

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, SEPTEMBER 10, 2018, AT 7:00 P.M.**

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

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Christopher R. Menerick, Police Officer Chastity Russell

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 Councilman Hand.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 27, 2018. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to approve the consent agenda consisting of the minutes of the regular meeting of August 27, 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., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there was no one attending the meeting 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, September 11, 2018, at 7:00 a.m., in the Council Conference Room.
2. The Public Works Committee will meet on Wednesday, September 12, 2018, in the Council Conference Room.
3. The Town Treasurer's Office will be closed to the public from 12:00 p.m. until 5:00 p.m. on Tuesday, September 11, 2018, for the computer conversion. No business will be conducted during this time.
4. The Wytheville Planning Commission will meet on Thursday, September 13, 2018, at 5:00 p.m. for a Work Session, and the regularly scheduled meeting will begin at 6:00 p.m., in the Council Chambers.
5. The New River Regional Water Authority will meet on Thursday, September 20, 2018, at 10:00 a.m., in the Council Chambers.
6. The Council Personnel Committee will meet on Friday, September 21, 2018, at 8:15 a.m., in Conference Room A of the Municipal Building.
7. Town Manager Sutherland stated that CRIFA will meet on Tuesday, September 18, 2018. He noted that he will confirm the meeting date and time with CRIFA, and he will send a notification to the Council afterwards.

RE: BUDGET AND FINANCE COMMITTEE REPORT

The Budget and Finance Committee report was entered into the record as follows:

In the current year's budget, there is \$450,000.00 appropriated for the Wayfinding Project. As you will recall, the Wayfinding Project is a series of signs and sign structures that greet visitors to the community and lead them to various destinations in town. This is a very attractive system and provides continuity and important data to all those visiting our community. This project was bid earlier this year, and the total expense for the project is approximately \$791,000.00. We

note that it is approximately \$791,000.00 because many of the items in the budget are based on a line item bid which might vary slightly as the project goes forward. In any event, we had thought that it may be beneficial to try to do this project over two budget years. The \$450,000.00 that is appropriated in the current year's budget is from the Town's reserves. The additional money that will be needed next year will, likewise, come from the Town's reserve funds and not from the operational funds. The contract, as it was drafted, provides for a 120 day construction period, once the contract is approved. We talked with the contractor and it appears that there could be significant problems with trying to sequence the various components of the construction, if we try to extend this into two budget years. We believe that it would be beneficial to the Town to go ahead and execute the contract, as written, and to use reserve funds as needed to pay for the project. Having said that, it would be the recommendation of the Budget and Finance Committee that we authorize the Town Manager and other Town staff to proceed with executing the contract for the construction of the Wayfinding Project signs. We would note that this will, necessarily, require a budget revision as we go forward this year, but we will do this along with other revisions in spring 2019, as the budget year comes to an end. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to approve awarding the Wayfinding Sign Project contract and to authorize the Town Manager and other Town staff to execute the contract. Mayor Taylor 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

Currently, the Town's Water and Sewer Policy requires a deposit of \$65.00 from residents who reside in a rental property. This \$65.00 deposit has been in effect for many years. The purpose of the deposit is to ensure that people pay all charges before vacating a property. Often, we face the situation where the \$65.00 is inadequate to cover the expenses that have incurred by a resident. We believe that it is worthwhile to raise the minimum deposit to \$100.00. We would note that residents who fulfill their obligations are refunded their deposit in full. It would be the recommendation of the Budget and Finance Committee that we immediately revise the water and sewer deposit fee to \$100.00. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to approve increasing the water and sewer deposit from \$65.00 to \$100.00. Mayor Taylor inquired if there was any discussion on the motion to approve increasing the water and sewer deposit. 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., Mark J. Bloomfield, 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

The Public Works Committee report was entered into the record as follows:

The Town's current policy regarding the use of Master Meters provides that a developer must pay a \$5,000.00 per unit surcharge in advance for the number of units that are to be monitored by the Master Meter. This results in a developer of multifamily dwelling units to have significant, upfront costs which often are detrimental to promoting growth in these areas. We think that there should be an alternative program available for developers that will ultimately provide the Town with the revenues currently being projected, but it will give the developer a period of time in which the fees can be paid. Under our proposal, we would suggest that participation in the Master Meter Program would require a one time fee of \$5,000.00. In addition to this initial payment, there would be the normal connection fees based on the size of the line to the structure. Thereafter, there would be a monthly set fee which would consist of the minimum monthly water and sewer billing, currently \$26.50, times the number of units being monitored by the Master Meter plus the volume consumed. As an example, a development with 10 dwelling units would pay a set fee of \$265.00 per month, in addition to the amount of consumption for the dwelling units. Over time, this will result in the Town receiving the same amount of revenue that it had under the old surcharge program. It would be the recommendation of the Public Works Committee that the Council immediately adopt the above described policy with regard to the Master Meter Program. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to adopt a policy for a Master Meter Program for multifamily unit developments. Mayor Taylor inquired if there was any discussion on the motion to adopt a policy for a Meter Meter Program for multifamily unit developments. 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., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

We have had several comments that citizens would like to have an additional shredding event during this year. We held a shredding event this spring that was very successful, and we think that an October shredding event would, likewise, be beneficial to our citizens. If the Council

agrees, we will ask Town staff to arrange for an additional shredding event during the month of October. Additionally, we would also like to inquire again with the Wythe-Bland Joint Public Service Authority about providing an additional Hazardous Waste Day in Wythe County. There are many comments about the need for disposal of hazardous waste, and an additional day would be beneficial. If the Council agrees, we will ask Town staff to proceed with arranging an additional Hazardous Waste Day with the County. It was the consensus of the Council for Town staff to arrange a shredding event in October and to inquire with the Wythe-Bland Joint Public Service Authority about providing an additional Hazardous Waste Day in Wythe County. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: APPOINTMENTS – WYTHEVILLE REDEVELOPMENT AND HOUSING AUTHORITY

Mayor Taylor advised that the next agenda item is to consider an appointment/reappointment of a member to the Wytheville Redevelopment and Housing Authority to fill the expiring term of Mr. Charles T. Conduff (term expired September 8, 2018). She explained that Mr. Conduff is eligible for reappointment and has expressed a willingness to serve again, if reappointed. Mayor Taylor inquired if there is a motion concerning the appointment/reappointment of a member to the Wytheville Redevelopment and Housing Authority to fill the expiring term of Mr. Charles Conduff. A motion was made by Vice-Mayor King and seconded by Councilman Bloomfield to reappoint Mr. Charles T. Conduff to the Wytheville Redevelopment and Housing Authority for a four year term, which expires September 8, 2022. Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Conduff to the Wytheville Redevelopment and Housing Authority. 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., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: APPOINTMENTS – WYTHEVILLE BOARD OF ZONING APPEALS

Mayor Taylor advised that the next agenda item is to consider an appointment/reappointment of a member to the Wytheville Board of Zoning Appeals to fill the expiring term of Mr. John W. Jones, Jr. (term expires September 10, 2018). She explained that Mr. Jones is eligible for reappointment and has expressed a willingness to serve again, if reappointed. Mayor Taylor inquired if there is a motion for a recommendation to the Circuit Court for the reappointment of Mr. Jones to the Wytheville Board of Zoning Appeals. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to reappoint Mr. John W. Jones, Jr. to the Wytheville Board of Zoning Appeals for a five year term, which expires September 10, 2023. Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Jones to the Wytheville Board of Zoning Appeals. 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., Mark J. Bloomfield, Cathy D. Pattison. Against: None.

RE: ORDINANCE NO. 1342

Mayor Taylor presented Ordinance No. 1342, an ordinance amending and reenacting Chapter 9, Offenses – Miscellaneous, by Repealing Section 9-18. Noise, under Article 1. In General, and by adding Article V. Noise, Subsection 9-110. Declaration of Policy; Subsection 9-111. Definitions; Subsection 9-112. Excessive Noise-Punishments; Subsection 9-113. Same - Specific Prohibitions; Subsection 9-114. Same-Exceptions; Subsection 9-115. Reserved; Subsection 9-116. Same-Permit for Use for Mass Outdoor Social Gathering; Subsection 9-117. Reserved; Subsection 9-118. Other Enforcement, of the Code of the Town of Wytheville, Virginia, on third and final reading. A motion was made by Vice-Mayor King and seconded by Councilman Hand to adopt Ordinance No. 1342, an ordinance amending and reenacting Chapter 9, Offenses – Miscellaneous, by Repealing Section 9-18. Noise, under Article 1. In General, and by adding Article V. Noise, Subsection 9-110. Declaration of Policy; Subsection 9-111. Definitions; Subsection 9-112. Excessive Noise-Punishments; Subsection 9-113. Same - Specific Prohibitions; Subsection 9-114. Same-Exceptions; Subsection 9-115. Reserved; Subsection 9-116. Same-Permit for Use for Mass Outdoor Social Gathering; Subsection 9-117. Reserved; Subsection 9-118. Other Enforcement, of the Code of the Town of Wytheville, Virginia, on third and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1342 was adopted on third and final reading.

RE: ORDINANCE NO. 1343

Mayor Taylor presented Ordinance No. 1343, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone certain properties located on the south side of Chapman Road, generally bounded by the Norfolk Southern Railroad, Edgemont Road and Echo Valley Road, and, one parcel to the east of Echo Valley Road, from MA-1 Medical Arts and R-2 Residential to B-2 Business, on third and final reading. A motion was made by Councilman Hand and seconded by Councilman Bloomfield to adopt Ordinance No. 1343, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone certain properties located on the south side of Chapman Road, generally bounded by the Norfolk Southern Railroad, Edgemont Road and Echo Valley Road, and, one parcel to the east of Echo Valley Road, from MA-1 Medical Arts and R-2 Residential to B-2 Business, on third and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt 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: Beth A. Taylor, Jacqueline K. King, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1343 was adopted on third and final reading.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:08 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

SEPTEMBER 10, 2018

1. In the current year's budget, there is \$450,000.00 appropriated for the Wayfinding Project. As you will recall, the Wayfinding Project is a series of signs and sign structures that greet visitors to the community and lead them to various destinations in town. This is a very attractive system and provides continuity and important data to all those visiting our community. This project was bid earlier this year, and the total expense for the project is approximately \$791,000.00. We note that it is approximately \$791,000.00 because many of the items in the budget are based on a line item bid which might vary slightly as the project goes forward. In any event, we had thought that it may be beneficial to try to do this project over two budget years. The \$450,000.00 that is appropriated in the current year's budget is from the Town's reserves. The additional money that will be needed next year will, likewise, come from the Town's reserve funds and not from the operational funds. The contract, as it was drafted, provides for a 120 day construction period, once the contract is approved. We talked with the contractor and it appears that there could be significant problems with trying to sequence the various components of the construction, if we try to extend this into two budget years. We believe that it would be beneficial to the Town to go ahead and execute the contract, as written, and to use reserve funds as needed to pay for the project. Having said that, it would be the recommendation of the Budget and Finance Committee that we authorize the Town Manager and other Town staff to proceed with executing the contract for the construction of the Wayfinding

Project signs. We would note that this will, necessarily, require a budget revision as we go forward this year, but we will do this along with other revisions in spring 2019, as the budget year comes to an end.

2. Currently, the Town's Water and Sewer Policy requires a deposit of \$65.00 from residents who reside in a rental property. This \$65.00 deposit has been in effect for many years. The purpose of the deposit is to ensure that people pay all charges before vacating a property. Often, we face the situation where the \$65.00 is inadequate to cover the expenses that have incurred by a resident. We believe that it is worthwhile to raise the minimum deposit to \$100.00. We would note that residents who fulfill their obligations are refunded their deposit in full. It would be the recommendation of the Budget and Finance Committee that we immediately revise the water and sewer deposit fee to \$100.00.

Jacqueline K. King

Cathy D. Pattison

PUBLIC WORKS COMMITTEE REPORT

SEPTEMBER 10, 2018

1. The Town's current policy regarding the use of Master Meters provides that a developer must pay a \$5,000.00 per unit surcharge in advance for the number of units that are to be monitored by the Master Meter. This results in a developer of multifamily dwelling units to have significant, upfront costs which often are detrimental to promoting growth in these areas. We think that there should be an alternative program available for developers that will ultimately provide the Town with the revenues currently being projected, but it will give the developer a period of time in which the fees can be paid. Under our proposal, we would suggest that participation in the Master Meter Program would require a one time fee of \$5,000.00. In addition to this initial payment, there would be the normal connection fees based on the size of the line to the structure. Thereafter, there would be a monthly set fee which would consist of the minimum monthly water and sewer billing, currently \$26.50, times the number of units being monitored by the Master Meter plus the volume consumed. As an example, a development with 10 dwelling units would pay a set fee of \$265.00 per month, in addition to the amount of consumption for the dwelling units. Over time, this will result in the Town receiving the same amount of revenue that it had under the old surcharge program. It would be the recommendation of the Public Works Committee that the Council immediately adopt the above described policy with regard to the Master Meter Program.
2. We have had several comments that citizens would like to have an additional

shredding event during this year. We held a shredding event this spring that was very successful, and we think that an October shredding event would, likewise, be beneficial to our citizens. If the Council agrees, we will ask Town staff to arrange for an additional shredding event during the month of October. Additionally, we would also like to inquire again with the Wythe-Bland Joint Public Service Authority about providing an additional Hazardous Waste Day in Wythe County. There are many comments about the need for disposal of hazardous waste, and an additional day would be beneficial. If the Council agrees, we will ask Town staff to proceed with arranging an additional Hazardous Waste Day with the County.

Joseph E. Hand, Jr.

Mark J. Bloomfield