



MINUTES

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, AUGUST 22, 2022 AT 6:00 PM

MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. RE: ATTENDANCE

Members present: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman

Members absent: Holly E. Atkins

Others present: Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. HOLETON, Town Clerk Sharon G. Corvin, Town Attorney Michelle Workman Clayton, Police Chief Joel Hash, Patrol Officer Kyle Counts, Donna Leonard

2. RE: CALL TO ORDER

Mayor Taylor called the meeting to order.

3. RE: ESTABLISHMENT OF QUORUM

Mayor Taylor established that a quorum of Council members was present.

4. RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilman Bloomfield.

5. RE: APPROVAL OF AGENDA

Mayor Taylor advised that the next agenda item is the Approval of the Agenda. She inquired if there was a motion to approve the agenda as presented or to somehow be amended.

Motion made by Gillman, Seconded by Pattison.
Voting Yea: Taylor, Pattison, Bloomfield, Gillman.

6. RE: CONSENT AGENDA

A. Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 8, 2022. She inquired if there was a motion to approve the consent agenda as presented or to somehow be amended.

Motion made by Bloomfield, Seconded by Gillman.
Voting Yea: Taylor, Pattison, Bloomfield, Gillman.

7. RE: OPENING OF BIDS AND PUBLIC HEARING FOR TELECABLE FRANCHISE RENEWAL

- A. Mayor Taylor advised that pursuant to Virginia Code Section 15.2-2102, she would now summarize the bids that have been received for a nonexclusive franchise to use and occupy the Town's streets and public rights-of-way for the purpose of constructing, installing, and maintaining network facilities for cable and telecommunications within and through the town:

One bid was received. Shentel has bid the following

- 15-year franchise
- Ability to re-negotiate terms if relevant law changes
- Provides all available but limited fees such as 5% franchise fee
- Provides complementary services to the Town as per federal law

Mayor Taylor inquired if there were any others who desired to submit a bid at this time. There being no other bids, Mayor Taylor advised that the bidding was closed.

Mayor Taylor advised that she will now open the public hearing concerning granting a nonexclusive franchise to use and occupy the Town's streets and public rights-of-way for the purpose of constructing, installing and maintaining network facilities for cable and communications services. She inquired if there were citizens who would like to speak during the public hearing. There being none, Mayor Taylor declared the public hearing closed and proceeded with the agenda.

Mayor Taylor stated that Town staff has evaluated the bid received from Shentel and has recommended that Shentel be granted the nonexclusive franchise. She advised that Council will take action on this matter later in the meeting.

8. RE: CITIZENS' PERIOD

Mayor Taylor stated that the next agenda item is Citizens' Period. She recognized Ms. Donna Leonard who stated that she lives at 345 East Monroe Street. She thanked the Town Council for having the speed limit sign installed on Monroe Street and for having it moved to a better location. She noted that the sign has verbiage that flashes for motorists to slow down if they are traveling too fast. Ms. Leonard inquired if there could be a Phase II for this project and if a speed limit sign could be posted on the opposite side of the street so that motorists traveling in the other direction could see a speed limit sign posted. She inquired about a 4-way stop sign possibly being installed at Third and Monroe Streets or Fifth and Monroe Streets. Ms. Leonard inquired about how she could formally make this request and the guidelines used for the installation of a 4-way stop sign. A brief discussion was held about the various locations where 4-way stop signs are currently installed. Town Manager Freeman stated that he will ask Town staff to study the pros and cons of installing a 4-way stop sign at Third and Tazewell Streets or Fifth and Tazewell Streets, and he will report back to the Town Council. Mayor Taylor thanked Ms. Leonard for her comments and for attending the meeting.

Mayor Taylor inquired if there are others who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

9. RE: STAFF REPORTS

A. The Staff Report was entered into the record as follows:

Procurement of Financial and Human Resources (HR) Software: The Town has released a Request for Proposal (RFP) to solicit vendors for new financial and human resources software. The software replacement project will transform the Town's accounting system by providing cloud-based integration across all departments with near real-time reporting capabilities. The goal is to incorporate a user-friendly, self-service portal that allows citizens the capacity to digitally receive, track and pay for Town utility bills, taxes, business licenses and other Town fees from the comfort of their home, with receipts and payments correlating with the Town's general ledger. Budgeting, invoicing, financial planning, recordkeeping and reporting services will modernize our approach to fiscal management and improve efficiency across multiple departments. On the human resource personnel management side, the goal is to provide a platform for employee self-service that can integrate with digital timekeeping, leave balances and payroll. Providing employees with a log in portal to both view and interact with timecards and request leave, personal information and insurance options that will increase the efficiency of our personnel office. Long term recordkeeping, reporting functions and tracking of personnel metrics are benefits of the new system. The program will provide a wide range of options to transform the personnel management system into a modern and comprehensive solution.

The successful vendor will provide support services for product implementation, transition assistance, training and long-term support/hosting of the platform. This project involves multiple departments who will work together over the course of this year to implement the new program. The project team is comprised of the Town Manager, Assistant Town Manager, Town Treasurer, Human Resources Manager and Computer Operations Manager. Proposals are due on September 1, 2022, and we anticipate vendor selection by October 1, 2022.

Water Leak: On Thursday, August 11, 2022, at approximately 11:30 a.m., the Town of Wytheville Water Treatment Plant's monitoring and telemetry system showed a severe drop in pressure, which typically indicates a leak within the distribution system. Within 30 minutes, the Public Utilities Department had located a major leak at the intersection of South 6th Street and Union Street. Water was shut off in the impacted area to mitigate water loss and further property damage from occurring. Unfortunately, the older valves were incapable of completely closing, making the conditions for repair more difficult. By 8:00 p.m., the crew had excavated the leak and determined that a failure was in a 10 x 10 cross fitting. This is not a common configuration found within the Town's system, and a back-up part was not available until 8:00 a.m. the next morning. By 7:30 p.m. on Friday, August 12, the system was repaired, and water had been restored to the affected area. Following service restoration, a boil water notice was issued by the Virginia Department of Health. Subsequent sampling of the system over the next two days demonstrated that no contamination was present, and at 10:00 a.m. on Monday, August 15, 2022, the boil water notice was lifted.

Many thanks are in order. I want to thank the Town of Wytheville Public Utilities Department for their tireless work in difficult conditions to make this repair and our Water Treatment staff for recognizing the problem, assisting with valve closure and working extra shifts to maintain water supply levels. I also want to thank Town Engineer Trevor Hackler for his assistance and coordination efforts and Wythe County staff for providing us with the fitting we needed to make the repair.

I would like to thank the Wytheville Fire and Rescue Department for going door-to-door throughout the impacted area to provide water. I also want to thank the Public Works Department for providing bottled water and non-potable water to the area during the outage, the Municipal Office Staff for filtering the numerous telephone calls throughout the event and our Council Members who joined in the effort. This was an unfortunate circumstance and an inconvenience to many, but I am pleased with the response and teamwork of our dedicated employees to restore service to the impacted area.

10. RE: NEW BUSINESS

Under New Business, Town Manager Freeman reported the following:

1. The Joint Governing Bodies meeting scheduled for Monday, August 29, 2022, has been cancelled by Wythe County.
2. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, September 5, 2022, due to the Labor Day holiday.
3. The Wytheville Planning Commission will meet on Thursday, September 8, 2022, at 6:00 p.m., in the Council Chambers.
4. The next Council Work Session will be held on Monday, September 12, 2022, at 4:00 p.m., in the Council Conference Room followed by the Council meeting at 6:00 p.m., in the Council Chambers.

11. RE: RESOLUTION - TELECABLE FRANCHISE RENEWAL

- A. Mayor Taylor advised that the next agenda item is to consider a resolution to grant a non-exclusive telecable franchise, privilege, lease or right. She noted that the Town only received one bid, and it was from Shentel. She inquired if there is a motion to adopt the resolution and to authorize the Town Manager to execute the contract with Shentel.

Motion made by Bloomfield, Seconded by Gillman.

The motion was approved with the following voting results, by roll call vote: Voting Yea: Taylor, Pattison, Bloomfield, Gillman.

12. RE: RESCHEDULING TOWN COUNCIL MEETING

- A. Mayor Taylor advised that the next agenda item is to consider rescheduling the October 10, 2022, Town Council meeting due to the Columbus Day holiday. She noted that according to Section 5.2 of the newly adopted Council Rules and

Procedures, since the meeting falls on a holiday, it should be rescheduled to Tuesday, October 11, 2022, at 6:00 p.m. Mayor Taylor inquired if there was a motion to reschedule the October 10, 2022, Town Council meeting due to the Columbus Day holiday.

Motion made by Bloomfield, Seconded by Pattison.
Voting Yea: Taylor, Pattison, Bloomfield, Gillman.

13. RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (6:20 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk