

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM
ON MONDAY, DECEMBER 13, 2021, AT 4:30 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, Town Clerk Sherry G. Corvin, Town Attorney Michelle Workman Clayton, Town Treasurer Michael G. Stephens, Christopher Burkett, McKenzie Tate, Police Officer Chastity Russell

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Treasurer Michael G. Stephens joined the meeting to explain the new credit card usage fees that will begin January 1, 2022. He noted that after this date, the Town will no longer be able to accept credit/debit cards for utility payments. A discussion was held about placing a kiosk in the Town Office for customers to use. Town Treasurer Stephens advised that will check on a kiosk. Town Manager Freeman noted that the Town could also check into have a credit/debit card pin pad for customers to use. Town Treasurer Stephens advised that will check into a pin pad. Town Treasurer Stephens noted that he will also ask Director of Public Information/Tourism Rosa Jude to advertise the new credit card usage fees, etc. Town Treasurer Stephens reviewed the November financial statement with the Committee. He noted that the water bills that were recently mailed included a small rate increase.
2. Mr. Christopher Burkett joined the meeting to hold a Meet and Greet Session with the Committee for consideration of appointment to the Wytheville Recreation Commission. Mayor Taylor thanked Mr. Burkett for attending the meeting.
3. Ms. McKenzie Tate joined the meeting to hold a Meet and Greet Session with the Committee for consideration of appointment as a youth member on the Wytheville Recreation Commission. Mayor Taylor thanked Ms. Tate for attending the meeting.
4. The Committee considered the applications for Christopher Burkett and McKenzie Tate as members to the Recreation Commission. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to appoint Mr. Christopher Burkett a member and Ms. McKenzie Tate as a youth member to the Wytheville Recreation Commission. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following 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.
5. Town Manager Freeman noted the next agenda item is to discuss when streets should be closed for event, event applications, safety procedures, etc. He noted that, recently, discussion was held regarding safety procedures for street closings. He noted that the Town's event application requires applicants to apply 60 days in advance of the event or street closing. Councilman Bloomfield advised that he would suggest that a Safety Committee be appointed to review these types of applications, and the members should include representatives from the Police Department, Fire Department, Public Works Department, Downtown Wytheville, Incorporated, etc. He remarked that there is already a Committee like this that meets to discuss events for the Fourth of July, Christmas Parade, etc. The Committee also discussed various things that happens with parades such as candy being tossed to paradegoers, etc. Councilman Bloomfield noted that the Safety Committee

needs a checklist of things to review in these applications. He noted that the next event is the Martin Luther King, Jr. Day March, and the Event Committee reviewed the application and discussed this event. Town Manager Freeman advised that Town staff will work on the application and checklist.

6. Town Manager Freeman noted that a Newly Elected Officials Conference is scheduled in January 2022. Town Clerk Corvin noted that this conference is for all elected officials to attend, if they desired. Further discussion was held on this matter, and Town Clerk Corvin requested any Council member desiring to attend to please let her know so the appropriate registrations could be made.
7. Town Manager Freeman reviewed the James E. Crockett, III, rezoning and planned unit development requests with the Committee. He explained that following this Work Session, during the regular Town Council meeting, a joint public hearing will be held with the Wytheville Planning Commission to consider the rezoning request. He advised that the Planning Commission will be making a recommendation to the Town Council regarding the rezoning request and the planned unit development request. Town Manager Freeman continued to discuss these requests with the Committee.
8. Town Manager Freeman noted that the Town Council dispensed with their January 27, 2021, Town Council meeting, and he inquired if the Committee desired to dispense with the January 27, 2021, Work Session meeting. It was the consensus of the Committee to dispense with the January 27, 2021, Work Session meeting.
9. Town Manager Freeman noted that due to the pandemic and being short staffed, several employees have asked to carryover some of their vacation days over to 2022. He noted that he plans to approve these requests.
10. Town Manager Freeman advised that a public hearing would need to be held at the January 10, 2022, Town Council meeting so the Fiscal Year 2021-22 budget can be amended to appropriate the American Recovery Plan Act (ARPA) funds, and they can then be spent. A discussion was held regarding projects that the funds could be spent on. Town Manager Freeman noted that the Budget and Finance Committee has discussed giving the employees a bonus for working during the pandemic. He advised that he would like for the Budget and Finance Committee to meet one more time to continue to discuss this issue.
11. Mayor Taylor stated that it will now be necessary for the Council to go into a closed meeting pursuant to Code Section § 2.2-3711(A.)(7.) for consultation with legal counsel pertaining to litigation. A motion was made by Councilman Gillman and seconded by Councilman Bloomfield to go into a closed meeting pursuant to Code Section §2.2-3711(A.)(7.) for consultation with legal counsel pertaining to litigation. Mayor Taylor inquired if there was any discussion on the motion to go into a closed meeting. 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. (6:02 p.m.)

Mayor Taylor noted that it will now be necessary to go back into open session and to certify the closed meeting. A motion was made by Councilman Gillman and seconded by Councilwoman Bloomfield that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and that only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Wytheville Town Council. 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. (6:08 p.m.)

12. Town Clerk Corvin advised that it will be necessary for the Town Council to set a public hearing for the January 10, 2022, Town Council meeting to consider amending the 2021-22 budget to appropriate the American Recover Plan Act (ARPA) funds. A motion was made by Councilman Gillman and seconded by Councilwoman Atkins to set a public hearing for the January 10, 2022, Town Council meeting to consider amending the 2021-22 budget to appropriate the American Recovery Plan Act (ARPA) funds. 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.
13. Councilman Bloomfield inquired if the Fourth Street Civic Center can currently be rented. Town Manager Freeman advised that the Fourth Street Civic Center can be rented. He noted that the Center is rented on a first come, first served basis. Discussion continued on this matter.
14. Councilwoman Atkins noted that in December 2019, she came before the Town Council about animal issues. She noted that it has been two years, and there are still problems and there are still dead animals not being picked up that are in the road, She advised that she knows Town Manager Freeman is working on the matter. She noted her concerns with being directed to call 911. She noted that she would welcome any suggestions from the Committee, since she has been working on this for several years trying to get some things changed. Town Manager Freeman advised that he would continue to work on this issue.
15. Councilwoman Atkins noted that there is a sinkhole on Fairview Road. Town Manager Freeman remarked that work is being performed on this sinkhole tomorrow.
16. Councilman Gillman advised that there is a street light out at the corner of 24th Street and West Lee Highway. Town Manager Freeman noted that Town staff will report the light outage to Appalachian Power Company.
17. Mayor Taylor noted that the event at the Homestead Property was attended by about 130 people despite the inclement weather.
18. Mayor Taylor commented that she would like to invite all the Council members to ride on the buggy next year at the Christmas Parade that will be held on December 3, 2022. Town Manager Freeman advised that Town staff will remind the Council members of this event in November 2022.
19. Town Manager Freeman explained that the Town Council will be considering a resolution during the regular Town Council meeting about the DHCD application for the Lots Gap Water Tank Project. Further discussion was held on this project and the funding required for it. Town Manager Freeman stated that the New River Regional Water Plant will also be expanded.
20. Councilwoman Atkins briefly discussed her Christmas Parade application and noted that there needs to be better communication between the Town Council members. Mayor Taylor requested Town Council members to answer their emails, etc. when they are contacted. Further discussion was held on this topic.

There being no further business, the Work Session was adjourned (6:32 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk