

TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924



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November 16, 2023

Mr. Robert McWhirter
MuckRock News
DEPT MR 154129
235 Huntington Avenue
Boston, Massachusetts 02115

Dear Mr. McWhirter:

Thank you for your Freedom of Information Act request that was made in accordance with the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) dated November 3, 2023, requesting information regarding a traffic pattern/traffic light study. This was a study performed by Town employees, so there are no records of documents used to select a company to perform the study. However, I have attached meeting minutes that explain about the study. To respond to your request took more than two hours of staff time, and the total fee is \$85.29. The Town of Wytheville will send you an invoice for this amount.

Thank you for the submittal of your request. If you have any questions, please let me know.

Sincerely,

Sherry G. Corvin, CMC
Town Clerk/
Freedom of Information Officer

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE AND
PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL
CONFERENCE ROOM ON TUESDAY,
AUGUST 11, 2015, AT 7:00 A.M.**

Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman Thomas F. Hundley, Councilman William B. Weisiger, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sherry G. Corvin, Assistant Director of Planning & Development Brian Freeman

Town Manager Sutherland stated he had various discussions with County Administrator Cellell Dalton regarding the connector road to Progress Park. He advised that Mr. Dalton stated the route the Town proposed was not a bad idea because it would promote economic development. He stated that Mr. Dalton and he agreed that the first thing that needs to take place is to ask the Virginia Department of Transportation to fund a study to create a design. Town Manager Sutherland noted that Wythe County is willing to be the co-applicant to VDOT for getting a design study. He commented that if the Committee members are agreeable to this concept, the process needs to begin. He noted, additionally, this should be a topic for the upcoming Joint Governing Bodies meeting. It was the consensus of the Committee members for Wythe County Officials to request VDOT to fund a study on the connector road beginning at Progress Park and ending on East Main Street near Exit 73 and, also, designate this as a topic for the August 31, 2015, Joint Governing Bodies meeting.

Town Manager Sutherland advised that Town staff had received notification from VDOT that it is time to submit applications for a potential Revenue Sharing Funding project. He advised that the Town has a project for the current year, but this will be for the 2016 – 17 fiscal year. Town Manager Sutherland reminded the Committee members that the Revenue Sharing Funding, for the current year, is to be used for the East Main Street Project. He stated the process is well underway and, hopefully, the project will be sent out to bid later in the year. Vice-Mayor King inquired about the second phase of Community Boulevard. Town Manager Sutherland noted that this project is still in VDOT's Six-Year Plan. He advised that funding may be necessary from the Revenue Sharing Funding program to assist with the completion of Community Boulevard.

Town Manager Sutherland stated inquiries have been made in regard to the Town conducting a fall shredding event. It was the consensus of the Committee members that, thus far, the shredding events have been successful, and the Town should sponsor another event in the fall. Assistant Town Manager Moore inquired if it would be advantageous to request two trucks. He noted one could be for businesses only and they could, potentially, pay per pound, etc. He commented there are a lot of businesses that are turned away from the events that would like to participate in the shredding. Town Manager Sutherland stated that inquiries can be made to Commonwealth Document Management regarding this concept.

Town Manager Sutherland presented a request for funding from the Smyth Wythe Airport Commission. He noted the request inquired if the Town would like to consider a quarterly payment. It was the consensus of the Committee members to fund the Smyth Wythe Airport Commission quarterly.

Town Clerk Corvin noted, currently, the Town's ordinance states that inoperative vehicles are to be removed within 15 days. She noted that the Police Department is giving citizens 60 days to remove the inoperative vehicles. She advised that she discussed the ordinance with Director of Public Safety Newberry, and he informed her that the vehicle had to be inoperative for 60 days. Town

Clerk Corvin stated Director Newberry is requesting that the ordinance be changed to state if a vehicle sits for 30 days, it is inoperative, and the Town will give them 30 days to remove the vehicle. Town Clerk Corvin noted, currently, the Town Code is stating one guideline and the Police Department is following another. She commented that this is very difficult to explain to the public when inquiries are made. She reiterated that the Town Code needs to be changed to match the procedures being followed. Town Manager Sutherland commented there are, surprisingly, a lot of junk cars throughout the town. It was the consensus of the Committee members to proceed with a draft of the changes to the Inoperative Vehicle Ordinance.

Town Manager Sutherland advised that First Call Ambulance Service has made application to operate public vehicles in the town. A brief discussion ensued regarding the various ambulance services within the area. Town Manager Sutherland noted another inquiry he had received from Guardian Ambulance Service regarding First Call Ambulance Service being yet another service in the town. The Committee members commented that these types of businesses can be regulated. Town Manager Sutherland noted that the Code provides for a Certificate of Necessity and Public Convenience, and the word "necessity" is the key word. Mayor Crewe stated he felt this company should be granted a certificate this year, however, next year when the process starts over, Town staff should ask for the number of calls each company is receiving. Councilman Hundley stated he felt that the additional competition would lower the costs associated with the transportation service.

Town Manager Sutherland noted a letter that was sent from the Department of Public Safety to each political candidate and party advising them to remove their political signs from the Town's rights of way. Mayor Crewe reiterated the details of the letter. Vice-Mayor King expressed her concern about the political parties placing the signs on personal property and not asking the property owner.

Town Manager Sutherland stated Mr. Brian Freeman will be discussing the proposed improvements in the downtown area. He commented that he would like the Committee members to give strong consideration regarding the elimination of certain traffic signals. Mayor Crewe inquired if any type of study should be conducted. Town Manager Sutherland inquired if the Committee members desired to cover the traffic signals and install STOP signs to see if the concept will work. Mayor Crewe inquired as to which traffic signals Town Manager Sutherland is referring to. Town Manager Sutherland stated the traffic signal at First and Main Streets and Spring and First Streets. Councilman Hundley inquired about the cost savings to the Town. Town Manager Sutherland indicated what the savings to the Town would be by not having to replace the traffic poles. The Committee members discussed the concept of how traffic could flow without the use of the signals. It was the consensus of the Committee members to cover the lights to see what type of reaction takes place. Town Manager Sutherland advised that a press release could be sent out regarding the plans for the traffic signals, therefore, citizens could be aware of what is taking place. Assistant Town Manager Moore suggested some type of pedestrian crosswalk signage as well. Town Manager Sutherland briefly updated Mr. Freeman on the Committee members' decision regarding the traffic signals that will be covered. Town Manager Sutherland inquired of Mr. Freeman about the status of the work being performed by Hill Studio. Mr. Freeman noted, currently, there is a major effort taking place to coordinate all of the consultants, subconsultants and vendors. He briefly explained the various vendors involved in the coordination. Mayor Crewe inquired if all of the vendors were working together. Mr. Freeman confirmed that the vendors were working together. He commented that it is clear that the construction will not begin in the upcoming fall. He noted that it will be possible for the project to be put out to bid and some work could begin, however, the threat of the upcoming winter may hinder the process, and workers and equipment may have to be withdrawn and this could become very costly. He noted it would be up to the Committee members to decide if they would like to push forward and get the project started before Christmas or to wait and make sure everything is lined up and start in the spring. Mr. Freeman commented that the latter

part is his suggestion. Mayor Crewe inquired if the project can be bid in the winter to start in the spring. Mr. Freeman stated he felt the Town could specify this and not issue the Notice to Proceed until spring. Mayor Crewe commented that he feels like the project should not be rushed. Mr. Freeman commented that the complexity of the project has increased. Town Manager Sutherland discussed the design of the sidewalk. He noted conversation among the Committee members regarding the concept that at some point in front of the building line, for example 5 feet, the sidewalk will be saw cut, and from that point to the street, the sidewalk will be brick, and from the brick back to the building, it will remain concrete. Mr. Freeman reviewed possible designs for the sidewalk. He commented there is not a clear 5 foot panel. Town Manager Sutherland noted it will be necessary to cut it. Mr. Freeman noted if you are cutting concrete that is already deteriorating there will be a lot of repair work because it will not cut off cleanly. Mr. Freeman continued to describe what could take place if/when the concrete is cut. Councilman Hundley inquired of Mr. Freeman about what type of solution there is. Mr. Freeman stated the design should be brick all the way to the storefronts or concrete all the way to the storefronts. He remarked that he would not recommend leaving the five foot section of concrete. The Committee members discussed that the main objective of the sidewalk project is making the improvements the least disruptive as possible to the business owners. Town Manager Sutherland expressed his concern over the business owners and citizens being unable to get to their stores. Mayor Crewe inquired what the difference will be for the businesses whether the Town is pouring concrete, sawing concrete or laying brick. The Committee members agreed that all three scenarios will interfere with the businesses. Mr. Freeman noted the brick sidewalk will take longer due to the demolishing of the concrete that is in front of the building and a new concrete subbase that will be poured. He stated that once the subbase is poured, it can be walked on, and ramps can be made to the storefronts. Mayor Crewe noted the work could not be performed at night. Town Manager Sutherland stated that is correct. Mr. Freeman proceeded to depict on a drawing a proposed sequence of construction. Further discussion ensued regarding a requirement of the contractors to construct some type of temporary, movable structure in front of the businesses. Assistant Town Manager Moore commented that 90 percent of the project is going to depend on how easy the contractor will be to work with. Town Manager Sutherland commented that the contractor awarded the project will be the one with the low bid. He advised that inspections will be continuous. Further discussion ensued regarding the length of disruption to the storeowners for either brick to be laid or concrete to be poured in front of the businesses. Assistant Town Manager Moore noted the façade program can, possibly, begin before the sidewalk improvements do. The Committee discussed when a portion of the façade improvements can begin. Town Manager Sutherland reminded the Committee members that the funds for the façade program were being provided by the Town. Councilman Hundley inquired if the façade program will be available to business owners on an as needed basis or is this a one time funding. Assistant Town Manager Moore noted it will be a one time only program unless the Committee members desire to have a revolving type fund. Mayor Crewe stated he felt like the project should move along soon. He commented that the Town will need to continue a good relationship with the business owners during the process to ensure their satisfaction with the work being performed. Vice-Mayor King noted the business owners have known for some time that these improvements would be taking place. It was the consensus of the Committee members to brick the entire sidewalk area and try to keep the disruption to the business owners at a minimum. Further discussion ensued regarding the timetable involved with beginning the façade improvements.

There being no further business, the meeting was adjourned. (8:45 a.m.)

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE AND
PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL
CONFERENCE ROOM ON TUESDAY,
SEPTEMBER 15, 2015, AT 7:00 A.M.**

Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman William B. Weisiger, Councilman Thomas F. Hundley, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sherry G. Corvin, Director of Public Works Tommy Seagle

Town Manager Sutherland advised that the "Under Construction" banners will be placed in the downtown area once work begins in the area. Councilman Hundley noted that the members of the Downtown Wytheville, Incorporated Board of Directors thought it may be helpful to have the signage established earlier so citizens would know that it is a work in process project. It was the consensus of the Committee members to put the banners up once the holiday decorations have been removed.

Town Manager Sutherland discussed the Singleton property and the court order that allowed the Town's Building Official to enter the house for inspection. He commented that Mr. Singleton had been reluctant to allow this to happen in the past. Town Manager Sutherland noted the Town only wanted to make sure that the plumbing and electrical systems were functional.

Mayor Crewe briefly discussed the issuance of Certificates of Public Convenience and Necessity. He inquired if there was any way to tell how many non-emergency transports were made by the businesses serving the Wytheville area. The Committee members discussed the authority the Town held over the issuance of the certificate. Town Manager Sutherland stated he would discuss the topic of the governing authority with County Administrator Dalton.

Town Manager Sutherland presented an invitation from the Joint Industrial Development Authority to attend the Startup Wythe In Business Idea Competition Finale. Councilman Hundley noted if the Council members could attend the event, Downtown Wytheville, Incorporated would appreciate their attendance. Mayor Crewe commented that there were some very good finalists in the competition. Councilman Hundley noted the group had done an outstanding job with the program. He advised that based off of the competition, there should be six new businesses opening in the downtown area.

A brief discussion ensued regarding the flow of traffic at the intersection of Monroe and Fourth Streets.

Director of Public Works Tommy Seagle reported that Town staff will proceed with installing "STOP" signs and will cover the traffic light heads and see how the flow of traffic transpires in the chosen areas. He commented that the biggest concern that has been expressed is regarding the school buses that travel the areas in question. He noted that he felt like the traffic flow will be improved. A brief discussion ensued regarding the recent power outages in the area. Director Seagle noted that Asplundh will be cutting trees in the area that are under the powerlines. Town Manager Sutherland noted a citizen's concern regarding the placement of multiple bags of trash in certain locations and, also, trash being placed on the curb with no apparent sticker. Mayor Crewe inquired if it was the Town's policy to pick up refuse as Town Manager Sutherland noted. Director Seagle stated that it was not the Town's policy. The Committee members discussed the request for a traffic signal to be placed at the entrance of the Food Lion shopping plaza on North Fourth Street. The Committee noted that a study had been conducted regarding the placement of a traffic signal at this location and it was determined that it would not be feasible at this location.

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE AND
PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL
CONFERENCE ROOM ON TUESDAY,
SEPTEMBER 22, 2015, AT 7:00 A.M.**

Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman William B. Weisiger, Councilman Thomas F. Hundley, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sherry G. Corvin, Dustin Hazlewood

The Committee members briefly discussed the Town right of way to a pump station that serves as a right of way for utility services only. The Committee members discussed Ms. Huff's concern regarding the use of the right of way by neighboring property owners. Town Manager Sutherland depicted the property in question on the map.

Assistant Town Manager Moore stated that Appalachian Power Company would like to remove the oak tree that is located on the old jail property. He noted that it was currently interfering with the powerlines. He inquired if the Committee members would object to its removal. It was the consensus of the Committee members to allow Appalachian Power Company to cut the tree down.

Town Manager Sutherland noted there may be an expansion of one of the local companies. He advised that he is unsure of when any type of announcement will be made, but, if necessary, Mayor Crewe or Vice-Mayor King may be asked to make a short speech at the event. He reiterated that he is unsure if and/or when an announcement will take place. He stated he merely wanted to make everyone aware of what may take place.

Town Manager Sutherland stated that Town Treasurer Stephens has inquired about the Water/Sewer Fund paying back borrowed funds to the General Fund. He explained that the Water/Sewer Fund has approximately \$2 million in reserves and, currently, owes the General Fund \$2 million. Town Manager Sutherland advised that Town Treasurer Stephens has suggested the Water/Sewer Fund pay back \$1 million to the General Fund. It was the consensus of the Committee members to authorize Town Treasurer Stephens to make this transaction. Town Manager Sutherland stated this topic would be an agenda item for the upcoming Town Council meeting.

A brief discussion ensued regarding the travel plans for the upcoming Virginia Municipal League Conference.

Town Manager Sutherland presented a letter from a food vendor who participated in the Chautauqua Festival this past June. He noted the letter indicated that the gentleman received a parking ticket during the festival due to having an oversized truck in the parking space. Mayor Crewe commented that he wonders why the gentleman waited so long to respond to the ticket that was issued. Town Manager Sutherland presented pictures of the vehicle and where it was parked. Mayor Crewe noted it appeared that the trailer hitch on the vehicle was blocking the entrance into the parking lot. He commented, however, if the hitch was blocking the entrance, but the parking lot was already closed for the event, he did not see how it could be much of an offense. It was the consensus of the Committee members to instruct Director of Public Safety Albert Newberry to refund the fee associated with the parking ticket.

Mr. Dustin Hazlewood, of the Wythe County Rescue Squad, presented the quarterly report on the Rescue Squad. He proceeded to provide to the Committee members the total revenues for the quarter. He pointed out that the supplies line item in the budget was slightly increased. He advised this line item had increased due to some part-time and paid staff members coming in to run second

calls if the primary truck is on a call. Mr. Hazlewood continued to review the report for the Committee members. He noted that Medicare payments are coming in more slowly than normal. He stated that Medicare is approximately two months behind in processing payments. Mr. Hazlewood advised that a grant application had been submitted for a new truck. Mayor Crewe inquired if the Rescue Squad will be able to retire any equipment if they receive the funding for a new truck. Mr. Hazlewood stated Wythe County owns the vehicles, therefore, he assumed they would make that decision. He noted unfortunately, the new truck would replace one that had been wrecked. Mr. Hazlewood briefly discussed his position with the Rescue Squad. Mr. Hazlewood noted that the Wythe County Rescue Squad depended on Guardian Ambulance Service a great deal. He commented if the Rescue Squad's resources are unavailable then Guardian is the service they call as a backup. He noted that they have a good relationship. Mayor Crewe inquired of Mr. Hazlewood exactly who does the Rescue Squad answer calls from. Mr. Hazlewood advised the only calls that the Wythe County Rescue Squad responds to are from the E-911 Dispatch Center. He stated that the Wythe County Rescue Squad does not conduct any inter-facility transfers. He noted that Guardian takes care of those calls. Mayor Crewe stated that the ambulance services that are working within the town are not competing with the Wythe County Rescue Squad. Mr. Hazlewood noted that is correct. Mayor Crewe briefly discussed if there was a need for numerous ambulance services to operate within the town. Mr. Hazlewood presented the third quarter Worker's Compensation invoice to the Committee members. He noted the invoice was for the amount of \$2,004.59. He stated if the Town Council could provide any assistance toward the payment of this invoice, it would be greatly appreciated.

Town Manager Sutherland presented a draft of the Budget and Finance Committee Report. He noted that the report addressed the reimbursement rate of the State regarding personal property taxes, i.e. vehicles. He commented that, each year, the Town must declare what the reimbursement rate will be. Town Manager Sutherland advised that last year it was 58.97 percent and this year it will be 55.70 percent. He noted that this action must be taken each year, therefore, the topic will be placed on the upcoming agenda of the Town Council.

Town Manager Sutherland presented an invitation to the Committee members regarding a retirement party for Mr. Dewey Hagy. He commented that Mr. Hagy has served 42 years with the Wytheville Fire Department. Mayor Crewe advised he would note the Town Council's appreciation at the event.

Town Manager Sutherland presented the synopsis of the Fourth Street Signalization Study. He noted that a signal would meet the criteria, however, the report stated it was unsure if the signal would be an improvement to the area. Town Manager Sutherland stated that the report, basically, leaves the decision up to the Town Council. Mayor Crewe commented on the underground utilities in the area that could be disrupted by the wiring of the traffic signal. Councilman Hundley suggested conducting a test of eliminating the use of Virginia Avenue as an exit. He stated that the exiting traffic from Virginia Avenue is what is causing a steady flow of traffic and making it unable to turn in or out of the shopping plaza. Councilman Hundley stated that when traffic proceeded down Virginia Avenue from the Hospital, it could turn left and exit in between the shopping center and the Ruby Tuesday restaurant, and use the stop light. Further discussion ensued regarding the concept. Assistant Town Manager Moore noted that this pattern could congest the area behind Ruby Tuesday. Councilman Hundley noted it is obvious that the issue with the traffic in the area is that traffic continually flows through the area.

A brief discussion ensued regarding the upcoming test on the removal of certain traffic lights in the downtown area.

Town Manager Sutherland presented the paving bids received for the upcoming paving year. He

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE AND
PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL
CONFERENCE ROOM ON TUESDAY,
SEPTEMBER 29, 2015, AT 7:00 A.M.**

Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman William B. Weisiger, Councilman Thomas F. Hundley, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Sheri Shelton, others

Town Manager Sutherland noted that the annual Virginia Municipal League Conference will be held this upcoming weekend in Richmond, Virginia. He advised that final plans needed to be made in terms of who was attending and if there were any transportation issues. Town Manager Sutherland stated that once everyone had determined their situation that Town staff would verify hotel and conference registrations. It was the consensus of the Committee members that since the VML Conference would be held next week that there would not be a Work Session for the week of October 5, 2015.

Town Manager Sutherland noted that the Jack Singleton residence had been sold. He advised that this was the house that was the matter of the legal action, but it had been sold to another party who has obtained a building permit to make improvements.

Town Manager Sutherland stated there was a turkey vulture problem in the vicinity of Church and First Streets near Jefferson Street. He noted that these birds were an endangered species even though they were creating a significant nuisance for the neighborhood. Town Manager Sutherland stated that the residents in that area had been provided information about dealing with these birds. He advised that it would require a permit from the Department of Interior to take any type of eradication efforts.

Town Manager Sutherland noted that the minutes and other information from the Smyth Wythe Airport Commission were enclosed in the Work Session package. He stated he had been contacted by the Airport Commission seeking funding for this current fiscal year. Town Manager Sutherland advised that the appropriation had not been paid since it was unclear what funding was appropriated by the other participation jurisdictions. After a brief discussion, it was determined that in an effort to assist the Commission with their cash flow, the Town would determine what 80 percent of last year's appropriation was and pay one half of that amount, immediately paying the difference once the final number was determined.

Town Manager Sutherland noted that under the terms of the contract, it was time for Mr. and Mrs. Jackson to convey Parcel 3 of the Homestead to the Town of Wytheville. Mayor Crewe noted that the deed had been prepared by Mr. Kaase and would, necessarily, need to be delivered to Mr. and Mrs. Jackson for their execution.

Town Manager Sutherland advised that the experiment on certain traffic signals in the downtown area had commenced. He stated that there had been several complaints on Monday about this new configuration. He noted that there had been several positive comments and that it was too early in the experiment process to make any firm decisions on whether to eliminate these signals or to return them to their normal function. Councilman Hundley noted that it may be informative to check with the school bus program to determine if they were having any problems with this new traffic control situation.

Mayor Crewe noted that he had been contacted by Wolf Brothers Bar-B-Q of Smyth County who is

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE AND
PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL
CONFERENCE ROOM ON TUESDAY,
OCTOBER 13, 2015, AT 7:00 A.M.**

Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman Thomas F. Hundley, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sherry G. Corvin, Tommy Seagle, Rosa Jude

Town Manager Sutherland depicted on the mapping the locations where Mrs. Dunn is requesting the Town to provide sewer service. He advised that Town staff has not created a design or issued any type of response to the request. He noted that the request was only received recently by Town Staff. Vice-Mayor King inquired if Mrs. Dunn desired to subdivide the lots. Town Manager Sutherland stated that seems to be Mrs. Dunn's intention. He reiterated that Town staff has not researched the feasibility of the request. He noted he merely wanted to make the Committee members aware of the request. Mayor Crewe inquired if the request was made regarding any other location within the Town, what the process would be. Town Manager Sutherland indicated that Mrs. Dunn would like some type of assistance from the Town since she had provided assistance to the Town in years past.

Town Manager Sutherland stated that Town Treasurer Stephens has requested if the Committee members would give consideration to the Town eliminating the cat licenses. He commented that this past year, the Town sold 66 cat tags for a total revenue of \$284.00. He advised that it cost approximately \$107.00 to purchase the tags. Vice-Mayor King inquired how the ordinance would be maintained without selling the tags. She stated that she felt like it would not be a good idea to drop the ordinance. After further discussion, it was the consensus of the Committee members to repeal the Town's ordinance regarding the licensing fee for cats.

Mayor Crewe reviewed the schedule for the upcoming VML Regional Suppers and training on the laws regarding the Conflicts of Interest. He noted the training will begin at 3:00 p.m. and the supper will follow the training. Town Manager Sutherland advised that Town staff will register anyone interested in attending. Mayor Crewe stated he will check his calendar and advise Town staff if he would be able to attend.

Town Manager Sutherland advised that a representative from Delegate Campbell's office contacted him to inquire if there were any types of legislation the Town Council would like introduced this year. Town Manager Sutherland noted that he was not aware of anything at this time.

Town Manager Sutherland noted that Town staff had recently met with representatives from the Department of Housing and Community Development regarding the Freedom Lane Project. He stated that the Town has received a grant in the amount of \$505,625. He advised that the funding will be used for infrastructure, water/sewer service, streets, curb and guttering and excavation. Town Manager Sutherland noted that there will be the typical forms that the Town Council will be required to adopt. He advised that the adoption of the policies regarding the project will need to be adopted by January 2016. He stated that Mr. Brian Reed of the Mount Rogers Planning District Commission will act as the project administrator. Town Manager Sutherland commented that Mr. Reed will be in charge of executing the appropriate forms for the project. Town Manager Sutherland stated that Mr. Randy Martin of the Wytheville Redevelopment and Housing Authority has noted the Housing Authority would like everything finalized prior to Thanksgiving, therefore, the project can be put to bid in January 2016. Town Manager Sutherland informed the Committee members that the Freedom Lane Project is approximately a \$5 million project.

The Committee members discussed the results of the traffic study conducted on the streetlights in the downtown area. Director of Public Works Tommy Seagle noted he had spoken to several of the school bus drivers regarding the traffic signal study. He stated that some liked and some disliked the change in the traffic signals. Director Seagle advised that in regard to the Main Street signals, he felt that they should remain in use due to the limited sight distance from the buildings and vehicles on Main Street. Assistant Town Manager Moore inquired if Director Seagle was speaking of First Street and Church Street. Director Seagle stated that is correct. Director Seagle stated, also, at First and Spring Streets there is a very limited sight distance. Town Manager Sutherland stated that Town staff had received some positive statements in regard to the traffic study, however, there had been many negative comments as well. The Committee members discussed the data gathered regarding the traffic study. It was the consensus of the Committee members to leave the traffic signals as they originally operated. A brief discussion ensued regarding the traffic signals that would need to be replaced on Main Street.

The Committee members discussed the concept of placing a bike rack in a location near the Coffee & Crumb restaurant.

The Committee members considered the removal of the fencing located around the skateboard park. It was discussed how the area could be used for parking. The Committee members agreed that the area would be an asset for the Heritage Preservation Center. It was the consensus of the Committee members to remove the fencing and establish the area as a parking lot.

Director Seagle inquired if the Committee members desired to continue the Town's recycling facility, which is located at the entrance to Withers Park. Mayor Crewe asked if there is a reason the Town should not continue providing this service. Director Seagle advised that the truck used for the removal of the recycled materials is in a bad state of repair. A brief discussion ensued regarding the requirements of recycling for a locality. Town Manager Sutherland noted that the recycling activities performed by Wythe County were included in meeting the requirements for the area. Councilman Hundley inquired if there was a better location for the recycling center. Mayor Crewe noted if there were options to the Town getting out of the recycling business, it may be a good thing to consider. He stated that the Town is not making any profit from the service. It was the consensus of the Committee members that the facility is heavily used by the Town's citizens. Further discussion ensued regarding how the recyclable materials are being hauled and where they are being hauled to. Director Seagle reiterated that the truck currently being utilized to haul away the material is old and has a large accumulation of miles. He noted that the vehicle had actually broken down on a couple of occasions. Vice-Mayor King inquired of Director Seagle if the truck was used daily. Director Seagle stated that it was utilized daily and it had several different features that made it an asset to the Department. The Committee members, briefly, discussed alternate locations for the facility.

Director of Tourism Rosa Jude joined the Committee members to discuss the distribution of the citizen newsletter. She advised that the distribution of the citizen newsletter and the Parks and Recreation brochure should not be looked at as the same, and should be considered as two different things with two different purposes. She noted that it has not always been this way. Director Jude stated that she felt the Parks and Recreation brochure is more of a marketing tool, and that the Department is trying to sell a product. She commented that the need for the brochure to be in a printed form is stronger than the need to print the citizen newsletter. She stated that she has held onto the concept of the citizen newsletter because she felt that it was a good tool to provide citizens with information about the town. Director Jude noted she is concerned about all of the work that goes into creating the newsletter and the lack of interest in the newsletter since it can only be viewed electronically. Director Jude continued to inform the Committee members about all of the

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Persons present: Mayor Trenton G. Crewe, Jr., Vice-Mayor Jacqueline K. King, Councilman H. Judson Lambert, Councilman William B. Weisiger, Councilman Thomas F. Hundley, Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sherry G. Corvin

Town Manager Sutherland noted that there will be four areas of the Town Branch that will be the beginning focal point for the stream restoration project. He advised that the project will, hopefully, be put out to bid by spring 2016.

Assistant Town Manager Moore stated the Town now has the opportunity to apply for additional funding through the Enhancement Grant Program with the Virginia Department of Transportation. He noted that the three projects the Town will pursue are: (1) The Historic Truss Bridge Restoration Project; (2) The Heritage Walk Project Phase II; and (3) a walking path from the Walmart shopping center to the Northwinds Apartment Complex on North Fourth Street. Assistant Town Manager Moore noted the abundance of pedestrians walking this route. He advised that Town Staff has received numerous complaints regarding the hazards of walking along this portion of roadway. Assistant Town Manager Moore stated he would like to proceed with the application for the third project and if the Council decided they did not wish to proceed with the walking path, the Town would not accept the funding for the project. He commented that by applying for the three projects, he felt like the Town's chances of receiving the funds would be very good.

Assistant Town Manager Moore stated he had met with a representative from an environmental engineering firm regarding various environmental issues throughout the town. He advised that the representative informed him that the Environmental Protection Agency (EPA) has a grant program, which sets aside approximately \$60,000 per year for locality funding. Assistant Town Manager Moore noted if a locality applies for and receives the funding it can be applied to assessments in environmental issues. He stated that the property can be Town owned or private property. He noted that the Town does not necessarily need to have a project in mind to apply for the funding. Assistant Town Manager Moore stated that program guidelines will be released within the next week or so, and Town Staff feels like this concept is worth investigating further. He advised that the procurement process will be necessary. Assistant Town Manager Moore stated if the Committee members were in agreement, he would pursue this concept. It was the consensus of the Committee members for Assistant Town Manager Moore to proceed with reviewing the guidelines for making application for this funding.

Town Manager Sutherland noted a brief discussion he recently had with Mr. Forrest regarding the Wythe County Rescue Squad building which is located on Town property. He explained that Mr. Forrest noted to him that the Rescue Squad did not have much use for the building, and inquired if the Town would desire to utilize the building. Town Manager Sutherland commented that the building could be a good storage area for the excess equipment from the firehouse. Vice-Mayor King inquired if the Town would be required to pay the Rescue Squad for the building. Town Manager Sutherland noted this is where discussion with the Rescue Squad Board would need to take place. Mayor Crewe stated he felt like they would not give the building to the Town, however, he noted that he did not think they would tear the building down either.

Town Manager Sutherland noted a recent meeting with Ms. Lisa Moore of the Mount Rogers CSB regarding the Edgemont property. He stated that Mount Rogers desired to use the property for new

Town Manager Sutherland noted one of the conditions for accepting the CDBG funding for Freedom Lane is that the Town Council adopt a Residential Anti-Displacement and Relocation Plan. He stated these types of documents have been adopted before for projects such as Jefferson Union. Town Manager Sutherland advised that the plan will be placed on the agenda for the next Town Council meeting.

Town Manager Sutherland noted that he felt like the Town will need to make some type of official report regarding the traffic signals in the downtown area. He inquired of the Committee members about the wording of the report. Councilman Hundley noted that the cost of the new traffic signals should be reported. Vice-Mayor King noted that citizens will be glad that the Town is going to leave the traffic signals as they were. Town Manager Sutherland stated that he had received many positive comments regarding the discontinuation of some of the traffic signals as well. It was the consensus of the Committee members to leave traffic lights where there are currently traffic lights, but install a nicer pole at the majority of the intersections.

There being no further business, the meeting was adjourned. (8:15 a.m.)

C. Wayne Sutherland, Jr. – Town Manager

Sharon G. Corvin – Town Clerk

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, **SEPTEMBER 28, 2015**, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley, William B. Weisiger

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Deputy Clerk Brandi N. Jones, Town Attorney Robert P. Kaase, Mark Bloomfield, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Brandon Smith

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe 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 Crewe presented the consent agenda consisting of the minutes of the regular meeting of September 14, 2015; the request of George Wythe High School for a special exception facility use permit for the George Wythe High School After Prom event to be held on April 30-May 1, 2016; and, the request of Wytheville Baptist Church, St. Paul United Methodist Church and Wytheville Presbyterian Church to close a portion of Church Street from 4:30 p.m. to 7:00 p.m. on October 31, 2015, for The Church Trunk or Treat Halloween activities. He inquired of the Council if there is a motion to approve the consent agenda together or as separate items. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to approve the consent agenda consisting of the minutes of the regular meeting of September 14, 2015; the request of George Wythe High School for a special exception facility use permit for the George Wythe High School After Prom event to be held on April 30-May 1, 2016; and, the request of Wytheville Baptist Church, St. Paul United Methodist Church and Wytheville Presbyterian Church to close a portion of Church Street from 4:30 p.m. to 7:00 p.m. on October 31, 2015, for The Church Trunk or Treat Halloween activities. Mayor Crewe inquired of the Council if there is any discussion on the motion to approve all three items. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. Mayor Crewe stated that Mr. Mark Bloomfield is listed first on the sign in sheet to address the Council in regard to the traffic study. He thanked Mr. Bloomfield for attending the meeting.

Mr. Mark Bloomfield was recognized and stated that he lives at 205 Cove Hills Drive in Wytheville. He noted that once the traffic study was announced, he started traveling those patterns when the stop signs were installed. Mr. Bloomfield explained that he traveled those patterns to see what would happen. He commented that he also traveled through town a number of times today making left hand turns in places that are difficult. Mr. Bloomfield stated that as the Council knows, because they have provided the financial support to try to revitalize downtown Wytheville, the downtown is right on the cusp of doing some very dynamic things. He noted the downtown has the new hotel. Mr. Bloomfield expressed that on Tuesday, September 29, 2015, the JIDA is going to announce a couple of winners of the new business contest. He reiterated that the downtown is right on the cusp of doing some really dynamic things. Mr. Bloomfield expressed that he is speaking for himself and not the Committee that he serves on or Downtown Wytheville, Incorporated. He reiterated that the downtown is about to do some dynamic things and changing what is being studied right now, and he believes even today, will dramatically change the traffic pattern. Mr. Bloomfield stated that he knows the Council was asked not to have it changed, but it changed anyway. He noted that the downtown area was pretty quiet today. Mr. Bloomfield commented that the weather is a factor, but he does not feel like this is the whole story. He advised that in his travel along these corridors, a couple of things he noticed is that on a couple of the intersections, particularly Tazewell Street on to Main Street turning left, it is very difficult to see if anyone is parked in any of those angled spots. Mr. Bloomfield explained that a person has to pull out into the lane which you have already crossed over and impede anybody who might be trying to come through the crosswalk. He noted that he thinks the Town has some safety issues in those traffic patterns. Mr. Bloomfield expressed that more importantly to him, because he is an experienced small business operator, he knows that it does not take much to hurt a small business or cause irreparable harm. He remarked that even this two week study, he thinks, will cause some people to change their traffic patterns for a period of time and hurt some of the existing small businesses. Mr. Bloomfield stated that the

downtown just went through a year or more of tearing up Main Street and now it is going to go through another period of time fixing it back up with the new lighting, etc. He noted that he is really concerned about, particularly, the two lights at Tazewell and Church Streets and First and Main Street. Mr. Bloomfield expressed that he wanted the Council to also be aware that as the study goes on, people are and have been using those traffic lights as a way to back out of those angled parking spaces, particularly in the main part of downtown. He commented that is how a person gets out of the parking spaces. Mr. Bloomfield stated if the light turns red on Main Street, a person is more likely going to be able to back out of the parking space after traffic passes. He noted that the other thing he would like to know, but not necessarily now, is what is the data that is being collected, how is the data being collected and what are the measurement indices that are going to be used to decide whether a light stays up or not. Mr. Bloomfield expressed that he feels like the community would like to know that because maybe there is something that he does not understand just by living and driving the streets. He reiterated that he has a big concern as the downtown tries to launch new businesses, and he feels it is very possible that the downtown is going to get four or five new businesses out of the Startup Wythe In contest that is to be held Tuesday, September 29. Mr. Bloomfield explained that it does not seem to him like any of the contestants who are winning the contest are dependent of the money from the contest to start their business. He noted that it would just be extra help for their proposed business. Mr. Bloomfield commented that the downtown group has done a lot of work to stimulate the interest in placing their business in the downtown. He remarked that in going forward, as the Council continues to commit resources to downtown Wytheville and these projects, to please consider what might happen to the current businesses, etc. Mayor Crewe advised that he would respond in part and defer to Town Manager Sutherland, too, but what Mr. Bloomfield is mentioning are things the Council has considered. He commented that on the other hand, the Town has had a lot of complaints about people who stop along the side streets and people are not able to cross Monroe, Spring or Main Streets because the light stops them and there is no car in sight and they are sitting there for nothing. Mayor Crewe stated that it will take people a while to adjust to the lights. He noted that Mr. Bloomfield is correct, and he noted that the Town has had several complaints that at the intersections, people are having to stick the front of their vehicles out in to the traffic pattern before they are able to see if there is a car coming or not. Mayor Crewe advised that those are all things the Council discussed and thought about, however, they need to see how the study works out. He noted that today is only the first day of the study. Mayor Crewe commented that as far as he is aware, there were not any accidents or serious reports. He noted that he has not heard anything about the reports, or if there were any accidents. Mayor Crewe reiterated that the study will last for two weeks, and the way the data is being collected is through observation. He stated that if he understands correctly, there are a couple of those intersections that have some counters on them. Mayor Crewe advised that he is not sure how the data is collected, but the Town is supposed to be able to look at something to determine where the cars are turning, if they are going straight through the lights, where the traffic is and what is happening to it. He stated the other driving point behind the study is that whatever the Town does with traffic signals, the attempt in downtown is to syncretize everything. Mayor Crewe noted if the Town does away with a signal and it changes the synchronization on both blocks on the other end, it is all a part of the big picture. He explained that the Town may well try this traffic pattern study on some other streets, once this study is complete. Mayor Crewe advised that the Town is doing the study to see how the public adapts to this. He remarked that the Town certainly does not want to hurt anybody's business downtown or otherwise. Mayor Crewe stated that the Town is very thankful for everything that Downtown Wytheville, Incorporated is doing and how things are going. He expressed that he would like to congratulate Mr. Bloomfield, personally, because he thinks the Startup Wythe In contest is a super idea. Mayor Crewe stated that he was amazed at the support the contest generated. He noted that the idea was very cool and unique. Mayor Crewe reiterated that he can tell Mr. Bloomfield that the Council does not want to do anything that will hurt the downtown. He noted that the Council is hoping it will help downtown, but at the moment, it is disruptive because the Town did change the traffic pattern. Mr. Bloomfield inquired of the Council if the technology exists for the signals to detect the presence of a car on a side street. Mayor Crewe advised that is how the signals are activated now, and that the way the signals on Main, Monroe and Spring Streets show a green light for traffic going both east and west, the side streets should stay red until the traffic light detects traffic, which activates the signal to change. Mr. Bloomfield inquired of Mayor Crewe if a person knows it is going to change fairly quickly once it detects a car, does it matter that a person does not like sitting at the light for a minute. Mayor Crewe stated it does not matter, but if the Town can do away with a signal and not have to pay the cost of upgrading the signal or the computer technology for the signals, it is a good thing. He noted that Mr. Bloomfield is probably aware but the Town has, in the last four to six weeks, particularly on weekends where the power has gone off, had to provide generators for each signal without power. Mayor Crewe expressed that this is a more organized and thoughtful way of trying to gage what would affect this. Town Manager Sutherland advised that he wanted to say that he thinks when it is all said and done, the signals on Main Street are going to be the signals in question. He explained that if a person drives Spring Street, and he noted that he did drive Spring Street earlier in the day at least five times, it

is easy to determine to eliminate the signals on Spring Street. Mr. Bloomfield commented that there is a little bit of difficulty seeing at the signal at First and Spring Streets on one side when a person is turning and a car is parked. He reiterated it is a little difficult to see. Mr. Bloomfield explained that the other thing he has noticed on Spring Street and a couple of other streets, even before the signals were covered, was that the stop signs are so far off to the right, it is hard to realize a person is supposed to stop. Town Manager Sutherland advised that is correct. He noted that assuming that the signals are removed, there will be new stop sign structures, stop bars will have to be relocated, etc. Mr. Bloomfield expressed that what he noticed on Spring Street earlier today is that people would stop at the stop bar, and then they did not know what to do after stopping. Mayor Crewe advised that the Town thinks that will get better after a few days without the signals. He stated that the big difference to him, and noted that he did this several times also, is the angle parking on Main Street requires a person to pull out into the street further in order to see around a car that is parked at an angle, as opposed to the cars parked on Spring or Monroe Streets that are parked parallel to the curb. Mayor Crewe commented that they are longer than they are wide so if a car is at an angle, it requires the stopped car to go further into the intersection. Mr. Bloomfield reiterated that he wanted to remind the Council that people use those lights to back out of parking spaces, and if they are not able to back out, they will not pull in to a parking space in downtown. He commented that will cut down business traffic on Main Street. Mr. Bloomfield stated that he is hoping the Town will have to change the parking time limit back to two hours, noting the current time limit of three hours. He commented that he is hoping there will be enough business in the downtown, soon, that the time limit will have to be changed back to two hour parking. Mayor Crewe advised for Mr. Bloomfield to keep in mind that if the Town goes through with removing the light, for example at Main and Tazewell Streets, the Town could do the same traffic calming and the spacing with the signal at First and Fourth Streets. He noted that the signals are further apart, but the Town could still make a break in the traffic for people to back out. Mayor Crewe advised that it does not work so well right now because their time with that light at Tazewell Street, but that could be changed, too. Mr. Bloomfield noted that he just wanted to express his opinion on behalf of some of the businesses that he happens to be having some dealings with. He commented that he will continue to watch it and see how it goes. Mayor Crewe advised that if Mr. Bloomfield sees any problems to please let the Town know. He stated that the Council appreciates Mr. Bloomfield's comments, and he thanked him for attending the meeting. Mayor Crewe expressed that he would advise Mr. Bloomfield to watch this topic for future development because the Council is not sure what is going to come out of the study, but they would find out what the study shows. Mr. Bloomfield inquired of the Council when citizens should expect results. Mayor Crewe advised that his guess would be a month or so because the study is being conducted for two weeks. Town Manager Sutherland stated that the Town is only going to leave the signals covered and the stop signs in place for two weeks. He noted that sometime shortly after the two weeks, the Town should have the results. Mr. Bloomfield thanked the Council for allowing him to address them. Mayor Crewe thanked Mr. Bloomfield for speaking, and he proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Town is making application to the Virginia Tobacco Commission for \$185,000 to be used for the Wytheville Farmers' Market. The application requires a resolution, therefore, he would ask that the Council adopt a resolution requesting the \$185,000 from the Virginia Tobacco Commission. Mayor Crewe inquired of the Council if there is a motion to adopt the resolution to make the request. A motion was made by Councilman Lambert and seconded by Councilman Hundley to adopt a resolution authorizing the Town Manager to sign and submit the paperwork for the Town to apply for Virginia Tobacco Commission Agribusiness funds for the Wytheville Farmers' Market Site Development Project. Mayor Crewe inquired of the Council if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.
2. The Town Council, previously, approved George Wythe High School to conduct the Homecoming Parade on Friday, October 16, 2015, at 6:15 p.m. This afternoon, the Town received a request from George Wythe High School to conduct the Homecoming Parade on Thursday, October 15, 2015, at 6:15 p.m. The Police Department does not have an issue with changing the date of the Homecoming Parade. Mayor Crewe inquired if there is a motion to approve the request of George Wythe High School. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to approve the request of George Wythe High School to conduct the Homecoming Parade on Thursday, October 15, 2015, at 6:15 p.m. Mayor Crewe inquired of the Council if there is any discussion on the motion to approve the request. There being none, the motion was

approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

3. The Council Work Session will be held on Tuesday, September 29, 2015, at 7:00 a.m.
4. The Startup Wythe In Business Idea Competition Finale will take place on Tuesday, September 29, 2015, at the Bolling Wilson Hotel, at 5:00 p.m.
5. The Planning Commission will meet on Thursday, October 8, 2015, at 6:00 p.m., in the Council Chambers.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, stated Town Treasurer Mike Stephens advises that he now has all the information from the Commissioner of the Revenue on Personal Property Taxes, i.e. vehicles. She noted that as the Council knows, several years ago, the State changed the law with regard to procedures where car taxes were eliminated, and then the State reimburses communities a certain percent. Vice-Mayor King commented that when the budget was adopted this past year, the reimbursement that was established in the budget document was 58.97 percent, and, as the Council knew at that time, it was an estimate until the Commissioner actually provided the Town with all of the data for the year. She stated it has now been determined that the reimbursement percentage from the State will need to be established at 55.70 percent. Vice-Mayor King advised that Town Treasurer Stephens would request, and the Budget and Finance Committee recommends, that the Council take an action to establish the reimbursement percentage at the above described amount. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to establish the Personal Property Tax Relief Act percentage at 55.70 percent. Mayor Crewe inquired of the Council if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

Vice-Mayor King also reported that, each year, the Department of Housing and Community Development for the Commonwealth of Virginia offers opportunities for low interest loans that will allow a property owner to rehabilitate a dilapidated property. She stated, previously, on behalf of Smith Enterprises, the Town made application for the funding that was used to renovate the Bolling Wilson Hotel. Vice-Mayor King advised that, later in the meeting, the Council will consider a resolution seeking up to \$600,000.00 for the restoration of the R.P. Johnson & Sons, Incorporated property. She stated, when completed, it is anticipated that this project will be another component of the catalyst in the downtown area to assist with the revitalization in the downtown. Vice-Mayor King advised that when the resolution is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that the Council adopt the resolution and authorize the Town Manager to submit and/or execute documents needed for the application.

Vice-Mayor King reported that over the past several years, the Town's General Fund has loaned the Enterprise Fund approximately \$2 million towards those operations. She stated that the Enterprise Fund has now created reserve funds and needs to repay the General Fund a portion of the amount that was borrowed. Vice-Mayor King advised that it would be the motion of the Budget and Finance Committee that the Council authorize Town Treasurer Michael Stephens to transfer \$1 million from the Enterprise Fund to the General Fund, therefore, paying back a portion of the loan. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger that the Council authorize Town Treasurer Michael Stephens to transfer \$1 million from the Enterprise Fund to the General Fund, therefore, paying back a portion of the loan. Mayor Crewe inquired of the Council if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated the Town of Wytheville is seeking new projects to be included in the Virginia Department of Transportation Six-Year Program. He explained that, previously, the inclusion of the Six-Year Program, for the most part, was based on the request from a local governing body. Councilman Hundley noted that there was legislation passed last year that changed the entire process of getting a project included in the program. He commented that these revisions were created by legislation known as House Bill 2 and set forth a whole series of new justifications that must be sent to the Commonwealth

Transportation Board for a project to be included into the Six-Year Program. Councilman Hundley stated there are two projects that have been chosen by the Town for the current application process, and one is the completion of Community Boulevard. He explained that Community Boulevard was initially designed to go from Peppers Ferry Road to Lithia Road, but, because of funding constraints, the project was divided in half. Councilman Hundley advised that the other project that the Town is submitting is for a study to be conducted on Exit 73 to see in what fashion it can be reconfigured to improve the flow of traffic at this interchange, as well as provide economic development opportunities in this location. He explained that, additionally, the reconfiguration of this interchange may well provide an alternate route to Progress Park. Councilman Hundley advised that, later in the meeting, the Council will consider a resolution authorizing the submittal of these projects and it would be the recommendation of the Public Works Committee that it be approved and that the Town Manager be authorized to execute and/or submit all documents needed for this application process.

Councilman Hundley, also, reported that bids were received on September 15, 2015, to perform the annual paving and milling activities on streets in the town. He stated that two contractors requested bid documents, however, only one actually submitted a bid. Councilman Hundley explained that the low bid was submitted by W&L Construction Company of Chilhowie, with a price of \$98 per ton of asphalt in place and \$1.92 per square yard for milling. He expressed that this year, the Town anticipates laying approximately 5,833 tons of asphalt, which equal to about \$571,000. Councilman Hundley stated the Town plans on milling about 19,000 square yards, which will cost approximately \$36,500, for a total schedule of slightly over \$608,000. He noted that the streets that are to be milled and paved around town are those which have been identified as having significant pavement failure or those which have been damaged significantly by utility work. Councilman Hundley explained that W&L Construction Company advises that they anticipate starting their work during the first week of October. He remarked that Town crews have been preparing the streets to receive the new asphalt. Councilman Hundley stated this process involves raising manholes and valve covers to accommodate the new layer of asphalt. He advised that nothing is required of the Council, but the Public Works Committee is pleased that the annual milling and paving schedule will commence and, the Public Works Committee is also pleased that the cost for performing this work is less than it was last year. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: RESOLUTION – INDUSTRIAL REVITALIZATION FUNDING

Mayor Crewe advised the next agenda item is a resolution regarding an application for Industrial Revitalization Funding for the renovation of the former R. P. Johnson building. He noted this resolution would authorize the Town Manager to sign the necessary documents to apply for Industrial Revitalization Funding for the renovation of the former R. P. Johnson building. A motion was made by Vice-Mayor King and seconded by Councilman Weisiger to adopt a resolution approving the Town to apply for Industrial Revitalization Funds for the renovation of the former R. P. Johnson building, and authorized the Town Manager to sign and submit all necessary documents for the submittal of the application. Mayor Crewe inquired if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: RESOLUTION – CONVEYANCE OF PARCEL 3 OF THE JACKSON PROPERTY

Mayor Crewe advised the next agenda item is a resolution regarding conveyance of Parcel 3 of the Jackson property. He noted that this resolution would authorize Town Attorney Kaase to approve the form of the deed, and authorize him to act on behalf of the Town to execute and accept the deed. Mayor Crewe inquired if there is a motion to adopt this resolution. A motion was made by Vice-Mayor King and seconded by Councilman Lambert to adopt a resolution regarding the conveyance of Parcel 3 of the Jackson property to the Town of Wytheville, authorize the Town Attorney to approve the form of the deed and authorize the Mayor to sign on behalf of the Town to execute and to accept the deed. Mayor Crewe inquired if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: RESOLUTION – VDOT HB2 PROJECTS

Mayor Crewe advised the next agenda item is a resolution for the Virginia Department of Transportation HB2 projects. He noted that this resolution is requesting the Virginia Department of Transportation to include the Town's HB2 projects in their Six Year Plan. A motion was made by Councilman Hundley and seconded by Councilman Lambert to adopt a resolution regarding

the Virginia Department of Transportation HB2 projects. Mayor Crewe inquired if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: APPOINTMENTS – JOINT INDUSTRIAL DEVELOPMENT AUTHORITY

Mayor Crewe advised the next agenda item is the appointment/reappointment of a member to the Joint Industrial Development Authority to fill the expiring term of Mr. David Kause (term expires November 10, 2015). He noted that Mr. Kause is eligible for reappointment, and he has indicated a willingness to serve again, if reappointed. Mayor Crewe stated the appointment will be for a four year term, which will expire November 10, 2019. Mayor Crewe inquired of the Council if there is a motion concerning this appointment/reappointment. A motion was made by Councilman Lambert and seconded by Councilman Hundley to reappoint Mr. David Kause to the Joint Industrial Development Authority for a four year term (expires November 10, 2019). Mayor Crewe inquired of the Council if there is any discussion on the motion concerning the reappointment of Mr. David Kause to the Joint Industrial Development Authority. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:22 p.m.).

Trenton G. Crewe, Jr., Mayor

Brandi N. Jones, Deputy Clerk

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, OCTOBER 26, 2015, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley

Members absent: William B. Weisiger

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Robert P. Kaase, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Todd Mathews

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. He noted that Councilman Weisiger was absent from the meeting. The Pledge of Allegiance was led by Councilman Hundley.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of October 12, 2015; the request of the Rural Retreat High School After Prom for a special exception facility use permit for an after prom event to be held on April 16-17, 2016; the request of the Bland County High School After Prom for a special exception facility use permit for an after prom event to be held on April 23-24, 2016; and, the request of the Mt. Empire Boy Scouts of America for waiver of fees for use of Withers Park for a flag retirement ceremony to be held on November 11, 2015, at 6:00 p.m. He inquired of the Council if there is a motion to approve the consent agenda together or as separate items. A motion was made by Vice-Mayor King and seconded by Councilman Hundley to approve the consent agenda consisting of the minutes of the regular meeting of October 12, 2015; the request of the Rural Retreat High School After Prom for a special exception facility use permit for an after prom event to be held on April 16-17, 2016; the request of the Bland County High School After Prom for a special exception facility use permit for an after prom event to be held on April 23-24, 2016; and, the request of the Mt. Empire Boy Scouts of America for waiver of fees for use of Withers Park for a flag retirement ceremony to be held on November 11, 2015, at 6:00 p.m. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He noted there were no citizens attending the meeting to address the Council, therefore, he 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, October 27, 2015, at 7:00 a.m.
2. Brush pickup began today, Monday, October 26, and will end on Friday, October 30, 2015. There will be some limited leaf pickup. Town Staff would like to remind citizens that with both leaves and grass, it is not allowed to blow the clippings into the street and the Town would encourage people not to blow leaves and grass into the street. He noted that it clogs up storm drainage systems, looks ugly, etc.
3. Mayor Crewe stated that he is not aware of the numbers at this time, however, it is his understanding that the Town's shredding event was a success and had quite a few citizens attend to have their documents shredded. He noted that the Town would have the numbers for that shortly.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Vice-Mayor King, reporting for the Budget and Finance Committee, stated that currently, the Town Code has provisions regulating animals and fowl. She noted that in 1992, there were provisions added that provided for the licensing of cats. Vice-Mayor King remarked that the license fee of \$4.00 for each neutered cat and \$6.00 for each unneutered cat has remained the same since the original adoption. She commented that over the years, the number of people purchasing cat tags has greatly reduced. Vice-Mayor King stated this year, there were only 62

cat tags sold. She noted that Town Treasurer Michael Stephens has suggested that these license fees be repealed because the program is no longer cost effective. Vice-Mayor King explained that it is a difficult program to enforce because cats are not required to have the tag on them, so each stray cat has to be identified individually. She commented that the Budget and Finance Committee agrees that the cat licensing program is ineffective, and later in the meeting, the Council will consider an ordinance which will repeal this section of the Town Code. Vice-Mayor King advised that the Council would point out, however, that all of the other sections of Code will remain intact including the ones that require rabies vaccination and relate to cats running at large and damages and nuisances caused by these cats. She stated on a positive note, the Council would like to report that Animal Control Officer Kevin Kelley has developed an excellent working relationship with the local animal humane organizations, and the Council is pleased with this new relationship. Vice-Mayor King advised that when the ordinance is considered later in the meeting, the Budget and Finance Committee would suggest that it be adopted on first and final reading.

Vice-Mayor King also reported that recently, the Town of Wytheville was fortunate to be the recipient of a Department of Housing and Community Development Block Grant award in the amount of \$505,625 that will be used toward the Freedom Lane Housing Project. She stated the Freedom Lane Housing Project will be the construction of 24 apartment units for occupancy by very low and extremely low income veterans with disabilities, elderly and families. Vice-Mayor King explained that it is anticipated that the project will benefit 38 people. She commented that the project is proposed to be located on Peppers Ferry Road adjacent to the existing Wytheville Redevelopment and Housing Authority Hedgefield site. Vice-Mayor King stated the funding received from the Department of Housing and Community Development (DHCD) will be used for the construction of sidewalks, curb and gutter, streets and other infrastructure improvements needed for the development. She explained that last week, Town Staff and the Housing Authority Staff met with representatives from the Department of Housing and Community Development to begin the contract negotiation period for the receipt of the funding. Vice-Mayor King remarked that the purpose of these contract negotiations is to identify all expectations and requirements that are attached with the receipt of the funds. She stated the total anticipated cost for this project is \$4,510,803. Vice-Mayor King explained that the vast majority of funding for this project is from tax credits the Housing Authority was able to obtain. She noted that under the rules established by the DHCD, all of the activities identified in the contract negotiation period must be completed by January 7, 2016. Vice-Mayor King advised that the Housing Authority along with Town Staff and the Mount Rogers Planning District Commission personnel have begun formulating all of the necessary documents. She stated the Town anticipates that the contract negotiations could be completed by mid-November, with the bidding of the project to occur sometime shortly after the first of the year. Vice-Mayor King explained that there are a number of documents, resolutions, etc., that need to be considered by the Council during this negotiation period. She advised that later in the meeting, the Council will consider the adoption of a document establishing a Residential Anti-Displacement and Location Plan for the Town's housing stock. Vice-Mayor King stated the Town has previously adopted this policy, most recently with the Jefferson Union Housing Project. She advised that it would be the recommendation of the Budget and Finance Committee that the policy be adopted, when it is considered later in the meeting. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Hundley, reporting for the Public Works Committee, stated at the meeting two weeks ago, the Public Works Committee reported that the Town had concluded the two week experiment on traffic signals in the downtown area. He noted that the purpose of the experiment was to determine if any of the existing traffic signals could be eliminated and replaced with other traffic control measures such as Stop signs. Councilman Hundley explained that the traffic signals in the downtown area were of particular interest in this experiment because in the very near future the Town will be doing a significant amount of infrastructure improvements in the downtown area. He commented that the existing traffic signal poles and arms have been in service for close to 50 years, and over time, their structural integrity continues to decline. Councilman Hundley stated the cost associated with a new traffic signal, including a pole, arms and components, will be in the magnitude of \$200,000 per intersection. He expressed that the Public Works Committee is sure that everyone is aware that it could be of a significant savings, if some could be eliminated. Councilman Hundley stated the locations that were studied were the intersections of Tazewell and Main Streets, First and Monroe Streets, First and Main Streets, First and Spring Streets and Spring and Church Streets. He noted that very early in the experiment, the traffic signal situated at Tazewell and Main Streets was put back into normal service primarily because of sight vision problems at that intersection. Councilman Hundley advised that during the experiment period, the Town received a very large response from citizens who did not favor the change in the traffic signals. He explained that in all fairness, the Public Works Committee should, also, note that the Town did receive many positive comments

about the proposed changes. He commented that in any event, the Public Works Committee believes that the vast majority of citizens favor leaving the signals as they exist. He advised that unless the Council would desire to take some other action, it would be the recommendation of the Public Works Committee that the Town end the experiment with all of the signals remaining as they currently exist. Mayor Crewe stated that he would take this as a recommendation from the Public Works Committee, but if someone differs from that, they have the option to make a motion. He noted that based on their discretion and not having heard any dissension, the Council will leave the traffic signals as they are at this time.

Councilman Hundley, also, reported that the Town is, currently, actively involved in submitting an application to the Department of Housing and Community Development to participate in Virginia's Main Street Program. He explained that the applications are due on November 2, 2015. Councilman Hundley remarked that the Town is working on this application in conjunction with representatives from Downtown Wytheville, Incorporated as well as the Mount Rogers Planning District Commission. He noted that if the Town is accepted into the program, it will become part of an internationally renowned Main Street Center and a designated Virginia Main Street Community, which receives an array of intensive assistance designed to advance its local revitalization efforts. Councilman Hundley commented that many steps have been taken for the past two years to get into this program. He explained that currently, the Town is in the final stages of the design of improvements in the downtown area, and very shortly it should be in a position to begin the Façade Improvement Program in the downtown area. Councilman Hundley explained that part of the requirements of the Main Street application is the adoption of a resolution supporting the application. He advised that when the resolution is considered later in the meeting, it would be the recommendation of the Public Works Committee that it be adopted.

Councilman Hundley stated that one of the more recent activities conducted by Downtown Wytheville, Incorporated is that their Economic Restructuring Committee and the Joint Industrial Development Authority of Wythe County created a competition to encourage entrepreneurship and inspire economic development and job creations in the downtown area. He stated that the Committee received 23 entries to participate in the program. Councilman Hundley explained that the competition was structured such that the winner would receive \$10,000 towards starting their new business, and the second place competitor would receive \$5,000. He remarked that earlier this month, a reception was held at the Bolling Wilson Hotel, and a panel of judges interviewed the finalists and selected two winners. Councilman Hundley noted that first place was awarded to Ms. Julie Dalton of Rural Retreat who will be opening LuvBerry, a smoothie drink bar and healthy food snack shop. He stated that Ms. Vivian Womble, owner/operator of Coffee & Crumbs, was awarded second place. Councilman Hundley advised that the Council would like to take this opportunity to thank the Economic Restructuring Committee of Downtown Wytheville, Incorporated for their outstanding efforts in developing this project and providing an opportunity for two new businesses in the downtown area. He expressed that, ultimately, all of these activities will improve the economic viability of the downtown area. Mayor Crewe stated that he can also report that at least one of the other finalists who did not place in the competition has indicated to him that he plans to open a business. He commented, therefore, some of the businesses who did not win the completion will also come to fruition and open businesses. Councilman Hundley advised that the Downtown Wytheville, Incorporated's Zombie Run held on Saturday, October 24, 2015, was very successful. He noted that last year there were a total of 60 zombies, and this year there were 200 zombies. Councilman Hundley stated that last year, there were only a handful of trick or treaters in the downtown during the event, and this year, there were over 400. Mayor Crewe noted that it was a big crowd. Councilman Hundley reiterated that it was very successful. He advised that he would like to thank the Downtown Wytheville, Incorporated Promotions Committee and all of its volunteers for all of their hard work during the event. Mayor Crewe expressed that he felt like it was a very big success from where he sat at the event. He noted that looking downtown there were a lot of people, and he had several businesses to tell him it was some of the best sales that they have ever had on a Saturday. Mayor Crewe commented that the Council is glad that it was a success for those who stayed open later for the event. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: ORDINANCE NO. 1304

Mayor Crewe presented Ordinance No. 1304, an ordinance amending and reenacting Chapter 3, Animals, Article II. Cats and Dogs, by repealing Section 3-22. Licensing of Cats and Dogs, of the Code of the Town of Wytheville, Virginia. Mayor Crewe stated the ordinance is before the Council on first reading. Mayor Crewe advised that this is the ordinance that the Budget and Finance Committee would recommend be adopted on first and final reading. A motion was made by the Budget and Finance Committee, which does not require a second, to suspend the rules and adopt Ordinance No. 1304, an ordinance amending and reenacting Chapter 3, Animals, Article II. Cats and Dogs, by repealing Section 3-22. Licensing of Cats and Dogs, of the Code of the Town of Wytheville, Virginia, on first and final reading. Mayor Crewe inquired if

there is any discussion on the motion to suspend the rules and adopt Ordinance No. 1304 on first and final reading. There being none, the motion was approved with the following voting in favor and there being no opposition:

FOR: Trenton G. Crewe, Jr., Jacqueline K. King, Thomas F. Hundley, H. Judson Lambert

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1304 was adopted on first and final reading.

RE: RESOLUTION – VIRGINIA MAIN STREET PROGRAM

Mayor Crewe advised the next agenda item is the resolution regarding the preparation and submittal of an application for the Virginia Main Street Program. He advised that the Public Works Committee recommended that the resolution be adopted so that the Town of Wytheville can receive a Virginia Main Street Designation and participate in the Virginia Main Street Program. A motion was made by Councilman Hundley and seconded by Councilman Lambert to adopt a resolution regarding the preparation and submittal of an application for the Virginia Main Street Program. Mayor Crewe inquired if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION PLAN

Mayor Crewe advised the next agenda item is to consider the Residential Anti-Displacement and Relocation Plan for the Freedom Lane Housing Production Project. He noted that the Budget and Finance Committee, likewise, recommends for it to be adopted. A motion was made by the Budget and Finance Committee, which does not require a second, to adopt the Residential Anti-Displacement and Relocation Plan for the Freedom Lane Housing Production Project. Mayor Crewe inquired if there is 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: Trenton G. Crewe, Jr., Jacqueline K. King, H. Judson Lambert, Thomas F. Hundley. 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.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk