

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 24, 2020, AT 7:00 P.M.**

Members present: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield

Members absent: Jacqueline K. King, 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, David Kause, Holly Atkins, 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 Mayor Taylor.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of February 10, 2020, and the request of District III Governmental Cooperative for waiver of fees for use of Withers Park on Thursday, June 11, 2020, for Senior Day in the Park. 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 Councilman Hand to approve the consent agenda consisting of the minutes of the regular meeting of February 10, 2020, and the request of District III Governmental Cooperative for waiver of fees for use of Withers Park on Thursday, June 11, 2020, for Senior Day in the Park, 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, Joseph E. Hand, Jr., Mark J. Bloomfield. Against: None.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She advised that there were no citizens listed on the sign in sheet who wished to address the Council during Citizens' Period, however, if anyone has changed their mind and wished to speak, now is the time to do so. There being no one to address the Council during Citizens' Period, she proceeded 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, February 25, 2020, at 7:00 a.m., in the Council Conference Room.
2. The Joint Industrial Development Authority will meet on Thursday, February 27, 2020, at 3:00 p.m., in the Council Chambers.
3. Town Manager Sutherland commented that there are several calendar matters that were brought to his attention earlier in the day that he will discuss with the Council at the Work Session in the morning.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Mayor Taylor advised that Vice-Mayor King nor Councilwoman Pattison were present to read the the Budget and Finance Committee Report, therefore, Town Manager Sutherland would summarize the report for the Council. Town Manager Sutherland summarized the report. The Budget and Finance Committee Report was entered into the record as follows: As we had reported earlier, the Town solicited requests of credentials from architectural and engineering firms to assess the location and construction of our new fire and EMS station. A total of five firms submitted Statements of Qualification. Each of these firms were interviewed and, subsequently, firms were ranked in the order of our determination of their qualification. The first ranked firm was OWPR Architects and Engineers of Blacksburg, Virginia; the second ranked firm was Johnson & Bailey Architects, P.C.; and, the third ranked firm was Hughes Associates Architects & Engineers. We are now in a position, since this selection has been determined, that we can negotiate fees with OWPR Architects and Engineers. Assuming we can reach a successful negotiation for fees and the parameters of other services, we will move toward the execution of a contract for these services. If we are not able to negotiate these terms with OWPR Architects and Engineers, we will move to the second ranked firm and, if necessary, to the third ranked firm. These three firms, clearly, had some of the best credentials in the area for

the development of fire and EMS facilities. We believe that the employment of these architects will result in a quality product for our community. We should know within the next two weeks the result of the negotiations and be in a position to make a proposal to the Council. At this point, there are no other steps that need to be taken by the Council.

At the last meeting of the Board of Supervisors, they ratified the proposed agreement between the Town of Wytheville and Wythe County for providing Emergency Management Services both in town and in portions of Wythe County. Effective on or about March 1, 2020, the Town will assume the responsibility for all emergency services for the Wythe County Rescue Squad in the exact same footprint of the county that is currently being serviced. Wythe County and the Wythe County Rescue Squad have agreed to convey to the Town of Wytheville all assets of the Wythe County Rescue Squad, and they will become a part of our operations in March. We have now employed fire and EMS personnel capable of providing a professional fire and emergency services department for our designated area. We are very excited that we will be able to increase the level of service to our citizens. We will be providing additional information to the community in the near future about these operations. There are certain procedural steps remaining to be performed, but the broad consensus is that the requirements have been satisfied. No additional action is required by the Council at this time, but we did want to make citizens aware that these new services would be available in the very near future. 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 at the completion of the Downtown Streetscape Improvements Project several years ago, the Town of Wytheville revised the Snow and Ice Removal Policy in the area between Fifth and Sixth Streets to better preserve the new brick sidewalks. He explained that the Town assumed the responsibility for snow and ice removal in front of businesses that was previously the responsibility of the business owners. Councilman Bloomfield remarked that snow is now removed from the sidewalks with power brooms, in lieu of shovels and plows, and magnesium chloride is the only deicing salt utilized. He noted that all businesses in this area should be aware that the timeframe for the obligation to remove the snow/ice is eight hours from the time the event ceases, or in an overnight event, 4:00 p.m. the following day. He commented that Town crews will make every effort to remove snow/ice within that timeframe. Councilman Bloomfield stated that the Town has requested businesses to assist in sidewalk safety by applying magnesium chloride deicing salts to help keep sidewalks as safe as possible. He advised that the Town provides bags of magnesium chloride to businesses during the winter months to assist with that effort. Councilman Bloomfield noted that it is very important to the safety of the Town's citizens that the Town maintain clean sidewalks. He stated that, obviously, the Council is very concerned that these safety measures be taken, but the Public Works Committee would note that businesses have a responsibility and obligation to assist in the safety of patrons. Councilman Bloomfield advised that if anyone has specific questions with regard to any portion of this program, they should contact the Municipal Office.

Councilman Bloomfield reported that, last year, Mr. Tom Klatka, an archeologist with the Virginia Department of Historic Resources, attended a Council Work Session and explained to the Council, the programs that could assist with research and stone improvement in the Oakwood Cemetery. He noted that the Oakwood Cemetery is a very old and historic cemetery situated on Peppers Ferry Road that was obtained by the Town of Wytheville and now in the maintenance care of the Town's cemetery programs. Councilman Bloomfield commented that Mr. Klatka explained that there were certain funds available from the State of Virginia that would assist in researching burial records in the cemetery. He remarked that the burial records for Oakwood Cemetery are very unclear, and it would be helpful if the Town could clarify the burial records. Councilman Bloomfield stated that Mr. Klatka also noted that there were certain State funds available that could be used for the maintenance of markers in the cemetery. He remarked that since that time, the Town has been advised by Mr. Klatka that the General Assembly has dissolved that program for the upcoming year. Councilman Bloomfield noted that according to Mr. Klatka, the General Assembly is looking at alternative programs, and he felt sure that by the second year of the biennium, funding would be available just on a different funding formula. He explained that since that time, Mr. John Johnson has performed a considerable amount of research and has greatly enhanced the Town's knowledge of burials in Oakwood Cemetery. Councilman Bloomfield stated that the Town is indebted to Mr. Johnson for these efforts. He commented that the Council is disappointed that the funding is not available from the State of Virginia this upcoming year, but the Town is happy to report that it appears that in the following years, funding will be available. Councilman Bloomfield advised that, clearly, the Town will pursue getting all funding that is available for the historic African American Oakwood Cemetery. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1378

Mayor Taylor presented Ordinance No. 1378, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone the block of properties bounded by West Pine Street, West Reservoir Street, North 24th Street and North 26th Street from B-2 Business to R-3 Residential, on second reading. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to suspend the rules and adopt Ordinance No. 1378, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, to rezone the block of properties bounded by West Pine Street, West Reservoir Street, North 24th Street and North 26th Street from B-2 Business to R-3 Residential, on second and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on second 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, Joseph E. Hand, Jr., Mark J. Bloomfield

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1378 was adopted on second and final reading.

RE: APPOINTMENTS – WYTHEVILLE PLANNING COMMISSION

Mayor Taylor advised that the next agenda item is to consider the appointment of a member to the Wytheville Planning Commission to fill the expiring term of Dr. Terrance E. Suarez (term expires March 2, 2020). Mayor Taylor advised that this appointment of a member would be for a four year term, which would expire March 2, 2024. A motion was made by Councilman Bloomfield and seconded by Councilman Hand to appoint Mr. George F. Wittwer to the Wytheville Planning Commission for a four year term, which expires March 2, 2024. Mayor Taylor inquired if there was any discussion on the motion to appoint Mr. Wittwer to the Wytheville Planning Commission. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Joseph E. Hand, Jr., Mark J. Bloomfield. 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.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

FEBRUARY 24, 2020

1. As we had reported earlier, the Town solicited requests of credentials from architectural and engineering firms to assess the location and construction of our new fire and EMS station. A total of five firms submitted Statements of Qualification. Each of these firms were interviewed and, subsequently, firms were ranked in the order of our determination of their qualification. The first ranked firm was OWPR Architects and Engineers of Blacksburg, Virginia; the second ranked firm was Johnson & Bailey Architects, P.C.; and, the third ranked firm was Hughes Associates Architects & Engineers. We are now in a position, since this selection has been determined, that we can negotiate fees with OWPR Architects and Engineers. Assuming we can reach a successful negotiation for fees and the parameters of other services, we will move toward the execution of a contract for these services. If we are not able to negotiate these terms with OWPR Architects and Engineers, we will move to the second ranked firm and, if necessary, to the third ranked firm.

These three firms, clearly, had some of the best credentials in the area for the development of fire and EMS facilities. We believe that the employment of these architects will result in a quality product for our community. We should know within the next two weeks the result of the negotiations and be in a position to make a proposal to the Council. At this point, there are no other steps that need to be taken by the Council.

2. At the last meeting of the Board of Supervisors, they ratified the proposed agreement between the Town of Wytheville and Wythe County for providing Emergency Management Services both in town and in portions of Wythe County. Effective on or about March 1, 2020, the Town will assume the responsibility for all emergency services for the Wythe County Rescue Squad in the exact same footprint of the county that is currently being serviced. Wythe County and the Wythe County Rescue Squad have agreed to convey to the Town of Wytheville all assets of the Wythe County Rescue Squad, and they will become a part of our operations in March. We have now employed fire and EMS personnel capable of providing a professional fire and emergency services department for our designated area. We are very excited that we will be able to increase the level of service to our citizens. We will be providing additional information to the community in the near future about these operations. There are certain procedural steps remaining to be performed, but the broad consensus is that the requirements have been satisfied. No additional action is required by the Council at this time, but we did want to make citizens aware that these new services would be available in the very near future.

Jacqueline K. King

Cathy D. Pattison

PUBLIC WORKS COMMITTEE REPORT

FEBRUARY 24, 2020

1. At the completion of the Downtown Streetscape Improvements Project several years ago, the Town of Wytheville revised the Snow and Ice Removal Policy in the area between Fifth and Sixth Streets to better preserve the new brick sidewalks. The Town assumed the responsibility for snow and ice removal in front of businesses that was previously the responsibility of the business owners. Snow is now removed from the sidewalks with power brooms, in lieu of shovels and plows, and magnesium chloride is the only deicing salt utilized. All businesses in this area should be aware that the timeframe for the obligation to remove the snow/ice is eight hours from the time the event ceases, or in an overnight event, 4:00 p.m. the following day. Town crews will make every effort to remove snow/ice within that timeframe.

We have requested businesses to assist in sidewalk safety by applying magnesium chloride deicing salts to help keep sidewalks as safe as possible. The Town provides bags of magnesium chloride to businesses during the winter months to assist with that effort. It is very important to the safety of our citizens that we maintain clean sidewalks. Obviously, the Town is very concerned that these safety measures be taken, but we would note that businesses have a responsibility and obligation to assist in the safety of patrons. If anyone has specific questions with regard to any portion of this program, they should contact the Municipal Office.

2. Last year, Mr. Tom Klatka, an archeologist with the Virginia Department of Historic

Resources, attended a Council Work Session and explained to us the programs that could assist with research and stone improvement in the Oakwood Cemetery. The Oakwood Cemetery is a very old and historic cemetery situated on Peppers Ferry Road that was obtained by the Town of Wytheville and now in the maintenance care of our cemetery programs. Mr. Klatka explained that there were certain funds available from the State of Virginia that would assist in researching burial records in the cemetery. The burial records for Oakwood Cemetery are very unclear, and it would be helpful if we could clarify the burial records. Mr. Klatka also noted that there were certain State funds available that could be used for the maintenance of markers in the cemetery. Since that time, we have been advised by Mr. Klatka that the General Assembly has dissolved that program for the upcoming year. According to Mr. Klatka, the General Assembly is looking at alternative programs, and he felt sure that by the second year of the biennium, funding would be available just on a different funding formula. Since that time, Mr. John Johnson has performed a considerable amount of research and has greatly enhanced the Town's knowledge of burials in Oakwood Cemetery. We are indebted to Mr. Johnson for these efforts.

We are disappointed that the funding is not available from the State of Virginia this upcoming year, but we are happy to report that it appears that in the following years, funding will be available. Clearly, we will pursue getting all funding that is available for the historic African American Oakwood Cemetery.

Joseph E. Hand, Jr.

Mark J. Bloomfield