

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, AUGUST 26, 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, Carrie Demers, Breanna Demers, Stanley Demers, Kayla Warden, Gracie Warden, Samuel Warden, Trey Warden, Janet Litton, Rob Litton, Bob Litton, Patrick Williams, Chris Fox, Aron Davies, Deanna Davies, Jennifer Dean, Brandon Dean, Patrol 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 Bloomfield.

**RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 12, 2019. Mayor Taylor inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilwoman Pattison and seconded by Councilman Bloomfield to approve the consent agenda consisting of the minutes of the regular meeting of August 12, 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 results: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield, Cathy D. Pattison. Against: None. Abstention: Jacqueline K. King.

**RE: CITIZENS' PERIOD – PRESENTATION OF CERTIFICATES OF APPRECIATION**

Mayor Taylor advised that the next agenda item is the presentation of Certificates of Appreciation to recognize the gentlemen who helped in the rescue efforts with Mr. Rob Litton during a recent vehicle accident. She continued to express the Town Council's and the Litton family's appreciation for their Good Samaritan efforts during the accident. Mayor Taylor stated that she would be presenting the Certificates of Appreciation for their heroism to Mr. Aron Davies, Mr. Brandon Dean, Mr. Stanley Demers and Mr. Trey Warden. She noted that Mr. Donnie Jones was unable to attend the meeting. Mayor Taylor requested the men to come forward for the presentation of their certificate and to have a photo taken when their name was called. She stated that the Certificate of Appreciation read as follows:

In grateful recognition of your exceptional courage and quick action that you displayed while assisting a critically injured person, on July 5, 2019, without reservation for personal safety. The Town Council of Wytheville thanks you for this selfless act provided to an individual in crisis.

Mayor Taylor reiterated the Town Council's appreciation to the gentlemen. She advised that the Council would continue with their regular meeting, however, everyone is welcome to stay if they wish.

**RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting who 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 next Council Work Session will be held on Wednesday, August 28, 2019, at 7:00 a.m., in the Council Conference Room.
2. The Public Works Committee will meet immediately following the Council Work Session on Wednesday, August 28, 2019, in the Council Conference Room.
3. The Town of Wytheville Municipal Offices will be closed on Monday, September 2, 2019, in observance of Labor Day, and all services will be curtailed.

**RE: BUDGET AND FINANCE COMMITTEE REPORT**

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that on behalf of Millwald Theatre, Incorporated, the Town made application for \$50,000 in Virginia Brownfields Assistance Funds (VBAF), and, recently, the Town learned that its grant application had been approved. She noted that this application was reviewed, also, by the Virginia Department of Environmental Quality, and the funds that will be provided will allow for remediation of the site, which includes asbestos containing materials, abatement, air monitoring, lead based paint removal and project management and overview. Vice-Mayor King explained that the Town was advised that the next step in this process will be to work toward execution of a performance agreement for the grant. She remarked that once the work is completed, the Town will need to make a report to the Virginia Brownfields Assistance Fund Program to provide them with exact information on how the funding was utilized. Vice-Mayor King commented that the Council is very pleased that the Town is the recipient of these grants and this was awarded somewhat sooner than was anticipated. She stated that the Budget and Finance Committee would like to note that the Town is also working with the Department of Housing and Community Development for other grant funding that can be used for work at the Millwald Theatre. Vice-Mayor King advised that, hopefully, the Committee will have news about these other grant opportunities in the very near future.

Vice-Mayor King, also, reported that Town Treasurer Michael Stephens had requested the Council to consider a revision to the due date for acquiring a business license. She stated that, currently, the deadline for obtaining a business license is March 1, but Town Treasurer Stephens believes that an extension until May 1 of each year would provide each taxpayer the opportunity to submit more thorough information about the gross receipts of the business operation. Vice-Mayor King noted that by revising the due date, the Treasurer will have the opportunity to conduct a more detailed review on each business license application to assure that it accurately reflects the gross receipts of the business. She advised that when the ordinance is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that it be adopted on first and final reading and that it become effective immediately. 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 later in the meeting, the Council will consider an ordinance revising regulations about the Town's local vehicle license. He noted that over the past several years, the citizens have expressed their desire that the Town eliminate the car decal and go to some other form of vehicle taxation. Councilman Bloomfield explained that several years ago, Wythe County discontinued with the license decal and placed the vehicle tax on the personal property assessment that is issued each year. He remarked that the Town of Wytheville will move into a similar type of arrangement this upcoming year. Councilman Bloomfield commented that when tax tickets are issued later this fall, an appropriate amount of money, depending on the type of vehicle, will be placed on the personal property tax ticket. He expressed that citizens will no longer need to buy a license decal in the spring of the year. Councilman Bloomfield remarked that the result is that there is no difference in the taxation fee on the local vehicle license, but only the method by which it is assessed. He stated that the ordinance that is being considered at this meeting merely removes reference to all language about the actual sale of the decal. Councilman Bloomfield noted that virtually all of the provisions within the ordinance will remain intact. He advised that when the ordinance is considered later in the meeting, it would be the recommendation of the Public Works Committee that it be adopted on first and final reading and that the provisions therein be made effective immediately.

Councilman Bloomfield, also, reported that this past week, the Council had representatives from the United States Census Bureau to visit the Work Session to advise the Town of the activities being planned to attempt to have a complete count for the 2020 Census. He remarked that as everyone knows, a census is required by our Constitution, and, since the beginning of this country, there has been a national census every 10 years. Councilman Bloomfield commented that the visit from the Census Bureau was merely to encourage Wytheville to participate in complete count activities and to use the resources available to the Town to spread information around the community about the importance of responding to the census. He stated that the Town has not finalized what efforts it will make in assisting the Census Bureau, but that is something that the Town will be working on in the very near future. Councilman Bloomfield noted that most grant funds, as well as other State and Federal funding, are associated with the information provided in the census report. He explained that it is, in fact, important that everyone respond, and the Council will be focusing on distributing this information in the very near future. A copy of the Public Works Committee report is attached and made part of these minutes.

#### **RE: ORDINANCE NO. 1368**

Mayor Taylor presented Ordinance No. 1368, an ordinance amending and reenacting Chapter 8, Motor Vehicles and Traffic, Article II. – Local Vehicle License, by amending Section 8-31. Penalty for Violation of Article, Section 8-32. Levy of License Tax on Certain Motor Vehicles, Etc.; Collection Directed; Section 8-33. Amount of License Taxes; and, Section 8-40. License Tags or Plates, Stickers or Decals; and, by repealing Section 8-36. Duration; Grace Period; New Plates, Decals; Section 8-38. Fire Department; Rescue Squad; and, Section 8-39. Proration of License Tax, of the Code of the Town of Wytheville, Virginia, on first reading. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1368, an ordinance amending and reenacting Chapter 8, Motor Vehicles and Traffic, Article II. – Local Vehicle License, by amending Section 8-31. Penalty for Violation of Article, Section 8-32. Levy of License Tax on Certain Motor Vehicles, Etc.; Collection Directed; Section 8-33. Amount of License Taxes; and, Section 8-40. License Tags or Plates, Stickers or Decals; and, by repealing Section 8-36. Duration; Grace Period; New Plates, Decals; Section 8-38. Fire Department; Rescue Squad; and, Section 8-39. Proration of License Tax, of the Code of the Town of Wytheville, Virginia, 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., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1368 was adopted on first and final reading.

**RE: ORDINANCE NO. 1369**

Mayor Taylor presented Ordinance No. 1369, an ordinance amending and reenacting Chapter 7, Licenses and Business Regulations, Article II. Business, Professional and Occupation Licenses, Division 1. Generally, Section 7-21. When Tax Due and Payable, and Section 7-28. Licensee's Records and Reports Generally, of the Code of the Town of Wytheville, Virginia, on first reading. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to suspend the rules and adopt Ordinance No. 1369, an ordinance amending and reenacting Chapter 7, Licenses and Business Regulations, Article II. Business, Professional and Occupation Licenses, Division 1. Generally, Section 7-21. When Tax Due and Payable, and Section 7-28. Licensee's Records and Reports Generally, of the Code of the Town of Wytheville, Virginia, 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., Mark J. Bloomfield, Cathy D. Pattison

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1369 was adopted on first and final reading.

**RE: RESOLUTION – VIRGINIA DEPARTMENT OF TRANSPORTATION**

Mayor Taylor advised the next agenda item is to consider a resolution from the Virginia Department of Transportation regarding the West Lee Highway Primary Extension Paving Project. Town Manager Sutherland explained the resolution to the Council. Discussion ensued regarding the resolution. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor King to adopt a resolution from the Virginia Department of Transportation regarding the West Lee Highway Primary Extension Paving Project. 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., 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 (7:17 p.m.).

---

Beth A. Taylor, Mayor

---

Sharon G. Corvin, CMC, Town Clerk

## **BUDGET AND FINANCE COMMITTEE REPORT**

**AUGUST 26, 2019**

1. On behalf of Millwald Theatre, Incorporated, the Town made application for \$50,000 in Virginia Brownfields Assistance Funds (VBAF), and, recently, we learned that our grant application had been approved. This application was reviewed, also, by the Virginia Department of Environmental Quality, and the funds that will be provided will allow for remediation of the site, which includes asbestos containing materials, abatement, air monitoring, lead based paint removal and project management and overview. We were advised that the next step in this process will be to work toward execution of a performance agreement for the grant. Once the work is completed, we will need to make a report to the Virginia Brownfields Assistance Fund Program to provide them with exact information on how the funding was utilized. We are very pleased that we are the recipient of these grants and this was awarded somewhat sooner than was anticipated. We would like to note that we are also working with the Department of Housing and Community Development for other grant funding that can be used for work at the Millwald Theatre. Hopefully, we will have news about these other grant opportunities in the very near future.
2. Town Treasurer Michael Stephens had requested the Council to consider a revision to the due date for acquiring a business license. Currently, the deadline for obtaining a business license is March 1, but Town Treasurer Stephens

believes that an extension until May 1 of each year would provide each taxpayer the opportunity to submit more thorough information about the gross receipts of the business operation. By revising the due date, the Treasurer will have the opportunity to conduct a more detailed review on each business license application to assure that it accurately reflects the gross receipts of the business. When the ordinance is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that it be adopted on first and final reading and that it become effective immediately.

---

Jacqueline K. King

---

Cathy D. Pattison

## **PUBLIC WORKS COMMITTEE REPORT**

**AUGUST 26, 2019**

1. Later in the meeting, the Council will consider an ordinance revising regulations about our local vehicle license. Over the past several years, the citizens have expressed their desire that we eliminate the car decal and go to some other form of vehicle taxation. Several years ago, Wythe County discontinued with the license decal and placed the vehicle tax on the personal property assessment that is issued each year. The Town of Wytheville will move into a similar type of arrangement this upcoming year. When tax tickets are issued later this fall, an appropriate amount of money, depending on the type of vehicle, will be placed on the personal property tax ticket. Citizens will no longer need to buy a license decal in the spring of the year. The result is that there is no difference in the taxation fee on the local vehicle license, but only the method by which it is assessed. The ordinance that is being considered this evening merely removes reference to all language about the actual sale of the decal. Virtually, all of the provisions within the ordinance will remain intact. When the ordinance is considered later in the meeting, it would be the recommendation of the Public Works Committee that it be adopted on first and final reading and that the provisions therein be made effective immediately.
2. This past week, we had representatives from the United States Census Bureau to visit our Work Session to advise us of the activities being planned to attempt to have a complete count for the 2020 Census. As everyone knows, a census is required by our Constitution, and, since the beginning of this country, there has been a national

census every 10 years. The visit from the Census Bureau was merely to encourage Wytheville to participate in complete count activities and to use the resources available to the Town to spread information around the community about the importance of responding to the census. We have not finalized what efforts we will make in assisting the Census Bureau, but that is something that we will be working on in the very near future. Most grant funds, as well as other State and Federal funding, are associated with the information provided in the census report. It is, in fact, important that everyone respond, and we will be focusing on distributing this information in the very near future.

---

Joseph E. Hand, Jr.

---

Mark J. Bloomfield