

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, MAY 24, 2021, AT 7:00 P.M.**

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

Members absent: None

Others present: Town Manager Stephen A. Moore, Assistant Town Manager T. Brian Freeman, Town Clerk Sharon G. Corvin, Town Attorney Michelle Workman Clayton, Town Treasurer Michael G. Stephens, Marie Bishop, Millicent Rothrock with *The Wytheville Enterprise*, Corporal Josh Jones, Sergeant John Lackey

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Taylor called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Vice-Mayor Pattison.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of May 10, 2021. She inquired if there was a motion to approve the consent agenda as presented or to somehow be amended. A motion was made by Councilman Gillman and seconded by Councilwoman Atkins to approve the consent agenda consisting of the minutes of the regular meeting of May 10, 2021, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda, as presented. 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.

RE: PUBLIC HEARING – BUDGET FOR FISCAL YEAR 2021-22

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider the Budget for Fiscal Year beginning July 1, 2021, and ending June 30, 2022. Mayor Taylor inquired if there were any citizens attending the meeting who wished to address the Council during this public hearing. There being no one who wished to address the Council during the public hearing, Mayor Taylor declared the public hearing closed and proceeded with the agenda. She advised that she would reserve the right to revisit this agenda item, if anyone arrives later during the meeting who wished to address the Council regarding the public hearing.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting who wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda. Mayor Taylor stated, however, if anyone arrives later during the meeting who wished to address the Council, she would reserve the right to address the Council.

RE: OLD BUSINESS

Town Manager Moore advised that he did not have anything to report to the Council under Old Business.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Bloomfield reported for the Budget and Finance Committee. The Budget and Finance Committee report was entered into the record as follows: Please find below the Budget accounts for very limited expenditures.

Capital Projects:

This budget proposes to reduce appropriations to operations in almost all categories and proposes only two capital projects:

- Heritage Walk Phase III, (\$121,800) at 20 percent of the project cost, 80 percent of the cost is funded through VDOT Transportation Alternatives Grants; and,
- A Dog Park for which \$35,000 has been allocated. A grant application to the Department of Conservation and Recreation has been submitted, but if the application is not successful, the allocated amount will be placed in a sinking fund for this project.

Operations:

- As COVID-19 reduced the utilization of Town facilities by citizens, such as the Department of Museums, the Wytheville Parks and Recreation Department and the Wytheville Meeting Center, staffing has been reduced and freezes on hiring have been implemented. The Town Council and Management have strived to keep services at the same levels as before COVID-19. However, the Fiscal Year 2021-22 Budget anticipates that these departments will begin to have increased utilization and may need to approach pre-COVID-19 staffing levels.
- There is a two percent pay increase proposed in the budget for all employees. The Committee would note that employees did not receive a pay increase in the last fiscal year.

Revenues:

Revenues are realistic projections based on what was collected last year from fees and taxes. While these projections are conservative, we feel that they are realistic. Therefore, as stewards of the Town, we have proposed the following tax and fee increases:

- Real Estate Taxes are proposed to increase 5.5 cents, from 15.5 cents per \$100 to 21 cents per \$100.
- Personal Property Taxes are proposed to increase 10 cents, from 28 cents per \$100 to 38 cents per \$100.
- Machinery & Tools Taxes are proposed to increase 5 cents, from 28 cents per \$100 to 33 cents per \$100.
- Cigarette Taxes are proposed to increase 25 cents per pack to 40 cents per pack.

- Refuse Collection Fees are proposed to increase from \$100 to \$150 per year for the 33 gallon container and from \$50 to \$75 per year for the 13 gallon container.
- Water and Sewer rates are proposed to be increased with the flat rate increasing \$1 per customer, with a 3 percent to 10 percent increase on the consumption rate based on the use.

The budget, if adopted as presented, is balanced with revenues of \$24,463,481 and expenditures of \$24,463,481, however, even with the tax and fee increases, it relies on \$1,876,006 of revenue from reserves. Following any questions or discussions from the public hearing, it would be the recommendation of the Budget and Finance Committee that when the Budget Ordinance, which contains the departmental budgets, is considered later in the meeting that it be approved on the second, but not final, reading.

The Virginia General Assembly's changes to election law have necessitated that the Town Charter be amended to change the elections for the Town Council from May to November. This Charter change would revise the May 2022 election date to the first Tuesday of November 2022 and every four years thereafter. It would also revise the May 2024 election date to the first Tuesday in November 2024 and every four years thereafter. Also, we have received a request from the General Registrar/Director of Elections to divide the one election precinct into two precincts. The intent is to allow two polling places so that the West Wytheville Precinct will vote at George Wythe High School, and the East Wytheville Precinct will vote at the Fourth Street Civic Center. It would be the recommendation of the Budget and Finance Committee that a public hearing be set for the June 14, 2021, Town Council meeting for these changes in the Town's Charter and to establish the two voting precincts. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to set a public hearing for the June 14, 2021, Town Council meeting to consider changes to the Town Charter regarding the date for town elections and to establish the East Wytheville and the West Wytheville voting precincts in the town. Mayor Taylor inquired if there was any discussion on the motion to set the public hearing for June 14, 2021. Councilwoman Atkins stated that her package did not include the section regarding raises. Discussion continued regarding the salary increases for employees. Mayor Taylor inquired if there was any further discussion. 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. The Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Gillman reported for the Public Works Committee. The Public Works Committee report was entered into the record as follows: Later in the meeting, the Council will consider amendments to the Town's Personnel Policy. These amendments include revisions that have been reviewed and approved by the Council, and that need to be incorporated into the policy. A brief overview of these amendments is as follows:

- A change to Subsection 4.7 regarding Holiday Pay clarifies that employees are paid at their full rate of pay for eight (8) hours for a day and four (4) hours for a half day. Departments that work on designated holidays have the authority to establish an alternate holiday schedule, but they must provide the same number of holiday hours. Accumulated holiday time can be accumulated and taken in one (1) hour increments.

- A change to Subsection 5.9 regarding Legal Holidays provides that regular, full-time employees will annually receive the same holidays that are provided by the Virginia Department of Human Resource Management (DHRM) Holiday Schedule. In addition, those employees shall receive any holiday leave time provided by the Governor of Virginia or the President of the United States.
- A modification to Subsection 5.10 regarding inclement weather, which generally provides that the Town does not usually close its operations for inclement weather and that employees are expected to report to work at the workplace. However, employees can report up to two hours late during inclement weather if they have notified their supervisor in advance. Those employees that do not report to work will be required to utilize earned annual leave.

Because of the varied nature of the Town's services, there are not specific rules for closure of facilities for inclement weather. The Town Manager may, at his sole discretion, make changes to facility schedules, in the event of inclement weather. The Public Works, Water and Wastewater, Public Utilities, Police and Fire and Rescue Departments shall report regardless of the inclement weather.

- A modification to Section 10 provides that no employee shall hold a handheld personal communication device while driving a Town vehicle, except: 1.) While operating an emergency vehicle in performance of his/her duties; 2.) If it is lawfully parked or stopped; or, 3.) While using the device to report an emergency.
- Revisions to the Safety Risk Management Program Section 4 provides for an increase in the reimbursement for steel toe boots for those part time employees that are required to wear them from \$50 to \$75.

The Wytheville Child Development Center was developed and built as a part of the Wytheville Community Center, that was to be operated in conjunction with the Wytheville Community College (WCC) as a part of an early childhood development curriculum. The Child Development Center would serve as a laboratory and provide day care service for the citizens of Wytheville. WCC developed the curriculum and a Community Development Block Grant (CDBG) helped fund construction for this part of the building. When the new Wytheville Community Center opened in 2007, the Child Development Center opened under the direction of Wytheville Community College. After about five years of operating the Center, WCC decided to eliminate the early childhood development curriculum, and to close the Center. As the landlord of this specialized space, the Town Council decided to advertise for a private childcare provider to operate the facility. Three viable proposals were received, and the Council negotiated an agreement with the operator of Discovery Island Day Care, Ms. Uva Wright. Ms. Wright began providing day care services according to the CDBG guidelines in 2012. That contract has automatically renewed over the years, but we are now negotiating a new lease, and it will be necessary to schedule a public hearing for this lease, which could be held at the June 14, 2021, Town Council meeting. It would be the recommendation of the Public Works Committee to set a public hearing for the Monday, June 14, 2021, Town Council meeting, regarding the renewal of a lease of Town property for a childcare center, which will provide an additional four year term. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to set a public hearing for the June 14, 2021, Town Council meeting to consider the renewal of a lease of Town property for a childcare center, which will provide an additional four year term. Mayor Taylor inquired if there was any discussion on the motion to set the public hearing for June 14,

2021. Councilwoman Atkins inquired if the change to the Inclement Weather Policy allows Town employees to work from home or is this is not allowed due to inclement weather. Town Manager Moore advised that there is a provision, which is not covered in the report, that states the employees are allowed to work from home during inclement weather, if they have made arrangements with their Supervisor. Councilwoman Atkins inquired if there will be certain hours that the Town is going to require the day care to be open when the new lease is renewed. She noted that she is asking if the day care is required to be open a certain amount of hours or will the day care set their own hours. Town Attorney Clayton stated that she cannot answer that question at this time. Mayor Taylor advised that the lease notes that the hours are to be set by the CDBG Guidelines. Discussion ensued regarding the hours of operation for the day care. Mayor Taylor inquired of Town Manager Moore if the ordinance for the proposed personnel rules is coming as a recommendation from a Committee. Town Manager Moore stated that the report read that way, however, the Committee did not meet regarding the personnel rules. He advised that he would suggest a roll call vote, later in the meeting, when the ordinance is discussed. Discussion ensued regarding the proposed changes to the Personnel Rules, Regulations and Policies. Mayor Taylor inquired if there was any further discussion. 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. The Public Works Committee report is attached and made part of these minutes.

RE: NEW BUSINESS

Under New Business, Town Manager Moore reported the following:

1. The next Council Work Session will be held on Tuesday, May 25, 2021, at 7:00 a.m., in the Council Chambers of the Municipal Building.
2. Food City will host a Ribbon Cutting/Open House on Wednesday, May 26, 2021, at 7:45 a.m. He noted that the Wytheville Town Council is invited to attend.
3. The Joint Industrial Development Authority of Wythe County will meet on Thursday, May 27, 2021, at 3:00 p.m., in the Council Chambers of the Municipal Building.
4. The Town of Wytheville Municipal Office will be closed and all services curtailed on Monday, May 31, 2021, in observance of the Memorial Day holiday.
5. Town Manager Moore advised that Monday, May 31, 2021, will be his last day of service with the Town of Wytheville. He noted that he would like to extend his sincere thanks to the Town Council and Town Staff for their support over the many years that he has worked for the Town.
6. Mayor Taylor advised that she has one item that she would like to present under New Business, as well. She noted that she would like to thank Town Manager Moore for the numerous years of service and dedication to the Town of Wytheville, and the Town Council would like to wish him good luck and a happy retirement. Mayor Taylor inquired if there is a motion to adopt the resolution recognizing and honoring the retirement of Stephen A. Moore from the Town of Wytheville. A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to adopt a resolution recognizing and honoring the retirement of Stephen A. Moore from the Town of Wytheville. Mayor Taylor inquired if there is any discussion on the motion to adopt the resolution for Town Manager Moore. 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.

Mayor Taylor noted that the resolution read as follows:

RESOLUTION

WHEREAS, Town Manager Stephen A. Moore graduated from Virginia Polytechnic Institute and State University in 1974 with a Bachelor of Science in Architecture; and,

WHEREAS, Town Manager Moore's previous careers included working as an Architect for Lathrop & Associates and as a Project Architect with Dewberry & Davis and was later named an Associate with this firm; and,

WHEREAS, Town Manager Moore was hired on December 15, 1990, as Assistant Town Manager/Director of Planning, and he was appointed as Town Manager effective July 1, 2020. He has been employed with the Town of Wytheville for over 30 years working on the continuous progress of the town so its citizens and its visitors could enjoy a beautiful town in which to live, work and visit; and,

WHEREAS, Town Manager Moore is a Certified Planning Commissioner and a Registered Architect in Virginia, North Carolina and Maryland, and he holds a Certificate from the National Council of Architectural Registration. Through his planning leadership, architectural expertise and creative vision, many projects were successfully completed including the Wall of Honor in Withers Park, the Spring/Franklin Street Housing Rehabilitation Project, the new Recreation Center/Meeting Center, the Heritage Walk, the E. Lee Trinkle Regional Visitors Center, the Heritage Preservation Center, the Downtown Wytheville Improvements Project, the East Main Street Improvements Project, the Truss Bridge Park, renovations to the Fire and Rescue Building, the Love Park and many other additions and renovations to Town parks and facilities; and,

WHEREAS, Town Manager Moore has also been instrumental in the continued growth of the town that included housing developments, retail centers and ongoing infrastructure expansion, as well as his planning vision for the future of the Town of Wytheville; and,

WHEREAS, under Town Manager Moore's leadership, several departments have diligently worked to provide services that enhance the quality of life for all citizens and that will also benefit future generations, such as the children's programs provided by the Department of Museums, recreational activities for all ages provided by the Department of Parks and recreation at the Crystal Springs Recreation Area and beautifully designed facilities for graduations, weddings and other venues at the Wytheville Meeting Center; and,

WHEREAS, during Town Manager Moore's tenure, he has been a member of several regional, state and national boards including the American Institute of Architects; the International City/County Manager's Association; the Virginia Local Government Manager's Association; the Citizens Planning Education Association of Virginia; the Crossroads Regional Industrial Facility Authority; the Beautification Task Force; the Wythe County Building Code Appeals Board ; and, Secretary/Treasurer of the New River Regional Water Authority; and,

WHEREAS, Town Manager Moore has faithfully served his community on many civic boards including as a Member of the Iron Boots Society; Soiree; the Citizens Planning

Education Association of Virginia; the Wythe-Bland Foundation; the Roanoke Regional Preservation Board for the Virginia Department of Historic Resources; the United Way; the Downtown Wytheville, Incorporated Loan Committee; Past President and Member of the Wytheville Rotary Club, where he was also named as a Paul Harris Fellow; Past Chairman and Member of the Wythe County Community Hospital Board; and, Past Chairman and Member of the Wythe County Community Hospital Holdings Board.

NOW, THEREFORE, BE IT RESOLVED, that the Town Council, of the Town of Wytheville, Virginia, through the adoption of this resolution, hereby expresses its deepest gratitude and appreciation to Stephen A. Moore for his dedication and commitment to the Town of Wytheville.

BE IT FURTHER RESOLVED that the Town Council extends to Town Manager Moore its congratulations on his retirement and best wishes for the future.

Mayor Taylor presented the resolution to Town Manager Moore and congratulated him on his retirement.

RE: APPOINTMENTS – NEW RIVER REGIONAL WATER AUTHORITY

Mayor Taylor advised that the next agenda item is the appointment of Assistant Town Manager T. Brian Freeman to the New River Regional Water Authority to fill the unexpired term of Town Manager Stephen A. Moore (term expires June 30, 2024). A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to appoint T. Brian Freeman to the New River Regional Water Authority to fill the unexpired term of Stephen A. Moore (term expires June 30, 2024). Mayor Taylor inquired if there was any discussion on the motion to appoint Mr. Freeman to the New River Regional Water Authority. 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.

RE: APPOINTMENTS – CROSSROADS REGIONAL INDUSTRIAL FACILITY AUTHORITY

Mayor Taylor advised that the next agenda item is the appointment of Assistant Town Manager T. Brian Freeman to the Crossroads Regional Industrial Facility Authority to fill the unexpired term of Town Manager Stephen A. Moore. A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to appoint T. Brian Freeman to the Crossroads Regional Industrial Facility Authority to fill the unexpired term of Town Manager Stephen A. Moore. Mayor Taylor inquired if there was any discussion on the motion to appoint Mr. Freeman to the Crossroads Regional Industrial Facility Authority. 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.

