

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, JANUARY 25, 2021, AT 7:00 P.M.**

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

Members absent: Gary L. Gillman

Others present: Town Manager Stephen A. Moore, Assistant Town Manager T. Brian Freeman, Town Clerk Sharon G. Corvin, Officer Chastity Russell

RE: APPROVAL TO PARTICIPATE ELECTRONICALLY

Mayor Taylor called the meeting to order and advised that Councilwoman Atkins desired to participate electronically in the meeting. She noted that Councilwoman Atkins is at her home due to a personal illness. Mayor Taylor inquired if there was a motion to approve Councilwoman Atkins to participate electronically in the Town Council meeting. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to approve Councilwoman Atkins to participate electronically in the Town Council meeting. Mayor Taylor inquired if there was any discussion on the motion to approve Councilwoman Atkins participating electronically in the Council 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. Against: None.

Town staff contacted Councilwoman Atkins via telephone. Mayor Taylor inquired of Councilwoman Atkins if she could please verify that later in the meeting, when the Council goes into a Closed Meeting, that she will be alone in the room she plans to be in during the Council meeting. Councilwoman Atkins stated that is correct. She remarked that she has Bluetooth headphones that she will have on and be connected to during the Closed Meeting. Mayor Taylor thanked Councilwoman Atkins, and she proceeded with the agenda.

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Taylor established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilman Bloomfield.

RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of January 11, 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 Vice-Mayor Pattison and seconded by Councilman Bloomfield to approve the consent agenda consisting of the minutes of the regular meeting of January 11, 2021, as presented. Mayor Taylor inquired if there was any discussion on the motion to approve the consent agenda. 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. Against: None.

RE: CITIZENS' PERIOD

Mayor Taylor advised that the next agenda item is Citizens' Period. She noted that there are no citizens attending the meeting, therefore, she would proceed with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Moore advised that several weeks ago, Director of Museums Frances Emerson had attended a Council Work Session to discuss the modification to the Willow Brook Jackson/Umberger Homestead Property Agreement. He noted that Director Emerson and Interim Town Attorney Trent Crewe have worked on that revision, and it is before the Council for their review. Town Manager Moore explained the the amendments to the agreement need to be approved and adopted by the Council, and it needs authorization for a signature on the necessary documents. He noted that he has attached a sheet summarizing what the changes are to the agreement. Mayor Taylor inquired of the Council if there were any questions for Town Manager Moore regarding the modifications to the Willow Brook Jackson/Umberger Homestead Property Agreement. There being none, she inquired if there was a motion to approve and adopt the amendments to the Lease Agreement for the Willow Brook Jackson/Umberger Homestead Property and to authorize the Mayor to be the sole signature on the necessary documents. A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to approve and adopt the amendments to the Lease

Agreement for the Willow Brook Jackson/Umberger Homestead Property and to authorize the Mayor to be the sole signature on the necessary documents. Mayor Taylor inquired if there was any discussion on the motion regarding the Lease Agreement for the Willow Brook Jackson/Umberger Homestead Property. 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. Against: None.

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: We have received financial statements from our auditors, Robinson, Farmer, Cox Associates, for the Fiscal Year ending June 30, 2020. They noted that the financial statement disclosures were neutral, consistent and clear, which means that they have no issues with the audit of the Town's finances. Included with the audit were comments and recommendations related to the Town's internal control structure and operational matters. We are happy to report that the Town Council and Town Staff have reviewed their recommendations and will be establishing additional reporting procedures, policy revisions and recordkeeping requirements. We anticipate that these changes will result in improved operating efficiencies.

Several months ago, the Town Attorney position was vacated, leaving a void in one of the Town's critical offices. The Town has utilized outside legal services to fill this role on a part-time, interim basis while a search for a full-time position was conducted. This search has concluded, and later in the meeting, the Council will consider the appointment of Ms. Michelle W. Clayton to the position of Town Attorney. Ms. Clayton has over 20 years of legal experience in a wide range of practice areas, including those in local government, State legislature and the Attorney General's Office. Moving forward, we are confident that Ms. Clayton's diverse background and legal experience will be an asset to the Town of Wytheville, its Staff and the citizens. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Vice-Mayor Pattison reported for the Public Works Committee. The Public Works Committee report was entered into the record as follows: The Town has received an inquiry regarding the installation of Blessing Boxes at various locations within the town. Typically, Blessing Boxes are small, freestanding structures where people leave donated items that can be picked up anonymously. These items may range from non-perishable foods to personal hygiene items. The donated essentials can help fulfill short-term basic needs for those who may not have access to them. The Town Code and the Zoning Ordinance do not make any mention of Blessing Boxes. At present, we do not feel the need to draft new laws and ordinances to address the installation of Blessing Boxes, however, we do feel it is important for Town Staff to work closely with the group to ensure that the Blessing Boxes are of an appropriate size, location and character to serve the charitable needs of the community with little to no adverse community impact. Should the need or the community's desire for Blessing Boxes increase in the future, a more formal policy and permitting procedure should be considered.

Several weeks ago, the Town received an inquiry from Wythe County regarding whether a potential business seeking to locate in the county would violate the agreement between the Town and the County that was established when the Town assimilated the Wythe County Rescue Squad. Upon study by the newly formed Wytheville Fire and Rescue Department and the Town Council, it was determined that the business, Agenacare Housecalls, PLLC, would not breach the agreement. Agenacare provides an appointment based in-home primary medical and urgent care service, but it does not provide emergency medical care or transport. We have communicated to the Wythe County Board of Supervisors that we do not have any reservations about the desire of Agenacare Housecalls, PLLC, to locate in Wythe County. A copy of 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, February 2, 2021, at 7:00 a.m., in the Council Chambers of the Municipal Building.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, January 28, 2021, at 3:00 p.m., in the Council Chambers of the Municipal Building.

RE: APPOINTMENTS – WYTHEVILLE PLANNING COMMISSION

Mayor Taylor advised that the next agenda item is the appointment/reappointment of a member to the Wytheville Planning Commission to fill the expiring term of Mr. Bradford Litton (term expires March 2, 2021). She noted that Mr. Litton is eligible for reappointment, and he has expressed a willingness to serve again, if reappointed. A motion was made by Councilman Bloomfield and seconded by Councilwoman Atkins to reappoint Mr. Bradford Litton to the Wytheville Planning Commission for a four year term, which expires March 2, 2025. Mayor Taylor inquired if there was any discussion on the motion to reappoint Mr. Litton to the Wytheville Planning Commission. 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. Against: None.

RE: APPOINTMENTS – TOWN ATTORNEY/FREEDOM OF INFORMATION ACT OFFICER

Mayor Taylor advised that the next agenda item is the appointment of the Town Attorney and Freedom of Information Act Officer. She noted that as the Council is aware, Ms. Michelle Clayton has been offered employment to serve as the new Town Attorney. Mayor Taylor expressed that Ms. Clayton has accepted the offer. She noted that, normally, the Town Attorney also serves as the Freedom of Information Act Officer, therefore, it will be necessary for the Town Council to also appoint Ms. Clayton as the new Freedom of Information Act Officer for the Town of Wytheville. Mayor Taylor inquired if there is a motion to appoint Ms. Clayton to the position of Town Attorney and the new Freedom of Information Act Officer for the Town of Wytheville. A motion was made by Vice-Mayor Pattison and seconded by Councilwoman Atkins to appoint Ms. Michelle W. Clayton as the Town Attorney and Freedom of Information Act Officer. Mayor Taylor inquired if there was any discussion on the motion to appoint Ms. Clayton as the Town Attorney and Freedom of Information Act Officer. 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. Against: None.

RE: PLANNING COMMISSION RECOMMENDATION

Mayor Taylor advised that the next agenda item is to consider the recommendation from the Wytheville Planning Commission regarding crematoriums and where this use should be permitted. She explained the recommendation from the Planning Commission to the Council. Town Manager Moore advised that the recommendation from the Planning Commission is that crematoriums should be permitted to operate as an ancillary use to funeral homes. Mayor Taylor inquired if there is a motion to accept the recommendation of the Planning Commission to allow crematoriums as an ancillary use to funeral homes. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to accept the recommendation of the Planning Commission to allow crematoriums as an ancillary use to funeral homes. 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. Against: None.

Mayor Taylor noted that the matter will now go back to the Planning Commission to follow the proper procedures to include this use in the Town of Wytheville Zoning Ordinance.

RE: CLOSED MEETING – PERSONNEL MATTERS

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.)(1.) to hold a discussion regarding the employment of prospective candidates. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to go into a closed meeting pursuant to Code Section 2.2-3711(A.)(1.) to hold a discussion regarding the employment of prospective candidates. 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. Against: None. (7:15 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 Bloomfield 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. 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. Against: None. A copy of the certification is attached and made part of these minutes. (7:52 p.m.)

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:53 p.m.).

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

JANUARY 25, 2021

1. We have received financial statements from our auditors, Robinson, Farmer, Cox Associates, for the Fiscal Year ending June 30, 2020. They noted that the financial statement disclosures were neutral, consistent and clear, which means that they have no issues with the audit of the Town's finances. Included with the audit were comments and recommendations related to the Town's internal control structure and operational matters. We are happy to report that the Town Council and Town Staff have reviewed their recommendations and will be establishing additional reporting procedures, policy revisions and recordkeeping requirements. We anticipate that these changes will result in improved operating efficiencies.
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Mark J. Bloomfield

Holly E. Atkins

PUBLIC WORKS COMMITTEE REPORT

JANUARY 25, 2021

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Cathy D. Pattison

Gary L. Gillman