

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, JANUARY 24, 2022, AT 4:00 P.M.**

Persons present: Mayor Beth A. Taylor, Vice-Mayor Cathy D. Pattison, Councilman Mark J. Bloomfield (electronically), 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, Patrol Sergeant Tommy Lester, Jennifer Atwell and Dr. Dean Sprinkle with the Wytheville-Wythe-Bland-Chamber of Commerce

Persons absent: None

The following topics were discussed at the Work Session:

1. Mayor Taylor noted that Councilman Bloomfield desired to virtually attend the meeting from his home due to illness, and this required a motion and approval by the Committee. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to permit Councilman Bloomfield to virtually attend the Council Work Session meeting. Mayor Taylor inquired if there was any discussion. There being none, a roll call vote was taken with the following voting in favor and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Holly E. Atkins, Gary L. Gillman. Against: None. Councilman Bloomfield then joined the meeting virtually.
2. Executive Director Jennifer Atwell and Chairman Dr. Dean Sprinkle with the Wytheville-Wythe-Bland Chamber of Commerce joined the meeting to update the Committee on the activities of the Chamber of Commerce. A discussion was held regarding the Chamber of Commerce searching for another office location where they could be housed with possibly the Joint Industrial Development Authority, Downtown Wytheville, Incorporated and representatives of the Small Business Development Center. Director Atwell noted that a location to house all of these offices that is suitable for all entities has not been found. She advised that they would continue in their efforts to find a location in which to move that meets their long term objective. Mayor Taylor noted that there is no time limit that the Chamber of Commerce has to move out of the Municipal Building. Executive Director Atwell then updated the Committee on new businesses and the activities of the Chamber of Commerce. Mayor Taylor thanked Executive Director Atwell and Chairman Sprinkle for attending the meeting.
3. Planning Director John Woods joined the meeting to explain the recommendation from the Planning Commission regarding the proposed fencing and screening regulations for all zoning districts. A discussion was held regarding the various types of fencing and where they would be permitted on properties. Town Manager Freeman commented that this matter will be on the Town Council meeting agenda to set a public hearing to consider amending the Zoning Ordinance to include these revisions. Town Manager Freeman thanked Planning Director Woods for attending the meeting.
4. Town Attorney Clayton explained the proposed revisions to the section of the Zoning Ordinance regarding the Board of Zoning Appeals, variances and procedures for appeals. She noted that these amendments will parallel our Zoning Ordinance with the State Code. Town Manager Freeman stated that, likewise, the Town Council will set a public hearing on this matter during the Town Council meeting.

5. Town Manager Freeman advised that Ms. Lisa Anderson has submitted an application to be considered for appointment to the Planning Commission to replace Mr. Kevin Varney whose term expires March 2, 2022. It was noted that the Committee did not desire to hold a Meet and Greet session with Ms. Anderson. Town Clerk Corvin noted that she will place this appointment on the next Town Council meeting agenda.
6. Town Clerk Corvin reviewed the upcoming vacancies on Town Committees with the Committee members. She advised that there are or will be vacancies on the Planning Commission, Wytheville Redevelopment and Housing Authority and the Wytheville Industrial Development Authority. Further discussion was held on this topic.
7. Town Manager Freeman advised that the next scheduled Joint Governing Bodies meeting is Monday, January 31, 2022, and it is Wythe County's turn to host the meetings. He inquired if the Committee had any topics they desired to place on the meeting agenda. Continued discussion was held on this matter, and the Committee advised that they could announce at the meeting any topics they would like discussed.
8. Town Manager Freeman stated that the Town now has a Personnel Ordinance that Town staff is in the process of updating. He noted the pros and cons of having a Personnel Ordinance versus a Personnel Policy. He advised that if it is a policy, Town staff could make needed changes to it without the Town Council having to hold a public hearing and adopting an ordinance for every revision. He noted various options including leaving the document as a Personnel Ordinance but with the caveat that Town staff could adopt policies that become part of the Personnel Ordinance. Town Attorney Clayton noted that she will send out the current and proposed Personnel Ordinance to the Town Council for their review and comments. Vice-Mayor Pattison advised that she thinks all new employees should be given a paper copy of the Personnel Ordinance when they begin employment. Town Manager Freeman stated that he will advise the Human Resource Manager about this matter. It was the consensus of the Committee to continue discussing this matter at another Work Session.
9. Town Manager Freeman commented that the next agenda item is to have a discussion about the timekeeping requirements for exempt employees of entities in which the Town acts as their fiscal agent. He explained that he recently received an email from the Chairman of the Joint Industrial Development Authority inquiring if the JIDA Executive Director needed to continue to complete a monthly timesheet since he is an exempt employee. A discussion was held on the entities in which the Town serves as the fiscal agent, as well as the inquiry about the timesheet. It was the consensus of the Committee to continue to review this matter at another Work Session.
10. Mayor Taylor reviewed the listing of "Topics Being Considered at Work Sessions." She noted that Item Number 1 deals with continuing to review rentals and way to use the Fourth Street Civic Center. She advised that Town Manager Freeman is working on this item, and he will have some broad ideas to present to the Committee at another meeting. She noted that Item Number 2 is continuing to review membership data from the Wytheville Community Center. Mayor Taylor commented that several entities had previously requested a discount for memberships for their employees, and the previous Council was adamant not to issue any discounts. She remarked that she would like for the Committee to review and discuss this item again. Mayor Taylor advised that Item Number 9 is the review of the family plan healthcare coverage cost for employees, and she would like for this to be reviewed. Town Attorney Clayton stated that she has been discussing this with the Human Resources Department, and she has talked to an insurance broker who is going to meet with the Town to offer some ideas. She remarked that Town Treasurer

Stephens is also going to be involved with this matter. A brief discussion was held on this matter. Mayor Taylor noted that she would like for the Committee to please keep these topics in mind for future discussion.

11. Vice-Mayor Pattison inquired if at a future Work Session meeting, Town Manager Freeman would please discuss the loop waterline from Kents Lane to Gator Lane. Town Manager Freeman noted that he will schedule this discussion for a future Work Session meeting.
12. Councilwoman Atkins inquired if Town staff could please check on the property behind the former King's Produce business and advised that it is very messy and it seems that a vagrant may be living on this property. Town Manager Freeman stated that he will ask the Building Official to check, again, on this property.
13. Councilwoman Atkins noted that she recalls that it was previously discussed about the mobile home that was used by the Fire and Rescue Department being sold when it was no longer in use by that Department. Town Manager Freeman explained that the mobile home is now used for a satellite office for the Public Utilities Department. She stated that she would like more information on this matter since it was supposed to have been sold. Town Manager Freeman commented that he will check on this matter.
14. Councilwoman Atkins advised that the handicapped parking space near the Millwald Theatre is still blocked by the large refuse container being used for the renovation of the theatre. Town Manager Freeman explained that the handicapped parking is blocked, but with the refuse container being so close to the parking space, it would be unsafe for a vehicle to park in the handicapped parking space at this time.
15. Councilwoman Atkins reiterated her thanks for the excellent job to all of Town staff during the recent snow removal.
16. Councilwoman Atkins advised that the Animal Control flyer is now finished, and this task can be removed from the "Topics Still Being Considered at Work Sessions" list. Town Clerk Corvin noted that she will update the listing and remove this item.
17. Councilwoman Atkins inquired about the Town's Inclement Weather Policy. She noted that sometimes conditions are unsafe for Town staff to travel, however, she realizes that there are some employees who are required to report for work. She noted that with citizens being able to make payments online, etc., she thinks this policy needs to be reviewed to keep employees as safe as possible during inclement weather.
18. Councilwoman Atkins inquired if it would be possible for the Committee members to receive their Work Session meeting packages on Thursday before the meetings rather than Friday before the meetings. Town Manager Freeman explained the challenges of getting all the meeting packages out to the Council members. He advised that Town staff strives to get the packages out as quickly as possible. Councilwoman Atkins noted that if it is not possible, she could call or email any questions she has about the packages since she does not receive them until after 5:00 p.m. on Friday evenings.
19. Town Manager Freeman stated that a Budget and Finance Committee meeting needs to be scheduled for this week. Councilman Bloomfield and Councilwoman Atkins advised that they could attend a Budget and Finance Committee meeting this week.

There being no further business, the Work Session was adjourned (5:47 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk