

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, JULY 25, 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, Assistant Town Engineer Billy Anderson, Director of Parks and Recreation Josh Sharitz, Executive Director Wytheville-Wythe-Bland Chamber of Commerce Alison Pollard, Police Officer John Khachane, Candice Johnson

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Manager Freeman stated that Assistant Town Engineer Billy Anderson will update the Committee regarding Old Stage Crossing. He noted that Staff has been reviewing the requests of Old Stage Crossing members for the Town to take over the maintenance of streets, water and sewer lines, etc. Town Manager Freeman commented that Assistant Town Engineer Anderson had attended a previous Work Session meeting regarding this matter, and the main request of the Committee was to get a cost estimate for deficient utilities. Assistant Town Engineer Anderson stated that the total replacement and installation with materials for a manhole, different varieties of pipe and stone is estimated to cost \$193,000. He stated the total did not include any permitting or compaction testing. Town Manager Freeman inquired if that quote was just for stormwater. Assistant Town Engineer Anderson stated that is correct, and the quote is only for stormwater repairs. A brief discussion was held regarding the condition of the stormwater system and possible repairs. Town Manager Freeman stated that the stormwater system is functioning and that it is not likely for a total replacement to be needed. He advised that the stormwater system needs be checked annually for greater deficiencies. Mayor Taylor inquired about the annual inspection of the system, and if a problem was found then would the total replacement be needed. Town Manager Freeman stated that the repairs could possibly be done without a total replacement. He advised that an analysis needs to be performed regarding the zoning of Old Stage Crossing. Discussion continued regarding Old Stage Crossing. Town Manager Freeman stated that Staff will meet with the owner regarding this matter, and Assistant Town Engineer Anderson will update the Committee again on the cost of the manhole, etc.
2. Town Manager Freeman recognized and introduced Mr. Josh Sharitz as the new Director of Parks and Recreation for the Town of Wytheville. Mr. Sharitz discussed the current status of the Parks and Recreation Department with the Committee, and his views for the near future. Mayor Taylor stated she and Council look forward to working with Mr. Sharitz.
3. Councilwoman Atkins inquired about the property of the former business The Ville and noted that it is still grown up and items, like old tires are sitting around the property. She stated that she had previously inquired about this property. Town Manager Freeman stated that he will check on this matter.
4. Councilwoman Atkins stated that she wanted to thank Staff for mowing and trimming some property on Fairview Road, and that it looks very good. Town Manager Freeman inquired

if the pallets were removed from this property. Councilman Gillman stated that there are still a few pallets on the property.

5. Councilwoman Atkins inquired about the flooding on Ridge Road properties and the current status of the matter. Town Manager Freeman stated that there has been no change in the status. Discussion was held regarding the flooding on Ridge Road. Town Manager Freeman noted that the Town did a study of this matter several years ago, but the necessary easements could not be obtained. Further discussion was held on the matter.
6. Councilwoman Atkins inquired about possibly adjusting hours for employees to help accommodate their workload, and if that could be reviewed, such as employees working four 10 hour days. Town Manager Freeman stated that he would check on this matter.
7. Councilman Bloomfield noted that on Main Street, grass is growing up in the new brick. Town Manager Freeman stated that he will check on this matter.
8. Councilman Bloomfield inquired if Staff has looked into the matter regarding cell service and U.S. Cellular that he had talked about at the last Work Session meeting. Assistant Town Manager Holeton noted that she contacted a U.S. Cellular representative that is associated with the cell towers, and she is waiting for them to call her back.
9. Mayor Taylor stated that the new Mailbox Store is now open in town behind the Dawg House. She noted that it seems like they have been very busy.
10. Mayor Taylor inquired about the Shred Day Event. Ms. Alison Pollard, Executive Director for the Wytheville-Wythe-Bland Chamber of Commerce, noted that she was scheduled to receive a phone call regarding the event, but it had to be rescheduled. She advised the Committee that she is going to try and set that meeting up for the following week to confirm a date.
11. Vice-Mayor Pattison inquired about the windows in the Farmers' Market building and if there is a deadline for them to be replaced. Town Manager Freeman stated that there is not a deadline to replace the windows, but they have received a quote that has been included in the budget. He commented that he will speak with Public Works Director Peeples and let him know that the windows are ready to be replaced as soon as possible. Councilwoman Atkins inquired about the replacement of the Treasurer's Office windows. Town Manager Freeman noted that he will check on this matter.
12. Town Manager Freeman advised that the next item on the agenda is to review a resolution recognizing Ms. Maggie Minton of the George Wythe High School Tennis Team. Town Clerk Corvin stated that Ms. Minton and her coach will be attending the following Town Council meeting to accept the resolution. Mayor Taylor noted that she will remind Council that a motion and vote is required to adopt and present the resolution to Ms. Minton.
13. Town Manager Freeman advised that the next item on the agenda is to review Ordinance No. 1414. He advised the Committee that this ordinance covers trespassing and designation of police to enforce trespassing violations. Town Attorney Clayton noted that the Town already has an ordinance that is very similar to this one. She stated that this ordinance allows police to make an immediate arrest instead of having to contact property owners first. Town Attorney Clayton commented that the ordinance would now include protective orders, hunting, trespass signs, etc. that are covered in the Virginia Code. Councilwoman Atkins inquired about the OYO Hotel and police having access to their

cameras. She stated that she does not want Town police to be the only form of security for the hotel and believes that the hotel should pay for their own security, if needed. Town Attorney Clayton noted that Town police want access to their cameras, however, they are not required to view cameras from another hotel. Mayor Taylor inquired if the new ordinance allows police to drive on hotel property to keep watch. Town Attorney Clayton stated that the affidavit affiliated with this matter allows that, as well as the use of police dogs without permission. Town Clerk Corvin stated that this ordinance will go before the Council on first reading at the following Town Council meeting. Discussion was held regarding the proposed ordinance and the regulations. Town Manager Freeman advised the Committee that this ordinance is simply an improved version of the Town's current Trespassing Ordinance. After discussion, it was the consensus of the Committee to invite Police Chief Joel Hash and other members of the Police Department to the next Work Session to discuss this matter.

14. Town Manager Freeman advised that the next item on the agenda is to review Committee vacancies. Town Clerk Corvin stated that Mayor Taylor informed her of an individual who may want to apply for the Board of Zoning Appeals. She noted that there is a vacancy on that Board, and someone has applied to serve in place of another member on the Recreation Commission. Town Clerk Corvin commented that the Recreation Commission is now needing a youth member. She also stated that the Wytheville Redevelopment and Housing Authority has two vacancies, however, one of the members needs to be a resident. Vice-Mayor Pattison inquired of Councilwoman Atkins about approaching the Housing Authority with the idea of not having a resident member. Councilwoman Atkins noted that she was not sure about that idea. Town Attorney Clayton stated that she would do some research to make sure they are not required to have a resident member.
15. Town Manager Freeman advised that the next item on the agenda is to review an application from Mr. Bobby Angles to serve on the Recreation Commission. He commented that Mr. Angles is also the Chairman for the Wytheville Economic Development Authority (WEDA), and Mr. Angles reached out to him regarding his interests in recreation. Town Manager Freeman stated that Mr. Angles sent in an application shortly after their conversation. He inquired if the Committee wanted to interview Mr. Angles before appointing him to the Recreation Commission. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to appoint Mr. Bobby Angles to the Recreation Commission. 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.
16. Town Manager Freeman advised that the next item on the agenda is the discussion regarding an additional two percent pay increase. He noted that between the second and third reading of the Budget Ordinance there was a proposal for an additional two percent raise for employees. A discussion was held, and a motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to postpone the discussion regarding the two percent pay increase until results are received from the Classification and Compensation Study. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins stated that she believes the additional pay increase should be looked into based on the overall needs of most employees. Mayor Taylor stated that the Classification and Compensation Study results would allow for the correct adjustments to be made to employee wages. Mayor Taylor suggested that if a two percent pay increase is given to take two percent of the total payroll and divide it equally among employees. Councilwoman Atkins noted that possibly the two percent pay increase could be administered, then another correction to wages could be made once the study results

come back. She advised the members that she is concerned many Town employees will quit once more factories are operating in the area. Councilwoman Atkins stated that she believes an employee should not get paid less if they are making more money than another employee. Town Manager Freeman advised that waiting until the study results come back would be more beneficial to the employees. Councilwoman Atkins noted that she would have liked to give all employees a two percent raise, and then adjust wages where needed. Discussion continued regarding the pay increase and the Compensation and Classification Study. Vice-Mayor Pattison inquired if the previous motion made during the discussion could be read again. Town Clerk Corvin stated that the motion is to postpone the discussion regarding the pay increase until results are received from the Compensation and Classification study. There being no further discussion, the motion was approved with the following voting results: For: Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: Beth A. Taylor, Holly E. Atkins. A motion was then made by Councilwoman Atkins and seconded by Mayor Taylor to consider looking at giving a two percent increase and splitting funds equally amongst full-time employees. Mayor Taylor stated that part-time employees did not benefit from the previous three percent pay increase and inquired much it would cost to give them a pay increase. Town Manager Freeman stated that he does not have an exact number for how much that would cost. He noted that he has received some requests from department heads asking to give part-time employees a pay increase. Mayor Taylor inquired about the motion made by Councilwoman Atkins and what would happen if it was voted upon. Town Clerk Corvin stated that if the motion is voted upon and passes, then the previous motion made by Councilman Bloomfield would be overridden. Vice-Mayor Pattison stated that she likes the conversation regarding this matter, however, she is not prepared to vote on the motion made by Councilwoman Atkins. Councilwoman Atkins and Mayor Taylor withdrew their motion and second regarding the additional two percent pay increase. Councilwoman Atkins stated that she wants to bring this topic back to a future meeting.

A motion was made by Councilman Gillman and seconded by Councilman Bloomfield to recess the meeting until after the following Town Council meeting. 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. (6:45 p.m.)

A motion was made by Mayor Taylor and seconded by Councilman Gillman to reconvene the meeting. Town Manager Freeman 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. (7:11 p.m.)

17. Town Manager Freeman advised that the next item on the agenda is the discussion regarding the VML Annual Conference. He commented that the conference has been scheduled and hotel rooms have been booked. Town Clerk Corvin stated that she needs the Committee members to let her know if they are going so that registration for the conference can be completed.
18. Town Manager Freeman presented a request for waiver of fees for the National Day of Prayer 2023 event. Mayor Taylor commented that she had contacted someone regarding the costs from 2022. She stated that they could break the cost up and waive certain fees or waive all fees. Councilwoman Atkins inquired if the fee for the stage is for it to be rented. Town Manager Freeman advised that the fees they are looking at are set rates for the meeting center. Councilman Bloomfield inquired if the fees are waived for an event, does the fees then come from the Council's budget. Town Manager Freeman noted that he

does not believe that the fees are being paid if they are waived. A brief discussion was held regarding the waiver of fees for the National Day of Prayer 2023 event. A motion was made by Councilman Gillman and seconded by Councilman Bloomfield to waive all fees for the National Day of Prayer 2023 event. Mayor Taylor inquired if there was any discussion on the motion. Vice-Mayor Pattison inquired if this was an event for Wythe County. She stated that she had only seen advertisements from the County. Mayor Taylor advised that she will look into the matter. Councilman Gillman and Councilman Bloomfield decided to withdraw their motion and second until more information could be obtained. Mayor Taylor advised that she will bring more information for the Committee to review.

19. Town Manager Freeman advised that the next item on the agenda is the discussion regarding the Wytheville Farmers' Market. He stated that Vice-Mayor Pattison contacted him regarding phone calls that have been received about the Town maintaining the Farmers' Market and reports of vandalism. Vice-Mayor Pattison inquired if the Town helped fund the Farmers' Market. Town Manager Freeman stated that the Town does not fund operations, but only maintains the building. Vice-Mayor Pattison commented that she receives at least two or three phone calls a month about their need for maintenance. Town Manager Freeman stated that those calls should be made to Town management. Vice-Mayor Pattison stated that she has spoken with a couple of the board members from the Farmers' Market and that they are leaning toward the Town taking over the Farmers' Market. Vice Mayor Pattison inquired if Town Manager Freeman and Town Attorney Clayton could look into more information regarding the Town taking over the Farmers' Market, and how that would affect the Farmers' Market funding. Town Manager Freeman stated that he will look into the matter and speak with Downtown Wytheville, Inc., as well. Vice-Mayor Pattison inquired if Downtown Wytheville could make another full-time position rather than a part-time position. She stated that there have been three different employees over the last five years in their part-time position. A brief discussion was held regarding hiring a full-time employee for Downtown Wytheville, Inc., and whether they would be a Town employee. Town Manager Freeman inquired of the Committee if anyone was opposed to hiring someone and the person being a Town employee. Councilwoman Atkins stated that she did not know enough information on the matter to give her opinion. Town Manager Freeman stated that this matter could be put on an agenda for a future meeting, or a motion could be made to move forward. A brief discussion was held regarding the Town needing to obtain the financial reports from Downtown Wytheville, Inc. Town Manager Freeman commented that he will check on this matter.
20. Town Manager Freeman advised that the next agenda item is FOIA and Robert's Rules of Order training for the Council and Staff. Town Attorney Clayton stated that this training is a legal requirement and that she gave a presentation to the members and staff to complete the training. Town Manager Freeman inquired if there was any discussion on the presentation. There being none, he proceeded with the agenda.
21. Town Manager Freeman advised that the next item on the agenda is the continued review of the Council Rules of Procedure. Town Attorney Clayton discussed tie votes with the Committee members. She stated that she has contacted different localities regarding techniques used to take a vote. A brief discussion was held regarding how the Council members could take a vote in the future. Town Attorney Clayton then discussed information regarding communication between Town Council, Manager and Staff. She stated that Council members should contact the Town Manager or Assistant Town Manager when they would like to spend time in a department observing to learn about a department. Town Manager Freeman advised that he encourages Council members to commend employees when given the chance. Town Attorney Clayton stated that failure to strictly comply with Robert's Rules of Order does not invalidate any action of the

Council, and that there is no requirement to adopt a resolution for the reappointment of appointed officials at reorganizational meetings. She noted that once the Council has appointed an official, they serve until the Council would decide to terminate them. Assistant Town Manager Holeyton inquired if a section could be added stating that officials serve at the pleasure of the Town Council. Discussion continued regarding appointed officials. A motion was made Councilwoman Atkins and seconded by Councilman Gillman to add a section to the Council Rules of Procedure stating that appointed officials will serve at the pleasure of the Town Council. 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. Councilwoman Atkins advised that she still had concerns regarding Council members communicating with Town staff. Town Attorney Clayton stated that any actions that may need to be handled should be directed to appointed officials. Town Manager Freeman advised that the section regarding communication will be reviewed and reworded, for the Council's review at the next Work Session.

22. Town Manager Freeman advised that the next item on the agenda is to review the amended Electronic Participation Policy. Town Clerk Corvin stated that the changes made to the Electronic Participation Policy are part of the State Code. She advised that attending meetings electronically due to family medical conditions has been included, and participation limited to two meetings or 25 percent of meetings held per calendar year has been added to the policy. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor to adopt the Electronic Participation Policy as presented. Town Manager Freeman 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.
23. Town Manager Freeman advised that the next item on the agenda is an update regarding the Shentel Telecable Franchise renewal. Town Attorney Clayton stated that an advertisement and public hearing will be needed for this renewal. She noted that she has been working with attorneys from Shentel to negotiate the renewal. A brief discussion was held regarding the renewal. Town Attorney Clayton stated that she will send the Council members a copy of the red lined version of the franchise agreement once it becomes available.
24. Councilman Gillman stated that Downtown Wytheville, Inc. conducted a productive meeting, and noted that the July 4th celebration was a success.
25. Councilman Gillman noted that the Homestead Museum will be conducting October Fest on the first weekend of October and that Wohlfahrt Haus will be catering.
26. Town Manager Freeman stated that the Committee members received a Town Manager's Report for the following Town Council meeting.
27. Town Manager Freeman advised the Committee that an application was received for a Special Exception Permit for Mr. Kenneth Peeples Jr. to keep livestock on the previous Cline property.
28. Town Manager Freeman advised the Committee that the minutes from the July 11, 2022, Work Session is included in their package, along with an August meeting calendar.

29. Town Manager Freeman stated that the Committee members have received their financial statements. He reviewed the general fund with the members and stated that the Town's general fund is in good standing despite last year's projection. It was noted that all Town employees should be thanked for helping to reduce the spending for last year's budget.

There being no further business, the Work Session was adjourned. (8:11 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk