

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, FEBRUARY 28, 2022, AT 4:00 P.M.**

Persons present: Mayor Beth A. Taylor, Vice-Mayor Cathy D. Pattison, Councilman Mark J. Bloomfield, Councilwoman Holly E. Atkins, Councilman Gary L. Gillman, Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeyton, Town Clerk Sherry G. Corvin, Town Attorney Michelle Workman Clayton, Wytheville Farmers' Market Manager Brooke Love, Judy Buck with the Wytheville Farmers' Market, Patrol Officer Blaine Grubb, Patrol Officer Zach Puckett

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Manager Freeman introduced Ms. Brooke Love and Ms. Judy Buck, who represent the Wytheville Farmers' Market. Ms. Buck noted that the Farmers' Market had a successful winter season, and there were 18 vendors who participated. She noted that Farmers' Market Manager Love joined their organization in February 2022. Ms. Love noted some new programs that the Farmers' Market would be offering. The Committee discussed the current agreement that the Town has with the Farmers' Market, and Town Manager Freeman noted that the agreement needs to be reviewed for any needed changes. Town Attorney Clayton commented that the current agreement does not expire until 2024. Ms. Buck advised that the locks are supposed to be rekeyed according to the agreement, and they are going to rekey them and supply keys to the Town. Ms. Love reviewed some of the programs they hope to bring to fruition in the future. Further discussion continued on the Farmers' Market and how the Town can assist them. Ms. Buck noted that the Farmers' Market needs more electrical outlets installed, and Town Manager Freeman noted that he will check on this matter. A brief discussion was then held on the Farmers' Market's fees for vendors. Town Manager Freeman thanked Ms. Love and Ms. Buck for attending the meeting to provide an update on the Wytheville Farmers' Market.
2. Councilwoman Atkins inquired regarding the alley located behind the former King's Produce building. Town Manager Freeman noted that he will have Town staff check about this matter. Councilwoman Atkins noted that the alley has been like this since fall 2021.
3. Councilwoman Atkins inquired about the animal control flyer and if it has been delivered. Mayor Taylor commented that she has delivered the flyer to several of the veterinarian clinics in town. Councilman Atkins noted that Animal Control Officer Kelley could also help deliver the flyers. She advised that she will also help distribute them.
4. Councilwoman Atkins inquired about the mobile home that was used by the Fire Department. She noted that it was supposed to be sold. Town Manager Freeman remarked that the mobile home is currently being used by the Public Utilities Department. Further discussion was held on the matter, and Councilwoman Atkins requested a copy of the minutes where it was noted that the mobile home will be used by the Public Utilities Department. Town Clerk Corvin noted that she will provide a copy of the minutes to Councilwoman Atkins.
5. Mayor Taylor noted that the Wythe County Board of Supervisors is holding a public hearing to consider moving the East Wytheville voting precinct from the Fourth Street Civic Center to Spiller Elementary School. Town Attorney Clayton noted that once the Board of

Supervisors takes action to move the voting precinct, the Town will then amend its ordinance regarding the two voting precincts in the town. Mayor Taylor advised that the Committee would need to consider what the Town should do with the building. A brief discussion was held regarding the agreement that the Town has with the American Legion.

6. Town Manager Freeman presented the requests from the American Cancer Society for waiver of fees for use of Elizabeth Brown Memorial Park and for a Special Exception Facility Use Permit for use of the parking area at the Elizabeth Brown Memorial Park on Saturday, May 21, 2022, for the Relay for Life event. A brief discussion was held about the facilities and who cleans the restrooms. Councilwoman Atkins requested that Town staff ensure that the restrooms are unlocked, etc. for this event, since there was a previous issue with another rental. Town Manager Freeman advised that he would check on this with Town staff. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to approve the requests from the American Cancer Society for waiver of fees for use of Elizabeth Brown Memorial Park and for a Special Exception Facility Use Permit for use of the parking area at the Elizabeth Brown Memorial Park on Saturday, May 21, 2022, for the Relay for Life Event. Mayor Taylor inquired 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: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.
7. Town Manager Freeman presented the request of the Wytheville Lions Club for waiver of business license and inspection fees for their annual Charity Carnival. After discussion on the request, Councilwoman Atkins noted that she may have a conflict, and she will abstain from voting on this matter. A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to approve the request of the Wytheville Lions Club for waiver of business license and inspection fees for their annual Charity Carnival. Mayor Taylor inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting results: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None. Abstentions: Holly E. Atkins.
8. Town Manager Freeman presented Ordinance No. 1407, an ordinance regarding providing bonuses for local government employees. He explained that this ordinance enables the Town Council to provide bonuses to employees from time to time. Town Manager Freeman commented that this ordinance is housekeeping in nature. Councilwoman Atkins inquired if this ordinance would enable the Town Manager to provide a raise or bonus to employees. A discussion was held, and it was noted that only the Town Council can provide bonuses. Town Manager Freeman noted that this ordinance will be considered at the following Town Council meeting.
9. Town Manager Freeman provided an update to the Committee regarding the New River Regional Water Authority. He noted that a study is being performed about expanding the facility, and, currently, the Authority can produce four million gallons per day. Town Manager Freeman explained that Peed & Bortz is doing a Preliminary Engineering Report and cost estimate to expand the New River Regional Water Plant. Further discussion was held on this matter, as well as grants that could be applied for to help fund the expansion and the locality member funding that would be required. Councilwoman Atkins inquired about an update on the recent Emergency Management meeting that was held regarding the Blue Glove facility. Town Manager Freeman noted that he, Councilman Gillman and Fire Chief Brade attended the meeting, as well as representatives from Wythe County, the Virginia Department of Emergency Management Systems (VDEMS), etc. to discuss how a fire, spills, etc. would be handled at this new facility. He noted that the VDEMS representatives did not think that members of the Wytheville Fire and Rescue Department

needed to take the 80 hour HazMat training, since their representatives could be onsite within an hour if an emergency occurred. He noted that VDEMS will train members of the Fire and Rescue Department to handle spills, gaseous releases, etc. He stated that the training would also involve the use of handheld devices to test the air quality. Councilwoman Atkins noted that she had requested to attend this meeting. Town Manager Freeman remarked that he will notify Councilwoman Atkins of the next meeting when it is held. Town Manager Freeman noted that a Request for Proposals for the design expansion of the New River Regional Water Plant will be advertised soon, and, hopefully, it will be sent out in 2-3 days. Further discussion was held on the expansion of the New River Regional Water Plant, the Town of Wytheville's financial responsibility and the dual response of the Town of Wytheville Fire and Rescue Department and the Max Meadows Fire Department for the new Blue Glove facility.

10. Assistant Town Manager Holeyton updated the Committee on the Old Stage Crossing. She noted that after this meeting, she would like to defer this topic to the Town's Housing Committee. She provided an update on the history of the project. She noted that the covenants on the property were recorded in 1998. She noted that the Town is going to work with the current developer to make the Old Stage Crossing into a subdivision to help with some of the problems with the original development. Assistant Town Manager Holeyton noted that the Town will work with the current landowners to obtain the dedication of the streets, to get the streets accepted into the Town's system, etc. She advised that the next Housing Committee meeting should be mid-March. Vice-Mayor Pattison inquired as to who would pay the associated fees necessary for this development. Assistant Town Manager Holeyton stated that the fees have not been established at this time. She noted that a survey will be necessary of the property. Assistant Town Manager Holeyton advised that she is committed to having the issues with this development resolved by fall 2022. Assistant Town Manager Holeyton noted that the Town will hold a meeting with the residents of this development by the end of March. Councilwoman Atkins inquired if the Town is still pushing snow in this development. She noted that the pushing of snow should cease since these are not Town streets. Councilman Bloomfield noted his disagreement. Further discussion was held on this matter, and Town Manager Freeman remarked that he will check into the matter of snow removal at the Old Stage Crossing. Further discussion was held on Old Stage Crossing, and Town Manager Freeman affirmed that the Housing Committee will meet soon to continue discussions on this development.
11. Town Manager Freeman stated that the Town Council March meeting calendar is in the meeting package for the Council's use.
12. Town Manager Freeman stated that an application has been received from Mr. David Schmidt for consideration of appointment to the Wytheville Planning Commission. He inquired if the Committee would like to hold a meet and greet session with Mr. Schmidt. It was the consensus of the Committee to not hold a meet and greet session with Mr. Schmidt. Town Manager Freeman noted that this appointment will be on the March 14, 2022, Town Council meeting agenda.
13. Town Manager Freeman presented a draft of the amendments to the Mowing Ordinance. Town Attorney Clayton reviewed the amendments and noted that a public hearing needs to be set for the March 28, 2022, Town Council meeting to consider amending the Town Code to include the mowing regulation revisions. After discussion about notifying residents and reviewing the mowing amendments, a motion was made by Councilman Gillman and seconded by Councilman Bloomfield to set a public hearing for the March 28, 2022, Town Council meeting to consider amending Chapter 12, Solid Waste Collection and Disposal, Article VI. Condition of Premises, Division 2. Removal of Weeds, Sections 12-91 Duty of

Owner of Property and 12-92 Procedure When Owner Fails to Comply with Section 12-91, of the Town Code regarding mowing regulations. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.

14. Mayor Taylor stated that the Downtown Wytheville, Incorporated Board now meets on the third Monday of each month at 5:30 p.m. Town Clerk Corvin advised that she will amend the Town Council meeting calendar.
15. Town Attorney Clayton advised that at the last meeting of the Town Council, Mr. David Johnston attended the meeting to voice his concerns about his neighbor tearing down a dilapidated fence that was on the Town right of way that used to abut a public alley between their homes. She noted that Mr. Johnston also claimed that the alley was being torn up by his neighbor. She remarked that Mr. Johnston had stated that if fences were erected for cattle, they could never be removed. She noted that she has researched the fencing laws, and she found the fence out law for animals. She continued that this does not apply to the Town. Further discussion was held on this matter and Mr. Johnston's concerns. Town Manager Freeman noted that the alley is not torn up, Mr. Johnston is trying to prevent his neighbor from using the alley and he wants the fence reinstalled. The Committee continued to discuss this matter, and Town Manager Freeman stated that Town staff has reviewed this matter multiple times with Mr. Johnston, and there is nothing further to discuss with him.
16. Town Manager Freeman noted that the minutes from the previous Work Session are included in the meeting package for the Committee's review.
17. Town Manager Freeman stated that the spring shredding event will be canceled this spring, however, the Chamber of Commerce is trying to schedule a shredding event for the fall.
18. Councilwoman Atkins inquired if there is a rush for the Chamber of Commerce to move out of the Municipal Building. After a brief discussion, Councilman Bloomfield advised that he questioned when they were moving since they noted that the Chamber wanted to move to the Spiller School building, but that building may not be available for 4-5 years. Mayor Taylor explained that the Chamber of Commerce has a Strategic Plan to find another building in which to move with possibly other entities, which may include the Joint Industrial Development Authority, Downtown Wytheville, Incorporated and the Small Business Development Center. She reiterated that no one is rushing the Chamber of Commerce to move from the Municipal Building.

There being no further business, the Work Session was adjourned. (5:30 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk