

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM
ON MONDAY, FEBRUARY 14, 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 (electronically), 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

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Manager Freeman noted that Councilwoman Atkins desired to virtually attend the meeting due to medical reasons, and this required a motion and approval by the Committee. A motion was made by Vice-Mayor Pattison and seconded by Mayor Taylor to permit Councilwoman Atkins to virtually attend the Council Work Session meeting. Town Manager Freeman 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, Gary L. Gillman. Against: None. Councilman Bloomfield was absent during the voting. Councilwoman Atkins then joined the meeting virtually from her vehicle.
2. Mayor Taylor stated that some months ago, Ms. Lily Formato approached the Town Council about the Town accepting art work in Town parks, etc. She noted that Director of Planning John Woods was working on some guidelines that the Council could consider. She requested the Committee members to continue to think about this issue.
3. Mayor Taylor noted that she was contacted by Ms. Lisa Jones who is a resident on Wytheview Drive about speeding. She noted that Ms. Jones is requesting 25 MPH signs to be installed, and she also inquired about "Children At Play" signs. Mayor Taylor requested that Town staff contact Ms. Jones, and Town Clerk Corvin advised that she will contact Ms. Jones about the guidelines for "Children At Play" signs. Mayor Taylor noted that she will forward Ms. Jones' contact information to Town Clerk Corvin.
4. Vice-Mayor Pattison advised that she has contacted another Town citizen about applying to serve on the Planning Commission, and she preferred to have a Town resident serve on the Commission, if possible. Town Clerk Corvin noted that Mr. Eric Crowgey has noted

that he would like to be considered for appointment to the Planning Commission, however, he lives in Wythe County. Further discussion was held on this matter.

5. Town Manager Freeman presented the annual requests from the Wythe Arts Council for the Committee's consideration. He noted that, previously, the Committee talked about forming an Events Committee to review these types of requests before the Town Council approves them. Discussion was held, and it was noted that the Police Chief, Fire Chief, Director of Public Works, Director of Parks and Recreation and Executive Director of Downtown Wytheville, Incorporated would serve on this Committee. Town Manager Freeman advised that this request will be forwarded to the Events Committee, and then it would be presented to the Council with the Events Committee's recommendation of approval or disapproval.
6. Town Manager Freeman noted that at the last meeting, the matter of timesheets being required for exempt employees of entities for which the Town serves as the fiscal agent was discussed. He advised that the auditor for the Town of Wytheville and the auditor for the Joint Industrial Development Authority were contacted, and neither had an issue with these employees not completing a timesheet but only noting their exemptions such as sick leave and vacation leave. Discussion was held, and it was the consensus of the Committee that they approve the Joint Industrial Development Authority Executive Director not completing a timesheet but only submitting exemptions for sick and vacation leave. It was also the consensus of the Committee for Town staff to contact the Board Chair for the Chamber of Commerce, Downtown Wytheville, Incorporated and the New River Regional Water Authority to determine if these Boards desired for their exempt employees to continue to complete a timesheet. A brief discussion was held about exempt Town employees completing a timesheet, and it was noted that this matter could be addressed with the rewrite of the new Personnel Policy.
7. Town Manager Freeman presented a resolution to VDOT requesting them to take certain Town streets into the Urban Maintenance System for payment. After reviewing the resolution and the listing of streets, it was noted that this resolution will be on the next regular Town Council meeting agenda for consideration of approval. A brief discussion was held about the streets in Old Stage Crossing, and Vice-Mayor Pattison reminded Town staff that they are supposed to meet with the residents of Old Stage Crossing prior to March 1. Assistant Town Manager Holeton advised that Town staff is meeting and

working on this issue. Vice-Mayor Pattison inquired if an update on this issue could be discussed at the next Work Session. Town Manager Freeman noted that this issue will be placed on the next Work Session meeting agenda for discussion. Further discussion was held on the listing of streets.

8. Town Manager Freeman explained the water loop that is necessary in the Gator Lane/Kents Lane area. He noted that the looping is necessary to maintain water pressure for users when some of the businesses are using large amounts of water. Further discussion was held on this matter. Town Manager Freeman noted that he will email more information to the Committee on this water loop.
9. Town Manager Freeman presented a resolution that would authorize certain Town Officials to negotiate and accept the conveyance of property. After discussion, it was noted that the Town Council will consider this resolution at their next regular meeting.
10. Town Manager Freeman presented the proposed revisions to the Electronic Participation Policy for meetings. Town Clerk Corvin noted that these amendments to the policy would allow members of all Town Committees, Boards and Authorities to permit a member to participate electronically in a meeting, under certain stipulations. After discussion, Town Manager Freeman advised that these amendments will be considered for approval at the next regular meeting of the Town Council.
11. Town Manager Freeman advised that the next agenda item is discussion regarding the Town's current Inclement Weather Policy. He noted that the current policy allows for employees to be up to two hours late during inclement weather, and they will be paid without using their vacation time. After much discussion, it was the consensus of the Committee for Town Manager Freeman to work on the policy and bring it back to the next Work Session for further review and discussion.
12. Town Manager Freeman noted that the next agenda item is to review offering discounts at the Wytheville Community Center to entities for their employees. Mayor Taylor advised that this matter has been discussed previously in Work Sessions, but no changes have ever been made to offer these types of discounts. After discussion, it was the consensus of the Committee for the Parks and Recreation staff to propose a plan, provide analytics

of such a program, detail how it will be managed, etc. and the Committee will review this matter at another Work Session.

13. Town Manager Freeman commented that the Town has received a request from the Mount Rogers Planning District Commission for the Town to appoint someone to serve on their Rural Transportation Technical Committee. He noted that the appointee should be someone who is familiar with knowledge of transportation planning. Town Manager Freeman stated that he would recommend that Planning Director Woods or Assistant Town Manager Holeton be appointed to this Committee. After discussion, it was noted that this matter will be on the next Town Council meeting agenda for the Council's consideration.

14. Town Manager Freeman noted that the next agenda item is discussion regarding American Recovery Planning Act (ARPA) bonuses for full time and part time employees. A discussion was held about the bonus being provided to employees of entities for which the Town serves as the fiscal agent. After discussion, it was the consensus of the Committee for Town staff to contact the Boards for the Chamber of Commerce, Joint Industrial Development Authority, Downtown Wytheville, Incorporated and the New River Regional Water Authority to determine if they desired to issue this bonus to their employees since these entities reimburse the Town for all salaries and benefits. Town Manager Freeman noted that since Councilman Gillman is not familiar with this bonus, he will meet with him to explain it. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to grant a bonus of \$1.75 per hour for all hours worked in calendar year 2021 for all full time and part time employees, and he would note that the Town's portion of the cost of all fringe benefits, taxes, etc. associated with the bonus is not represented in the total bonus amount of the spreadsheet presented. The motion was approved with the following voting results: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins. Against: None. Abstentions: Gary L. Gillman. Councilwoman Atkins advised that she would like to include the retirees from 2021 who worked during the COVID-19 pandemic. Town Manager Freeman noted that this matter and the employee comments received in the comment boxes can be discussed in a Budget and Finance Committee this week or next week. Councilman Bloomfield noted that the legality of issuing this bonus to retired employees needs to be researched.

15. Town Manager Freeman inquired if any of the Committee members desired to give an update on any of the Committees to which they are assigned. Councilman Bloomfield requested that an update on the New River Regional Water Authority be provided at the next Work Session meeting. Mayor Taylor noted that she attended the Tree Advisory Committee meeting, and they are doing excellent work on the Committee.
16. Town Manager Freeman noted that the deadline to submit the candidate paperwork to the Wythe County Registrar is June 21, 2022, for anyone who would like to run for a Council member seat or Mayoral seat on the Town Council.
17. Town Attorney Clayton provided Conflict of Interest Act information to the Committee members and briefly reviewed it.

The Committee recessed the meeting. (5:54 p.m.)

The Committee reconvened the meeting. (6.35 p.m.)

18. Town Attorney Clayton continued discussing the Conflict of Interest Act information with the Committee and abstaining from voting on Council matters. Councilwoman Atkins inquired how the contacting of Council members should be handled and the amount of time that members should be contacted before a meeting when Town staff knows that a Council member is going to abstain. She continued to discuss this matter and noted that she was contacted ten minutes before a meeting. She noted that she did not think this was appropriate and she was embarrassed. Town Attorney Clayton noted that in some instances of abstention from voting, it will be necessary for Council members to provide a letter to the Town Clerk noting why they are abstaining from voting on a Town Council matter. Further discussion continued on this topic.
19. Conducted a closed meeting pursuant to §2.2-3711(A.)(7.) to consult with legal counsel to discuss a potential litigation involving a zoning matter. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to go into a closed meeting pursuant to Code Section 2.2-3711(A.)(7.) to discuss with legal counsel a potential litigation involving a zoning matter. 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. (6:59 p.m.)

Certified the closed meeting. A motion was made by Councilman Gillman and seconded by Councilman 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. The motion was approved with the following voting in favor by roll call and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None. A copy of the certification is attached and made part of these minutes. (7:19 p.m.)

There being no further business, the Work Session was adjourned (7:20 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk