

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JANUARY 27, 2020, 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, Marie B. Bishop, Becky Grubb, 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 Vice-Mayor King.

**RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of January 13, 2020. 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 Councilman Bloomfield and seconded by Councilwoman Pattison to approve the consent agenda consisting of the minutes of the regular meeting of January 13, 2020, as presented. Mayor Taylor 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: 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 stated that there were no citizens listed on the sign in sheet 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 Tuesday, January 28, 2020, at 7:00 a.m., in the Council Conference Room.

**RE: BUDGET AND FINANCE COMMITTEE REPORT**

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that the Council has reviewed a couple of circumstances where the Town's incentives that are intended to assist local eateries and restaurants with local incentives are not effective in all situations. She explained that Town staff has discovered situations where restaurants have moved into the downtown area and, thus, not been eligible to participate in the local incentives program. Vice-Mayor King noted that the Budget and Finance Committee believes that the regulations, as they exist, should be amended to allow a total participation period of 60 months regardless of the location during any portion of that time. She stated, attached, please find a copy of the proposed revision. Vice-Mayor King advised that it would be the recommendation of the Budget and Finance Committee that the revision be adopted, as written, and become effective immediately. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to adopt the revisions, as written, to the Local Incentive Restaurants and Eateries Grant to become effective immediately. Mayor Taylor inquired if there was any discussion on the motion to adopt the revisions to the Local Incentive Restaurants and Eateries Grant. 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.

Vice-Mayor King, also, reported that as the Town enters the year 2020, it is clear that the budget for Fiscal Year 2019-20 will need to be amended prior to July 1, 2020. She explained that there are a number of projects where expenses have exceeded projected revenue, and the Budget and Finance Committee knows that there will be additional expenses associated with the Town's efforts to expand the fire and EMS services. Vice-Mayor King noted that the Committee does not know the exact amounts that will be proposed for revisions, but, in any event, they will require a public hearing to be conducted. She commented that over the next couple of months, the Council will look at all of these amendments and will advertise and conduct a public hearing to make such amendments. Vice-Mayor King advised that no action of the Council is required at this time, but the Budget and Finance Committee did want everyone to

be aware that certain revisions to the Town's current year's budget would be required prior to entering the new fiscal year. 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 Council has identified, this year, the need to conduct an architectural/engineering study on the location and type of facility that will be built to house its expanded Fire and EMS Services. He explained that the Town has delayed to this point and time proceeding with having a design performed not knowing if it would involve both Fire and EMS or just Fire Services. Councilman Bloomfield explained that it now appears that the Town will be providing both Fire and EMS Services, and the new facility will necessarily need to accommodate both needs. He noted that five architectural/engineering firms responded to the Request for Statements of Qualifications (RFQ), and they will be interviewed on February 5 and 6, 2020. Councilman Bloomfield remarked, thereafter, the firms will be ranked according to their abilities, and negotiations will follow concerning fees. He stated that the Committee anticipates that the Council will be in a position to award a contract to the successful architectural/engineering firm by mid-February. Councilman Bloomfield advised that no other action is needed by the Council at this time, but the matter will be back before the Council for approval of contractual arrangements.

Councilman Bloomfield reported that, essentially, all of the work has been completed on East Main Street with the exception of the installation of streetlighting. He stated that the Town paid the required aid to construction fee to Appalachian Power Company (APCO) on September 1, 2017. Councilman Bloomfield noted that all work that was needed, including conduit, was completed on the project by May 6, 2019. He commented that the Town has, throughout this period of time, encouraged APCO to proceed with the installation of the lighting. Councilman Bloomfield remarked that the Public Works Committee was pleased to report that they have, this past week, commenced with the installation of the lighting on East Main Street. He stated that he thinks everyone will agree that the new lighting system is very attractive and will be of great benefit to this portion of street. Councilman Bloomfield noted that the Committee regrets that it has taken so long for the lighting to be installed, but the holdup has been on the part of the electric company and not the Town. He advised that, fortunately, it is now underway, and the project should be totally complete in the very near future. A copy of the Public Works Committee report is attached and made part of these minutes.

Mayor Taylor inquired if the streetlights were in service. Town Manager Sutherland advised that all of the streetlights have been installed, however, he is not sure if they are in service at this time.

#### **RE: APPOINTMENTS – BOARD OF ZONING APPEALS**

Mayor Taylor advised that the next agenda item is to consider the appointment of a member to the Board of Zoning Appeals to fill the expired term of Mr. Bob Surber (term expired September 10, 2019). Mayor Taylor advised that the action by the Town Council would be a recommendation to the Circuit Court for the appointment of a member for a five year term, which would expire September 10, 2024. A motion was made by Vice-Mayor King and seconded by Councilman Bloomfield to recommend to the Circuit Court to appoint Mr. Charles Johnson to the Board of Zoning Appeals for a five year term, which expires September 10, 2024. Mayor Taylor inquired if there was any discussion on the motion to recommend to appoint Mr. Johnson to the 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: APPOINTMENTS – WALL OF HONOR COMMITTEE**

Mayor Taylor advised that the next agenda item is to consider the appointment of a member to the Wall of Honor Committee to fill the expiring term of Mr. Dan Kellett (term expires February 1, 2020). Mayor Taylor advised that this appointment of a member would be for a four year term, which would expire February 1, 2024. A motion was made by Vice-Mayor King and seconded by Councilwoman Pattison to appoint Ms. Maelene Watson to the Wall of Honor Committee for a four year term, which expires February 1, 2024. Mayor Taylor inquired if there was any discussion on the motion to appoint Ms. Watson 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. Town Manager Sutherland advised that Ms. Watson would be the representative for the American Legion on the Wall of Honor Committee.

**RE: ADJOURNMENT**

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:09 p.m.).

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk

## **PUBLIC WORKS COMMITTEE REPORT**

**JANUARY 27, 2020**

1. We have identified, this year, the need to conduct an architectural/engineering study on the location and type of facility that will be built to house our expanded Fire and EMS Services. We have delayed to this point and time proceeding with having a design performed not knowing if it would involve both Fire and EMS or just Fire Services. It now appears that we will be providing both Fire and EMS Services, and the new facility will necessarily need to accommodate both needs. Five architectural/engineering firms responded to the Request for Statements of Qualifications (RFQ), and they will be interviewed on February 5 and 6, 2020. Thereafter, the firms will be ranked according to their abilities, and negotiations will follow concerning fees. We anticipate that the Council will be in a position to award a contract to the successful architectural/engineering firm by mid-February. No other action is needed by the Council at this time, but the matter will be back before the Council for approval of contractual arrangements.
2. Essentially, all of the work has been completed on East Main Street with the exception of the installation of streetlighting. The Town paid the required aid to construction fee to Appalachian Power Company (APCO) on September 1, 2017. All work that was needed, including conduit, was completed on the project by May 6, 2019. We have, throughout this period of time, encouraged APCO to proceed with the installation of the lighting. We were pleased to report that they have, this past week, commenced with the installation of the lighting on East Main Street. I think

everyone will agree that the new lighting system is very attractive and will be of great benefit to this portion of street. We regret that it has taken so long for the lighting to be installed, but the holdup has been on the part of the electric company and not the Town. Fortunately, it is now underway, and the project should be totally complete in the very near future.

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Joseph E. Hand, Jr.

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Mark J. Bloomfield

## **BUDGET AND FINANCE COMMITTEE REPORT**

**JANUARY 27, 2020**

1. We have reviewed a couple of circumstances where our incentives that are intended to assist local eateries and restaurants with local incentives are not effective in all situations. We have discovered situations where restaurants have moved into the downtown area and, thus, not been eligible to participate in the local incentives program. We believe that the regulations, as they exist, should be amended to allow a total participation period of 60 months regardless of the location during any portion of that time. Attached, please find a copy of the proposed revision. It would be the recommendation of the Budget and Finance Committee that the revision be adopted, as written, and become effective immediately.
2. As we enter the year 2020, it is clear that our budget for Fiscal Year 2019-20 will need to be amended prior to July 1, 2020. There are a number of projects where expenses have exceeded projected revenue, and we know that there will be additional expenses associated with our efforts to expand the fire and EMS services. We do not know the exact amounts that will be proposed for revisions, but, in any event, they will require a public hearing to be conducted. Over the next couple of months, the Council will look at all of these amendments and will advertise and conduct a public hearing to make such amendments. No action of the Council is required at this time, but we did want everyone to be aware that

certain revisions to our current year's budget would be required prior to entering the new fiscal year.

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Jacqueline K. King

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Cathy D. Pattison