RE: ORDINANCE NO. 1395

Mayor Taylor presented Ordinance No. 1395, the Budget Ordinance for Fiscal Year 2021-22, which includes the departmental budgets, on second reading. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to adopt Ordinance No. 1395, the Budget Ordinance for Fiscal Year 2021-22, which includes the departmental budgets, on second, but not final, reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on second, but not final, reading. Councilman Bloomfield suggested the Council conduct a Budget Work Session before the final reading of the budget. The Council

continued to discuss their concerns regarding the increasing of the fees, taxes, etc. of the Budget Ordinance for Fiscal Year 2021-22. After further discussion regarding the budget, it was the consensus of the Council to conduct a Council Budget Work Session on Tuesday, June 8, 2021, at 7:00 a.m. Mayor Taylor inquired if there was any further discussion regarding the adoption of the ordinance on second, but not final, reading. 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: Holly E. Atkins
ABSTENTIONS: None

Ordinance No. 1395 was adopted on second, but not final, reading.

RE: ORDINANCE NO. 1396 – AMENDMENTS TO PERSONNEL RULES, REGULATIONS AND POLICIES

Mayor Taylor presented Ordinance No. 1396, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, to amend Section 4. Pay of Employees, Subsection 4.7 Holiday Pay; Section 5. Leaves of Absence, Subsection 5.9 Legal Holidays and Subsection 5.10 Inclement Weather Leave Policy; Section 10. Other Policies, Subsection 10.3 Cellular Phones, Pagers and Two Way Radios; and, amending the Safety Risk Management Program, Section 4. Town Augmented Payment for Safety Shoes/Boots, on first reading. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to adopt Ordinance No. 1396, an ordinance amending and reenacting Ordinance No. 1028, generally known as Personnel Rules, Regulations and Policies, to amend Section 4. Pay of Employees, Subsection 4.7 Holiday Pay; Section 5. Leaves of Absence, Subsection 5.9 Legal Holidays and Subsection 5.10 Inclement Weather Leave Policy; Section 10. Other Policies, Subsection 10.3 Cellular Phones, Pagers and Two Way Radios; and, amending the Safety Risk Management Program, Section 4. Town Augmented Payment for Safety Shoes/Boots, on first and final reading. Mayor Taylor inquired if there was any discussion on the motion to adopt the ordinance on first and final reading. Councilman Bloomfield inquired regarding the following verbiage that was read in the Public Works Committee report earlier in the meeting: "Departments that work on designated holidays have the authority to establish an alternate holiday schedule, but they must provide the same number of holiday hours." He noted that if the Town is giving Departments the authority to create other designated holidays, then it should be at the consent of the Town Manager. He remarked that, in other words, the Departments should work with the Town Manager to establish their holiday schedules. Discussion continued regarding the verbiage of the original policy. Town Clerk Corvin clarified that Subsection 4.7 Holiday Pay of the ordinance states exactly what is in the Personnel Policy, therefore, the report that was read earlier in the meeting was simply a summary of what the policy states. Assistant Town Manager Freeman advised that what is written is current, however, it can still be amended. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to amend the original motion to revise Subsection 4.7 Holiday Pay to include that Departments required to work an alternate holiday schedule be approved with the Town Manager. Mayor Taylor inquired if there was any further discussion. 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

ABSTENTIONS: None

Ordinance No. 1396 was adopted on first and final reading.

Discussion continued regarding further review of the Personnel Policy in the future, and the interpretation of where the work of Town employees is determined by the Town Manager.

RE: CLOSED MEETING – REAL PROPERTY DISPOSITION AND RECEIVE LEGAL ADVISE FROM TOWN ATTORNEY

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.)(3.) regarding the disposition of real property and § 2.2-3711 (A.)(8.) to receive legal advice from the Town Attorney.

A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to go into a closed meeting pursuant to § 2.2-3711(A.)(3.) regarding the disposition of real property and § 2.2-3711 (A.)(8.) to receive legal advice from the Town Attorney. Mayor Taylor inquired if there was any discussion on the motion to go into a closed meeting. (7:45 p.m.) 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

ABSTENTIONS: None

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 Vice-Mayor Pattison 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. (7:54 p.m.) Mayor Taylor inquired if there was any discussion. 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

ABSTENTIONS: None

RE: COMMUNICATION SITE LEASE AGREEMENT

Mayor Taylor noted that it will be necessary to consider an addendum to the Communication Site Lease Agreement with Two-Way Radio. After reviewing the addendum, a motion was made by Councilman Bloomfield and seconded by Councilman Gillman to approve an addendum to a Communication Site Lease Agreement with Two-Way Radio. Mayor Taylor inquired if there was

any discussion regarding 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

ABSTENTIONS: None

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (8:00 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

MAY 24, 2021

1. Please find below the Budget accounts for very limited expenditures.

Capital Projects:

This budget proposes to reduce appropriations to operations in almost all categories and proposes only two capital projects:

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- A Dog Park for which \$35,000 has been allocated. A grant application to the Department of Conservation and Recreation has been submitted, but if the application is not successful, the allocated amount will be placed in a sinking fund for this project.

Operations:

- As COVID-19 reduced the utilization of Town facilities by citizens, such as the Department of Museums, the Wytheville Parks and Recreation Department and the Wytheville Meeting Center, staffing has been reduced and freezes on hiring have been implemented. The Town Council and Management have strived to keep services at the same levels as before COVID-19. However, the Fiscal Year 2021-22 Budget anticipates that these departments will begin to have increased utilization and may need to approach pre-COVID-19 staffing levels.
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Revenues:

Revenues are realistic projections based on what was collected last year from

fees and taxes. While these projections are conservative, we feel that they are realistic. Therefore, as stewards of the Town, we have proposed the following tax and fee increases:

- Real Estate Taxes are proposed to increase 5.5 cents, from 15.5 cents per \$100 to 21 cents per \$100.
- Personal Property Taxes are proposed to increase 10 cents, from 28 cents per \$100 to 38 cents per \$100.
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The budget, if adopted as presented, is balanced with revenues of \$24,463,481 and expenditures of \$24,463,481, however, even with the tax and fee increases, it relies on \$1,876,006 of revenue from reserves. Following any questions or discussions from the public hearing, it would be the recommendation of the Budget and Finance Committee that when the Budget Ordinance, which contains the departmental budgets, is considered later in the meeting that it be approved on the second, but not final, reading.

2. The Virginia General Assembly's changes to election law have necessitated that the Town Charter be amended to change the elections for the Town Council from May to November. This Charter change would revise the May 2022 election date to the first Tuesday of November 2022 and every four years thereafter. It would also revise the May 2024 election date to the first Tuesday in November 2024 and every four years thereafter.

Also, we have received a request from the General Registrar/Director of Elections to divide the one election precinct into two precincts. The intent is to allow two polling places so that the West Wytheville Precinct will vote at George Wythe High School, and the East Wytheville Precinct will vote at the Fourth Street Civic Center. It would be the recommendation of the Budget and Finance Committee that a public hearing be set for the June 14, 2021, Town Council meeting for these changes in the Town's Charter and to establish the two voting precincts.

Mark J. Bloomfield

Holly E. Atkins

PUBLIC WORKS COMMITTEE REPORT

MAY 24, 2021

1. Later in the meeting, the Council will consider amendments to the Town's Personnel Policy. These amendments include revisions that have been reviewed and approved by the Council, and that need to be incorporated into the policy. A brief overview of these amendments is as follows:
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Because of the varied nature of the Town's services, there are not specific rules for closure of facilities for inclement weather. The Town Manager may, at his sole discretion, make changes to facility schedules, in the event of inclement weather.

The Public Works, Water and Wastewater, Public Utilities, Police and Fire and Rescue Departments shall report regardless of the inclement weather.

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according to the CDBG guidelines in 2012. That contract has automatically renewed over the years, but we are now negotiating a new lease, and it will be necessary to schedule a public hearing for this lease, which could be held at the June 14, 2021, Town Council meeting. It would be the recommendation of the Public Works Committee to set a public hearing for the Monday, June 14, 2021, Town Council meeting, regarding the renewal of a lease of Town property for a childcare center, which will provide an additional four year term.

Cathy D. Pattison

Gary L. Gillman