDOT on two large projects. She explained that one is the improvements on the interchange along East Main Street to provide better access to the land in that area, as well as an alternative route to Progress Park. Councilwoman Pattison stated that the Town of Wytheville, also, worked with Wythe County, at Exit 41 on I-77, for improvements that would help that interchange, and, likewise, provide additional access to Progress Park. She noted that during this process, Town staff also noted to VDOT that there were certain issues with the off and on ramps on North Fourth Street, and VDOT has now concluded that they are going to do certain relocations to the ramps in that area to accommodate a safer situation. Councilwoman Pattison expressed that, fortunately, VDOT is planning on doing that work without any other involvement of the Town. She stated that the Town staff also identified to VDOT that there were certain safety issues on Twelfth Street (West Lee Highway) from a point located at approximately Pine Street southward to Main Street. Councilwoman Pattison commented that VDOT has advised that they would like the Town to include this into its request so that they can commence a design and study for safety improvements in this area. She stated that later in the meeting, the Council will consider a

resolution that will request that the Virginia Department of Transportation proceed with including these programs in their ongoing funding allocations. Councilwoman Pattison noted that Town staff believes that these are strong projects and they will be funded during the next cycle of appropriations by the Commonwealth Transportation Board. She advised that when the resolution is presented later in the meeting, it would be the recommendation of the Public Works Committee that the resolution be adopted.

Councilwoman Pattison, also, reported that as it was discussed at the last meeting of Council, that the Town was able to bid its Wayfinding Program on Thursday, July 19, 2018. She stated that this bidding process was the culmination of nearly one year's work toward promoting this message system that will provide clear, concise messages to traveling tourists into the community. Councilwoman Pattison explained that now that the Council has so many improvements throughout the town, it is important that the Council provide visitors with information that will allow them to enjoy the many benefits that the Town has throughout the community. She stated that the bid tabulation is attached and outlines the bids that were received for this project. Councilwoman Pattison noted that there was \$450,000 appropriated in the current year's budget to perform this project. She advised that as the Town moves forward, the Council will be in a position to evaluate all of the bids and to determine if the Town is ready to move forward or not. Councilwoman Pattison advised that the Public Works Committee will have a recommendation for the Council within the next week. A copy of the Public Works Committee report is attached and made part of these minutes.

#### **RE: APPOINTMENTS – WYTHEVILLE PLANNING COMMISSION**

Mayor Taylor advised that the next agenda item is to consider an appointment of a member to the Wytheville Planning Commission to fill the vacancy of Councilman Joseph E. Hand, Jr. She explained that there is a vacancy on the Wytheville Planning Commission created by Councilman Hand no longer serving as the Council liaison on the Commission. Mayor Taylor inquired if there is a motion concerning the appointment of a member to the Wytheville Planning Commission to fill the vacancy of Councilman Joseph E. Hand, Jr. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to appoint Mr. John W. Jones, Jr., to the Wytheville Planning Commission for a four year term (expires March 2, 2022). Mayor Taylor inquired if there was any discussion on the motion to appoint Mr. Jones to the Wytheville Planning Commission. There being none, the motion was approved with the following voting results: For: Beth A. Taylor, Jacqueline K. King, Cathy D. Pattison. Against: Joseph E. Hand, Jr.

#### **RE: RESOLUTION – VDOT SMART SCALE PROJECTS PRIORITY LIST**

Mayor Taylor advised the next agenda item is a resolution for the Virginia Department of Transportation for the endorsement for the Town of Wytheville's Smart Scale Projects Priority List. A motion was made by Councilman Hand and seconded by Vice-Mayor King to adopt a resolution for the Virginia Department of Transportation for the endorsement for the Town of Wytheville's Smart Scale Projects Priority List. Mayor Taylor 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Cathy D. Pattison. Against: None.

#### **RE: ORINANCE NO. 1341**

Mayor Taylor presented Ordinance No. 1341, an ordinance enacting a nonrefundable application fee for the submittal of a Town of Wytheville Building/Fire Code Appeals Board Application, on first reading. Mayor Taylor inquired if there is a motion concerning Ordinance No. 1341. A motion was made by Vice-Mayor King and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1341, an ordinance enacting a nonrefundable application fee for the submittal of a Town of Wytheville Building/Fire Code Appeals Board Application, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. There being none, the motion was approved with the following voting in favor and there being no opposition:

FOR: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1341 was adopted on first and final reading.

