

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, JANUARY 10, 2022, AT 4:30 P.M.**

Persons present: Mayor Beth A. Taylor, Vice-Mayor Cathy D. Pattison, Councilwoman Holly E. Atkins, Councilman Gary L. Gillman, Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeton, Town Clerk Sherry G. Corvin, Patrol Sergeant Tommy Lester

Persons absent: Councilman Mark J. Bloomfield, Town Attorney Michelle Workman Clayton

The following topics were discussed at the Work Session:

1. Town Manager Freeman introduced Assistant Town Manager Elaine Holeton to the Committee and welcomed her as a member of the Town staff.
2. Town Manager Freeman presented and reviewed the draft Council meeting procedures with the Committee. He noted that Town staff thought that with the new year, it would be a good time to reintroduce these procedures for the Council to consider. Town Manager Freeman noted that the Committee could review the procedures and possibly consider implementing some type of Council meeting procedures beginning July 1, 2022, if the Committee desired to adopt them. After discussion, it was the consensus of the Committee for Town staff to draft procedures similar to Wythe County's meeting procedures for the Committee to further review at another Work Session.
3. Town Manager Freeman presented Ordinance No. 1404, an ordinance that would change the Town Council meeting time in the Town Code. He reviewed the wording of the ordinance with the Committee and advised that with this change, the Town Council could change their meeting time in the future without having to change the Town Code again. Discussion was held regarding changing the Work Session time to 4:00 p.m., and the Town Council meeting time to 6:00 p.m. Discussion was also held about the Work Session being able to be recessed and continued after the Town Council meeting. Town Clerk Corvin noted that the Town Council will be considering a resolution setting their meeting dates, times and place through June 27, 2022, and she noted that the draft language in the resolution sets the Town Council meetings at 6:00 p.m. It was the consensus of the Committee that changing the Work Session meetings to 4:00 p.m. would be acceptable to the Committee members.
4. Town Manager Freeman stated that at the Town Council meeting, the Council will hold a public hearing to consider amending the Fiscal Year 2021-22 Budget to appropriate the American Rescue Plan Act of 2021 (ARPA) funds. He advised that the Town received \$8.2 million in ARPA funds. He explained that the final ruling has been issued as to how these funds can be spent. Town Manager Freeman advised that he would like to set up a Budget and Finance Committee next week, if possible, to discuss the ARPA funds.
5. Town Manager Freeman presented the Fair Housing Resolution that will be considered by the Town Council at their meeting. He explained that this is an annual resolution that is adopted and required for the Town in order to be eligible for Federal funds.
6. Town Clerk Corvin reviewed the current vacancies and upcoming vacancies on the Town Committees. A discussion was also held if current Committee members can serve on other Committees, and it was noted that Town staff will review this matter.

7. Town Manager Freeman noted that there will be limited staff in the Administrative Department on Tuesday, January 11, 2022. A brief discussion was held if Town staff could be moved from one department to another to help in these situations.
8. Town Manager Freeman noted that Chamber of Commerce representatives have contacted the Town asking to attend a Work Session meeting to update the Town on the Chamber of Commerce's activities. It was the consensus of the Committee to invite Chamber of Commerce Chairman Dr. Dean Sprinkle and Executive Director Jennifer Atwell to attend the next Work Session meeting.
9. Vice-Mayor Pattison requested Town Manager Freeman to explain a verbal request that the Town has received from the Smyth Wythe Airport Commission for ARPA funds. Town Manager Freeman advised that he met with the Airport Commission representatives who are requesting \$200,000 in ARPA funds from each member locality. He noted that the funds will be used for the construction of six aviation hangars. Town Manager Freeman noted that he requested the Airport Commission to put their request in writing to submit it to the Town for further consideration. He noted that once this request is received, he will present it to the Committee for further review.
10. Vice-Mayor Pattison requested Town Manager Freeman to update the Committee on the 20<sup>th</sup> Street bridge. He explained that Mattern & Craig inspected the bridge and submitted a scope of work that is needed to repair the bridge. He noted that they are revising the scope of work, and it will be resubmitted to the Town. He noted that the current estimate is \$2.5 million, and this amount will be broken down into the responsibility of repairs for the Town of Wytheville and Norfolk Southern Railroad. A brief discussion was held on the extension of Madison Street. Town Manager Freeman advised that he would check with the Engineering Department on this matter, and he will keep the Committee updated on this matter.
11. Vice-Mayor Pattison inquired if there are any updates on the Old Stage Crossing request for the Town to take over the streets in this development, etc. The Committee discussed the nonconforming lots in Old Stage Crossing and that Town staff is studying the matter to determine if the Town should take over the road in Old Stage Crossing, etc. A discussion was held if the Town is plowing snow off the streets in this development. Councilwoman Atkins noted that the Town should not be plowing the street since it is not part of the Town street system. Further discussion was held on this request. Vice-Mayor Pattison inquired if Town Manager Freeman can send a letter to the residents in Old Stage Crossing to update them on this matter. Town Manager Freeman noted that he will set up a meeting with the residents of Old Stage Crossing in the next 30-45 days to provide them with an update.
12. Vice-Mayor Pattison noted her concerns with planned unit developments and the residents of such developments coming to the Town of Wytheville asking for the roads to be taken over, etc. The Committee continued to discuss this matter, and Town Manager Freeman explained that the Town is under no obligation to take over streets, etc. in planned unit developments. He noted that planned unit developments are good if they are developed and operated correctly.
13. Mayor Taylor noted that Ms. Alma Watson addressed the Joint Governing Bodies asking them to hold some type of event to honor the Wythe County citizens who have died from COVID-19. Discussion was held about the requested event and the location where it could be held. After much deliberation, it was the consensus of the Committee for Town staff to contact Ms. Watson to discuss the requested event and to further discuss the request.

14. Mayor Taylor inquired if the Wytheville Redevelopment and Housing Authority is building more houses. Town Manager Freeman noted that the Town may not know unless the Housing Authority applies for building permits, etc. A brief discussion was held that the Housing Authority revisit developing some properties on Calhoun Street that they previously considered for development. Further discussion was held on these properties.
15. Councilwoman Atkins noted that she was glad to see police officers being sworn in. The Committee held a brief discussion about the police officers who attend the police academy, which is paid for by the Town. Town Manager Freeman explained the contractual agreement for these employees to work a certain amount of time, or they would have to repay the Town for the expense of attending the police academy.
16. Councilwoman Atkins inquired about the grant the Fire and Rescue Department is applying for in which they would need a \$75,000 match. Town Manager Freeman explained that this match would come from the General Fund or ARPA funds. He noted that if received, the Town would receive a \$1 million grant with only a \$75,000 match. A discussion was also held about the amount of funds required for the Fire and Rescue Department and the amount of recovery funds that this Department should collect.
17. Councilwoman Atkins stated that there is a handicapped parking spot on Main Street that is being blocked by the work being performed at the Millwald Theatre. Town Manager Freeman noted that he will check on this matter.
18. Councilwoman Atkins noted that there is an alley located behind Chrissy's Primitives, and it is untidy. She remarked that it appears that possibly a vagrant may be staying in the alley. Town Manager Freeman stated that he will have Town staff check on this matter.
19. Councilwoman Atkins inquired if any work has been made to the Façade Program. She noted that there was previous discussion about the Anders Salon building and the former Baldwin's building being able to participate under the old Façade Program policy. Town Manager Freeman remarked that he will have Planning Director John Woods to work on revamping the Façade Program.
20. Councilwoman Atkins inquired as to how people who apply for jobs with the Town know if the jobs have been filled. Town Manager Freeman remarked that applicants are told to check the Town website to see if the positions have been filled. Councilwoman Atkins noted that she thought it would be good to send a letter to the people who were interviewed for positions but did not get the job so they are made aware that the positions have been filled and to thank them for applying with the Town of Wytheville. Town Manager Freeman remarked that he thinks the Town should follow up with applicants who are interviewed but do not get a position. He noted that he will check with Town staff on this matter.
21. Councilwoman Atkins inquired as to how people are paid for their vacation/sick time when they leave employment with the Town. Town Manager Freeman explained the Town's policy on this issue. He noted that if a former employee does not believe he/she was paid correctly to please contact the Human Resources Department or his office.
22. Town Manager Freeman noted that attached to the Committee members' package are financial statements, a copy of the audit report, minutes and information from the Smyth Wythe Airport Commission, minutes from the last Work Session and any correspondence.

There being no further business, the Work Session was adjourned (6:15 p.m.)

---

T. Brian Freeman, Town Manager

---

Sharon G. Corvin, CMC, Town Clerk