

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JANUARY 28, 2019, 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, Tanner Stroupe, Michael Cameron, Millicent Rothrock of *The Wytheville Enterprise*, 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 January 14, 2019; the request of the Ladies Homestead Gathering Wythe VA for issuance of a raffle permit for calendar year 2019; and, the request of the Wytheville Lions Club for waiver of business license fees and inspection fees for the Annual Charity Carnival to be held on July 15-20, 2019. Mayor Taylor inquired if there is a motion to approve the consent agenda as presented or to somehow be amended. Discussion ensued regarding the Ladies Homestead Gathering Wythe VA request for a raffle permit and whether or not the Council is required to issue their permit. Town Clerk Corvin explained to the Council that any 501(c)(3) nonprofit organization conducting a raffle within the Town of Wytheville is required to have a raffle permit issued by the Town Council. A motion was made by Vice-Mayor King and seconded by Councilman Bloomfield to approve the consent agenda consisting of the minutes of the regular meeting of January 14, 2019; the request of the Ladies Homestead Gathering Wythe VA for issuance of a raffle permit for calendar year 2019; and, the request of the Wytheville Lions Club for waiver of business license fees and inspection fees for the Annual Charity Carnival to be held on July 15-20, 2019, 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 no one 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, January 29, 2019, at 7:00 a.m., in the Council Conference Room.
2. On February 7, 2019, the Town's new Historical Walking Tour brochure will be unveiled, and a ceremony will be held at 5:15 p.m., at the Heritage Preservation Center.
3. The Trinkle Mansion Bed and Breakfast was recently voted as the number eight bed and breakfast in the country on Trip Advisor. Town Manager Sutherland inquired of the Council if they would like Town staff to draft a letter congratulating the Pizingers on this accomplishment. It was the consensus of the Town Council for the Town Manager to send a letter to Charles and Patty Pizinger congratulating them for the Trinkle Mansion Bed and Breakfast being voted as the eighth best bed and breakfast in America.

**RE: BUDGET AND FINANCE COMMITTEE REPORT**

Councilwoman Pattison, reporting for the Budget and Finance Committee, stated that the Town has received from its auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2018. She noted that the Town has, also, received a letter from them, which is required by professional standards, to communicate findings associated with the audit report. Councilwoman Pattison explained that Robinson, Farmer, Cox Associates reported

that the financial disclosures are neutral, consistent and clear, which means that they have found no issues with the audit of the Town's finances. She remarked that, also, in the report, there were certain recommendations for improving several procedures associated with the accounting. Councilwoman Pattison stated that none of these were significant and did not have any findings associated with them. She advised that, as such, now that the Council has had the opportunity to review this audit, it would be the recommendation of the Budget and Finance Committee that the Town note its receipt of the audit. A motion was made by Councilwoman Pattison and seconded by Vice-Mayor King for the Town to accept the audit for year ending June 30, 2018. Mayor Taylor inquired if there was any discussion on the motion to accept the audit. 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.

Councilwoman Pattison, also, reported that slightly over one year ago, the Council requested the Virginia Fire Services Board to perform an assessment of the Town's Fire Department. She explained that at the end of October, a team from the Fire Services Board visited Wytheville to review the Town's operations and discuss procedures, etc. Councilwoman Pattison stated that it was noted that day that they would generate a draft and provide it to the Town for review in the very near future. Councilwoman Pattison remarked that the Town, this past week, received the report in its preliminary state. She commented that the Council, as well as Fire Chief Marc Brade, is currently going through the report and will offer comments to the Virginia Fire Services Board prior to their issuing a final report. Councilwoman Pattison expressed that the Council anticipates that it will have a final report by mid February. She remarked that, interestingly, many of the things that are identified in the report are already underway. Councilwoman Pattison stated that with the employment of a new professional Fire Chief, as well as many of the topics such as standardized procedures, training and other topics are already well underway. She noted that as the Council is aware, the Budget and Finance Committee has authorized the purchase of a new firetruck, as well as authorized the employment of six additional fire engineers. She commented that the Council believes that its efforts toward improving the Town's fire services will be very beneficial to the community, and, sometime in the very near future, the Council feels that the Town will have a very effective professional fire department. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

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

Councilman Bloomfield, reporting for the Public Works Committee, stated that the Committee is pleased to report that the Council has received notification that the Town of Wytheville has been approved as a Tree City USA locality. He explained that this has been an ongoing effort of the Town's Tree Committee, and the Council is very happy that the designation has come to fruition. Councilman Bloomfield stated that over the past couple of years, the Town has worked diligently to protect its tree inventory and to make efforts to maintain its trees. He noted that as we all know, trees are an important environmental issue, but equally as important, they improve the esthetics of a community. Councilman Bloomfield advised that there is no action required of the Council, but the Public Works Committee did want to report the good news about the designation as a Tree City USA.

Councilman Bloomfield, also, reported that the Virginia Department of Housing and Community Development is now accepting applications for IRF grants. He explained that IRF stands for Industrial Revitalization Fund. Councilman Bloomfield noted that the purpose of the IRF program is to leverage local and private resources to achieve market driven redevelopment of vacant and deteriorated commercial properties. He stated that Millwald Theatre, Incorporated would like to use IRF funding to assist in the revitalization of the theatre property. Councilman Bloomfield advised, however, only local governments or industrial development authorities may apply for the funds, though local governments can partner with private and nonprofit entities to participate in the project. He commented that Millwald Theatre, Incorporated has requested the Town to make application for the Industrial Revitalization Funds. Councilman Bloomfield remarked that the maximum level of funding available in the program is up to \$600,000.00. He stated that, normally speaking, the funds that are available are distributed among what the Department of Housing and Community Development considers as worthwhile projects. Councilman Bloomfield noted that the Council believes that it is worthwhile for the Town to assist Millwald Theatre, Incorporated in making this application. He expressed that assuming that the Town is successful in getting an award, either the Millwald Theatre, Incorporated's staff or consultants would administer the program. Councilman Bloomfield advised that it would be the recommendation of the Public Works Committee that the Council authorize the Town Manager to proceed with making an application to the Virginia Department of Housing and Community Development for Industrial Revitalization Funding on behalf of Millwald Theatre, Incorporated. A motion was made by Councilman Bloomfield and seconded by Councilman

Hand to authorize the Town Manager to apply for Virginia Department of Housing and Community Development Industrial Revitalization Funding on behalf of Millwald Theatre, Incorporated. Mayor Taylor inquired if there was any discussion on the motion to authorize the Town Manager to apply for IRF on behalf of Millwald Theatre, Incorporated. 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 Public Works Committee report is attached and made part of these minutes.

**RE: APPOINTMENTS – WALL OF HONOR COMMITTEE**

Mayor Taylor advised that the next agenda item is to consider an appointment or reappointment of a member to the Wall of Honor Committee to fill the expiring term of Mr. Wayne Roop (term expires February 11, 2019). Vice-Mayor King noted that Mr. Roop has already been reappointed by Wythe County. A motion was made by Vice-Mayor King and seconded by Councilman Hand to reappoint Mr. Wayne Roop to the Wall of Honor Committee for a four year term (term expires February 11, 2023). Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Roop to the Wall of Honor Committee. 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: ISSUANCE OF SEWER BONDS**

Mayor Taylor advised that the next agenda item is to set a public hearing to consider the issuance of bonds in the maximum amount of \$1,386,000 for capital improvements to the Town sewer system. She stated that the Council could set the public hearing for the February 11, 2019, meeting, which will meet the necessary advertising requirements. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to set a public hearing for the February 11, 2019, Town Council meeting to consider the issuance of bonds in the maximum amount of \$1,386,000 for capital improvements to the Town's sewer system. Mayor Taylor inquired if there was any discussion on the motion to set the public hearing. 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: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:10 p.m.).

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**JANUARY 28, 2019**

1. We have received from our auditors, Robinson, Farmer, Cox Associates, the financial statements for the fiscal year ending June 30, 2018. We have, also, received a letter from them, which is required by professional standards, to communicate findings associated with the audit report. Robinson, Farmer, Cox Associates reported that the financial disclosures are neutral, consistent and clear, which means that they have found no issues with the audit of the Town's finances. Also, in the report, there were certain recommendations for improving several procedures associated with the accounting. None of these were significant and did not have any findings associated with them. As such, now that the Council has had the opportunity to review this audit, it would be the recommendation of the Budget and Finance Committee that we note our receipt of the audit.
2. Slightly over one year ago, we requested the Virginia Fire Services Board to perform an assessment of our Fire Department. At the end of October, a team from the Fire Services Board visited Wytheville to review our operations and discuss procedures, etc. It was noted that day that they would generate a draft and provide it to the Town for review in the very near future. We have, this past week, received the report in its preliminary state. We, as well as Fire Chief Marc Brade, are currently going through the report and will offer comments to the Virginia Fire Services Board prior to their issuing a final report. We anticipate that

we will have a final report by mid February. Interestingly, many of the things that are identified in the report are already underway. With the employment of a new professional Fire Chief, as well as many of the topics such as standardized procedures, training and other topics are already well underway. As the Council is aware, we have authorized the purchase of a new firetruck, as well as authorized the employment of six additional fire engineers. We believe that our efforts toward improving our fire services will be very beneficial to the community, and, sometime in the very near future, we feel that we will have a very effective professional fire department.

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Jacqueline K. King

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Cathy D. Pattison

## **PUBLIC WORKS COMMITTEE REPORT**

**JANUARY 28, 2019**

1. We were pleased to report that we have received notification that the Town of Wytheville has been approved as a Tree City USA locality. This has been an ongoing effort of our Tree Committee, and we are very happy that the designation has come to fruition. Over the past couple of years, the Town has worked diligently to protect its tree inventory and to make efforts to maintain our trees. As we all know, trees are an important environmental issue, but equally as important they improve the esthetics of a community. There is no action required of the Council, but we did want to report the good news about the designation as a Tree City USA.
2. The Virginia Department of Housing and Community Development is now accepting applications for IRF grants. IRF stands for Industrial Revitalization Fund. The purpose of the IRF program is to leverage local and private resources to achieve market driven redevelopment of vacant and deteriorated commercial properties. Millwald Theatre, Incorporated would like to use IRF funding to assist in the revitalization of the theatre property. However, only local governments or industrial development authorities may apply for the funds, though local governments can partner with private and nonprofit entities to participate in the project. Millwald Theatre, Incorporated has requested the Town to make application for the Industrial Revitalization Funds. The maximum level of funding available in the program is up to \$600,000.00. Normally speaking, the funds that are available are distributed among what the Department of Housing and Community Development considers as

worthwhile projects. We believe that it is worthwhile for the Town to assist Millwald Theatre, Incorporated in making this application. Assuming that we are successful in getting an award, either the Millwald Theatre, Incorporated's staff or consultants would administer the program. It would be the recommendation of the Public Works Committee that we authorize the Town Manager to proceed with making an application to the Virginia Department of Housing and Community Development for Industrial Revitalization Funding on behalf of Millwald Theatre, Incorporated.

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Joseph E. Hand, Jr.

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Mark J. Bloomfield