**RE: WYTHEVILLE PLANNING COMMISSION RECOMMENDATION**

Mayor Taylor advised the next agenda item is a recommendation from the Wytheville Planning Commission regarding rezoning certain properties located on the south side of Chapman Road, which are generally bounded by the Norfolk Southern Railroad, Edgemont Road and Echo Valley Road, and, one parcel to the east of Echo Valley Road, from M-1 Medical Arts and R-2 Residential to B-2 Business. She noted that it is necessary to set a public hearing for the Town Council to consider this rezoning, which could be held at the August 13, 2018, Town Council meeting. Mayor Taylor inquired of the Council if there was any objection to scheduling the public hearing for the August 13, 2018, Town Council meeting. It was the consensus of the Wytheville Town Council to schedule a public hearing for the August 13, 2018, Town Council meeting, at 7:00 p.m., in the Council Chambers of the Wytheville Municipal Building to consider the recommendation from the Planning Commission regarding rezoning certain properties located on the south side of Chapman Road, which are generally bounded by the Norfolk Southern Railroad, Edgemont Road and Echo Valley Road, and, one parcel to the east of Echo Valley Road, from M-1 Medical Arts and R-2 Residential to B-2 Business. Mayor Taylor advised that the public hearing will be held on August 13, 2018, and Town staff would advertise accordingly.

**RE: ADJOURNMENT**

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

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Beth A. Taylor, Mayor

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Brandi N. Jones, Deputy Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**JULY 23, 2018**

1. Later in the meeting, the Council will consider an ordinance which enacts a nonrefundable application fee for submitting an appeal to the Town's Building and Fire Code Appeals Board. These fees are permitted by the Code of Virginia. Generally speaking, such an appeal is the result of some disagreement between the Building Official and the property owner on an interpretation of the Building Code. Oftentimes, these are very complex issues and require considerable staff time and documentation for presentation to the Board. It also requires publications in the newspaper and other cash fees as a part of the process. We believe that it is reasonable that someone making such an appeal should bear some expense associated with this process. It would be the recommendation of the Budget and Finance Committee that this ordinance be adopted on first and final reading when it is presented later in the meeting.
2. Governmental agencies operate under standards established by the Governmental Accounting Standards Board (GASB). These standards were first initiated in 1984, and, as it has progressed, the complexities of these standards have grown significantly. The audit the Town receives annually must conform to these standards and, this year, our auditors have advised us that the GASB standards have been revised and that we must now account in a different fashion for our Other Post Employee Benefits, also known as OPEB. Previously, we have accounted for these on an annual basis, and, as we move forward, the standards

require that we accrue all of our liabilities into a single account. To do this, the Town Treasurer needs authorization from the Town Council to make such an accounting revision. It would be the recommendation of the Budget and Finance Committee that the Council authorize Town Treasurer Stephens to amend his accounting standards as it is required to conform with current GASB standards with regard to OPEB accounting.

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Jacqueline K. King

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Cathy D. Pattison

## **PUBLIC WORKS COMMITTEE REPORT**

**JULY 23, 2018**

1. In recent years, the Virginia Department of Transportation (VDOT) has revised the methods by which they select projects for construction in their system. The process is now known as “Smart Scale” in which a variety of factors are evaluated when considering the inclusion of a project into the planning process. Transportation projects are now scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers. Once projects are scored and prioritized, the Commonwealth Transportation Board (CTB) has the best information possible to select the right projects for funding. This past year, we worked with VDOT on two large projects. One is the improvements on the interchange along East Main Street to provide better access to the land in that area, as well as an alternative route to Progress Park. We, also, worked with Wythe County, at Exit 41 on I-77, for improvements that would help that interchange, and, likewise, provide additional access to Progress Park. During this process, we also noted to VDOT that there were certain issues with the off and on ramps on North Fourth Street, and VDOT has now concluded that they are going to do certain relocations to the ramps in that area to accommodate a safer situation. Fortunately, they are planning on doing that work without any other involvement of the Town. We also identified to VDOT that there were certain safety issues on Twelfth Street (West Lee Highway) from a point located at approximately Pine Street southward to Main Street. VDOT has advised



that they would like the Town to include this into our request so that they can commence a design and study for safety improvements in this area. Later in the meeting, the Council will consider a resolution that will request that the Virginia Department of Transportation proceed with including these programs in their ongoing funding allocations. We believe that these are strong projects and they will be funded during the next cycle of appropriations by the Commonwealth Transportation Board. When the resolution is presented this evening, it would be the recommendation of the Public Works Committee that the resolution be adopted.

2. As it was discussed at the last meeting of Council, we were able to bid our Wayfinding Program on Thursday, July 19, 2018. This bidding process was the culmination of nearly one year's work toward promoting this message system that will provide clear, concise messages to traveling tourists into our community. Now that we have so many improvements throughout our town, it is important that we provide visitors with information that will allow them to enjoy our many benefits that we have throughout the community. The bid tabulation is attached and outlines the bids that were received for this project. There was \$450,000 appropriated in the current year's budget to perform this project. As we move forward, we will be in a position to evaluate all of the bids and to determine if we are ready to move forward or not. We will have a recommendation for the Council within the next week.

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Joseph E. Hand, Jr.

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Mark J. Bloomfield