

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE  
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM  
ON MONDAY, APRIL 11, 2022, AT 4:00 P.M.**

Persons present: Mayor Beth A. Taylor, Vice-Mayor Cathy D. Pattison, Councilman Gary L. Gillman, Assistant Town Manager Elaine R. Holeyton, Town Clerk Sherry G. Corvin, Town Attorney Michelle Workman Clayton, Police Sergeant Tommy Lester

Persons absent: Councilman Mark J. Bloomfield, Councilwoman Holly E. Atkins, Town Manager T. Brian Freeman

The following topics were discussed at the Work Session:

1. Vice-Mayor Pattison noted that with the opening of the Millwald Theatre in September or October 2022, there is a dire need of parking in the downtown area. Discussion ensued regarding parking in the downtown. Vice-Mayor Pattison requested that the Committee members and Town staff try to think of ways to increase parking in the downtown area. Mayor Taylor and Vice-Mayor Pattison noted that this topic could continue to be discussed when all the Committee members are present.
2. Assistant Town Manager Holeyton presented a request from the Wytheville Training School Cultural Center to close the complete block between Spring and Franklin Streets at their intersections with 5<sup>th</sup> and 7<sup>th</sup> Streets to hold a “Be Healthy, Be Wealthy, Be Wise” Street Fair Event on Saturday, July 16, 2022, from 10:00 a.m. to 6:00 p.m. Assistant Town Manager Holeyton advised that the Safety and Events Committee reviewed this request and would recommend that it be approved. A motion was made by Vice-Mayor Pattison and seconded by Mayor Taylor to approve the request of the Wytheville Training School Cultural Center to close the complete block between Spring and Franklin Streets at their intersections with 5<sup>th</sup> and 7<sup>th</sup> Streets to hold a “Be Healthy, Be Wealthy, Be Wise” Street Fair Event on Saturday, July 16, 2022, from 10:00 a.m. to 6:00 p.m. 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, Gary L. Gillman. Against: None.
3. Assistant Town Manager Holeyton presented a request from the Kiwanis Club of Wythe County to conduct a 5K Fun Run on Saturday, May 7, 2022, at 9:00 a.m. She noted that the request was reviewed by the Safety and Events Committee, and the Police Department had a few stipulations that needed to be met, and the Kiwanis Club agreed to all the stipulations. A brief discussion was held on the request. Assistant Town Manager Holeyton advised that the Safety and Events Committee would recommend approval of the request. A motion was made by Mayor Taylor and seconded by Vice-Mayor Pattison to approve the request of the Kiwanis Club of Wythe County to conduct a 5K Fun Run on Saturday, May 7, 2022, at 9:00 a.m. 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, Gary L. Gillman. Against: None.
4. Assistant Town Manager Holeyton advised that the next agenda item is to review Section 3.2 Keeping hogs, of the Town Code. Town Attorney Clayton presented the section of the Town Code regarding animals. She noted that various changes need to be considered for this section of the ordinance. She also presented the section of the Town Code regarding dangerous dogs and noted that some amendments need to be considered to this section

of the Town Code. A discussion was held on a complaint received by the Town regarding a citizen having a potbellied pig in a pen in their backyard. Town Clerk Corvin advised that this citizen has requested that the Town Council consider amending Section 3.2 of the Town Code. A discussion was held regarding how some localities govern the keeping of potbellied pigs. Assistant Town Manager Holeyton advised that an evaluation could be made to Section 3, Animals, of the Town Code, and a comprehensive approach could be made to review all the sections. She noted it could be considered to include animals such as potbellied pigs, bees and other non-traditional pets. A brief discussion was also held regarding the Town's Backyard Chicken Ordinance, and Town Attorney Clayton noted that she has been reviewing that ordinance. After discussion, it was the consensus of the Committee that the citizen with the potbellied pig would be allowed to keep the animal until the Committee completed an evaluation of the ordinance. Town Clerk Corvin noted that she will notify the Animal Control Officer and the owner of the potbellied pig that the animal can be kept until the Committee has evaluated the ordinance. Assistant Town Manager Holeyton noted that the keeping of animals is also regulated by the Zoning Ordinance, and this matter could be considered when the Zoning Ordinance is rewritten. Further discussion was held on this matter. It was the consensus of the Committee to have Town staff draft language to the Town Code section regarding Animals that will be presented for the Committee's review at the next Work Session meeting.

5. Mayor Taylor advised that she attended the last Tree Advisory Committee meeting, and she noted that this Committee and Town staff are doing a great job. She noted that an Arbor Day Celebration will be held on Friday, April 29, 2022, at 10:00 a.m. at the HOPE, Inc. property.
6. Assistant Town Manager Holeyton remarked that the Housing Committee meeting was held, and they discussed the draft language for incentives for this program, which is called "Build It 2025." She advised that the Housing Committee hopes to release this incentive package in July 2022.
7. Town Attorney Clayton noted that for grants, there is a mechanism whereby the Town can send the grants to the Wytheville Industrial Development Authority (WIDA) and then they are sent to the Town Council. Mayor Taylor stated that she would like for the members on the Wytheville Industrial Development Authority to have some education on the purpose of the Authority, what is expected of them as members, some issues they may be considering, etc. She noted that the last WIDA meeting that she attended, it seemed as though the members were not completely familiar with what was expected of them, etc. Further discussion was held regarding this matter, and Mayor Taylor requested Town staff to put some thought into how to educate and familiarize the members on the WIDA.
8. Vice-Mayor Pattison noted that the Committee has been provided with a copy of the current Freedom of Information Act (FOIA) regulations and the Town's FOIA Policy. Discussion was held on the charges that the Town can invoice for FOIA requests, as well as past charges that have been made for FOIA requests. Dialogue was held regarding a possible amendment to the Town's FOIA Policy that would stipulate that everyone would be charged for FOIA requests as allowed by law. Town Attorney Clayton noted that last year, a law was discussed that would have allowed two hours of free time for FOIA requests before the requester is charged. Assistant Town Manager Holeyton noted that Town Manager Freeman has discussed this type of amendment to the Town's FOIA Policy. After further discussion, it was the consensus for Town staff to make proposed amendments to the FOIA Policy and present them at the next Work Session for the Committee's review.

9. Town Attorney Clayton noted that she emailed all the Committee members a copy of the Fair Labor Standards Act. She noted that at the last meeting there was a discussion regarding employees who may desire to work in other departments and how it may require the employees receive overtime wages, etc. A discussion continued on this matter, and Assistant Town Manager Holeton advised that Town staff could research this matter, and an amendment could be drafted to consider for possible inclusion in the Personnel Policy. It was the consensus of the Committee for Town staff to draft detailed language for the Personnel Policy regarding the protocol that the Town would follow for employees who request to also work additional hours in another Town department and for it to be presented at the next Work Session.
10. Assistant Town Manager Holeton advised that the Town received a request today from Mr. Andy Kegley with HOPE, Incorporated requesting that the Town provide letters of support for an application that he would like to submit for funding that would be used for workforce housing. Further discussion was held on this matter, and it was the consensus of the Committee that the Town provide the requested letters of support to HOPE, Incorporated. Assistant Town Manager Holeton noted that Town staff would prepare the letter for the Town Manager's signature.

There being no further business, the Work Session was adjourned. (5:02 p.m.)

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Elaine R. Holeton, Assistant Town Manager

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Sharon G. Corvin, CMC, Town Clerk