

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM
ON MONDAY, JULY 11, 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, Councilman Gary L. Gillman (electronically), Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeyton, Town Clerk Sherry G. Corvin, Town Attorney Michelle Workman Clayton, Lieutenant Bryan Bard, Lieutenant Tommy Lester, Downtown Wytheville Executive Director Todd Wolford, Candice Johnson, Amy Dewilde, Katie Dinger

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Manager Freeman noted that Councilman Gillman desired to attend the meeting virtually from his home due to a personal illness, and this required a motion and approval by the Committee. A motion was made by Mayor Taylor and seconded by Councilman Bloomfield to permit Councilman Gillman to virtually attend the Council Work Session meeting. Town Manager Freeman 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. Councilman Gillman then joined the meeting virtually.
2. Town Manager Freeman stated that the next agenda item is a presentation regarding parking enforcement in the downtown. He advised that Wytheville Police Department Lieutenant Bryan Bard will present information regarding this matter to the Committee. Lieutenant Bard stated that he has spoken with several agencies in different communities that have similar downtowns as Wytheville. He stated that the conversation he had with the Police Chief of Marion was the most informative. Lieutenant Bard noted that it was very similar to the conversations he has had with Town Manager Freeman and Downtown Wytheville Executive Director Todd Wolford. He advised the Committee that a former parking enforcement officer would mark vehicle tires with chalk. Lieutenant Bard stated that marking tires is now a constitutional fourth amendment violation due to unreasonable search and seizure. He commented that the downtown area is very busy which leads to the possibility of parking enforcement. Lieutenant Bard stated that of all the communities he inquired about, only one of them is enforcing parking violations. He advised the Committee that the Wytheville Police Department has performed some research on electronic monitoring for 100 parking spaces in downtown, and it is relatively expensive. Lieutenant Bard stated that the main parking problems that communities are seeing is from employees and merchants in the downtown areas. He noted that he spoke with Downtown Wytheville Executive Director Wolford about performing a public campaign via social media and personally visiting merchants regarding parking violations. Lieutenant Bard stated that they believed the best way to address the parking violations is to approach the merchants and have them discuss with their employees to utilize one of the three municipal parking lots. Discussion continued regarding parking enforcement and parking in the downtown. Lieutenant Bard noted that the educational visits with businesses will begin soon, and they will also contact the news media and place this matter on social media.

Councilwoman Atkins inquired of Executive Director Wolford regarding an update on the Façade Program. Executive Director Wolford stated that Anders Salon is to be paid as soon as possible, and that he has received an invoice stating what they are requesting for reimbursement. Councilwoman Atkins inquired if Baldwins was still included in the Façade program. Executive Director Wolford stated that they are not actively participating in the program due to construction costs.

3. Downtown Wytheville Executive Director Todd Wolford noted that the July 4th festivities were a success.
4. Town Manager Freeman presented a request from the Wytheville Women's Club to paint blue and red lines on the street for Police and EMS appreciation. Town Manager Freeman stated that Amy Dewilde and Katie Dinger with the Wytheville Women's Club have requested to paint the lines along Spring Street at the Police and Fire Department complexes. He noted that he believes this is a wonderful idea and a great way to recognize Police and EMS personnel. Town Manager Freeman advised, however, there is a federal opinion from the Department of Transportation stating that painting lines on the streets should not be done based on regulations regarding colors between double lines. He advised that he would not recommend challenging these regulations. Ms. Dewilde noted that she believes that they should do more research on the topic to try and find another solution for painting the lines that may be allowed. She advised the Committee that she has presented pictures showing other towns that have painted lines on their streets and that one of them is in Virginia. Town Manager Freeman stated that he would recommend trying to find a different way to show their appreciation, like, painting on the sidewalk instead of the street. Councilwoman Atkins stated that she believes the information given by the Department of Transportation may be outdated and inquired if there may be information on the matter that is more recent. A brief discussion was held regarding the regulations of painting the lines on streets and alternate solutions regarding this matter. Ms. Dewilde noted that they will brainstorm and reach out to the Town with other ideas. Town Attorney Clayton stated if Ms. Dewilde knows of the localities in Virginia who did this, to please let her know and she will contact them.
5. Councilman Bloomfield stated that he received a complaint over the weekend regarding the condition of the restrooms at Withers Park and the lack of restrooms at Elizabeth Brown Park. He commented that the restrooms at Elizabeth Brown Park are locked and there is possibly a sign on the door stating for people to go to the Police Department. Councilwoman Atkins inquired if the complaint was about the cleanliness of the Withers Park restrooms or if they need to be remodeled. Councilman Bloomfield stated that it was about the cleanliness and the need to be remodeled. Town Manager Freeman noted that he will check on this matter
6. Councilman Bloomfield inquired about the OYO Hotel. Town Attorney Clayton advised that they are going to send a letter to the owner regarding the need for a structural engineer due to building code violations. She stated that there is also criminal blight and that they have been working with Lieutenant Bard on this matter. Town Attorney Clayton advised that there may be a possibility for an ordinance that would require all hotels to take certain protective measures against potential criminal blight. Councilman Bloomfield inquired if the Town is still receiving police calls from the hotel. Town Attorney Clayton stated that she believes they are receiving calls from the hotel once a day. Town Attorney Clayton stated that Staff received an email from the owner stating that one structural engineer declined to participate in the study regarding the hotel, but another engineer is scheduled to come and look at the property. Councilman Bloomfield commented that he believes the owner of OYO Hotel also owns the property located behind the old Dairy

Queen building and that the grass there needs to be mowed. Town Attorney Clayton stated that Town staff is working on a trespassing violation ordinance that can give Town police officers permission to arrest and will provide more flexibility.

7. Councilman Bloomfield inquired about the cell towers that U.S. Cellular constructed on Peppers Ferry Road. He noted that the towers were supposed to help cell phone service in the area, however, cell phone service is worse. Assistant Town Manager Holeton stated that Staff will look at the agreements between the Town and U.S. Cellular.
8. Councilwoman Atkins stated that the alley behind the former King's Produce building is grown up. She noted that she believes the property has been cleaned up previously, but the weeds in the alley have grown up recently. Town Manager Freeman noted that he will check on this matter.
9. Councilwoman Atkins inquired if the Town contracts with a mowing company to mow properties in town. She stated that there is a property on Fairview Road that she has mentioned for two years and it was not mowed by the deadline of the Town's Mowing Ordinance. Town Manager Freeman commented that the mowing company mows properties that have been given to them by Town staff. He noted that he will make sure Staff checks on that property. Councilwoman Atkins advised that the property was not mowed the first time by the deadline that is stated in the ordinance, and there are mounds of dirt and trash built up on the property. She inquired if the property could be cleaned up because it does not look good. Town Manager Freeman stated that he will check on this matter.
10. Councilwoman Atkins inquired about the banners for downtown that had been previously discussed. Mayor Taylor stated that she did not receive any feedback when she addressed the Council members about possibly looking at catalogs for the banners. She advised that she believes they need to start looking into the banners so that they will be included in the budget within the next year or two. A brief discussion was held regarding the banners, and Councilwoman Atkins suggested that the new banners could promote the Town's assets. Mayor Taylor noted that she will get the catalogs and request a meeting to discuss the banners.
11. Mayor Taylor stated inquired about the replacement of some ceiling tiles in the kitchen of the Farmers' Market. Town Manager Freeman stated that he will check on this matter. He advised that the Public Works department has been notified and they are checking into replacement tiles and the roof.
12. Mayor Taylor stated that there may be some citizens at the following Town Council meeting wanting to discuss trees and Appalachian Power. She noted that they are unhappy with the way Appalachian Power is trimming trees in the historical area. Town Manager Freeman advised that he received a complaint from a citizen a couple months ago that received a notice from Appalachian Power stating that they were going to be cutting the trees and inquired if the Town could observe or control the matter. He advised that the Town cannot control the matter. Discussion continued regarding Appalachian Power and their rights to cut trees. Town Manager Freeman noted there is a hotline that citizens can call for this matter.
13. Mayor Taylor stated that the Vintage Baseball Team has a baseball game at Withers Park on Thursday, July 14. She noted that the team is inquiring if Gilley's Shaved Ice would be allowed in Withers Park for the event. Town Manager Freeman stated that he will check

on this matter, and if there are no objections from the Committee members, he will permit Gilley's Shaved Ice to set up for this event.

14. Mayor Taylor shared a picture with the Committee members of a building that is in bad shape that is located on the side of Saint John's Church on Third Street between Main Street. Mayor Taylor stated that the building is starting to fall apart and does not look good. She inquired if the Town has any jurisdiction to notify the owners to clean up the property. Town Manager Freeman stated that he will check on this matter.
15. Mayor Taylor noted that she wanted to thank Staff for their work on setting up the Town's new online permit system. Town Manager Freeman stated that he wanted to thank Assistant Town Manager Holeton for helping the Town complete the process. He noted that it takes staff with a good attitude to implement a new system. Town Manager Freeman advised that Permit Technician Hamm has had a wonderful attitude during the entirety of this process. Mayor Taylor also thanked Administration staff for preparing the meeting packages for distribution a day early.
16. Vice-Mayor Pattison inquired if the Town will be replacing windows on the back side of the Farmers' Market. Town Manager Freeman stated that he spoke with Public Works Director Peebles about the windows, and that they are in the budget. He advised that they are waiting on a quote to move forward with this matter. Town Manager Freeman stated that Public Works Director Peebles inquired about the windows for the Treasurer's Office. He noted that they have received a quote for the Treasurer's office. Mayor Taylor inquired which windows would be replaced. Councilwoman Atkins stated that there are a few windows around the night drop box that are under consideration to be replaced with a safer bullet resistant glass. Town Manager Freeman inquired of the Committee members regarding whether or not they would approve for those windows in to be replaced. It was the consensus of the Committee to replace the windows in the Treasurer's Office, but for the Town Manager to provide the quoted price to the Committee.
17. Town Manager Freeman presented a request from the Wythe Bland Trap Neuter Release to conduct a 5K Color Run on August 20, 2022, at 6:00 p.m. Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and suggested that the organization use Heritage Walk to go to Withers Park and to Main Street. She stated that once the modification was made, the Safety and Events Committee would recommend that it be approved. Councilwoman Atkins inquired why the Safety and Events Committee wanted a stipulation on this application regarding Fourth Street. Assistant Town Manager Holeton advised that it was for overall safety of the runners to use Heritage Walk due to the high traffic volume on Fourth Street. Councilwoman Atkins inquired if police will be attending the event. Assistant Town Manager Holeton explained that there will not be police at the event because the entire event will take place on the sidewalk. Councilwoman Atkins inquired if there were any stipulations that would prevent the organization from conducting the event next year. Assistant Town Manager Holeton explained that there are not any stipulations, but she did speak with them about the changes that the Safety and Events Committee are in the process of regarding the 5K routes. Town Manager Freeman commented that an applicant can propose any routes even if they are not approved on the application. A brief discussion was held regarding the 5K routes. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to approve the request of the Wythe Bland Trap Neuter Release to conduct a 5K Color Run on August 20, 2022, at 6:00 p.m. Town Manager Freeman 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.

18. Town Manager Freeman advised that the next item on the agenda is the review of a Special Exception Permit request for Mr. Larry Sharitz to operate an auto repair shop and to add the use of an auto welding shop. He stated that there is a public hearing at the following Town Council Meeting, and the recommendation from the Wytheville Planning Commission is to approve the Special Exception Permit for Mr. Sharitz. Town Manager Freeman noted that he has spoken with Administrative staff, and they have agreed that there needs to be a different approach when it comes to setting public hearings. He advised that as soon as the Planning Commission approves an item it immediately comes to Council to set a public hearing. Town Manager Freeman stated that they want to make sure the Council is comfortable with the item before setting a public hearing. He advised that Staff would provide the Council with more information regarding the item before the public hearing is set. Town Manager Freeman inquired if there were any questions or comments regarding the Special Exception Permit for Mr. Sharitz. He advised that Planning Director Woods will be present at the Council meeting to give a presentation during the public hearing if necessary. Mayor Taylor inquired about renewing a previous Special Exception Permit and adding the use of an auto welding shop to the permit. She stated that to her understanding, the use of the auto welding began two or three months before they applied for the permit and has continued the use since applying. Mayor Taylor commented that she believes there should be a permit fee since there has been use of the auto welding without the permit to do so. Town Clerk Corvin stated that part of this request is a renewal of an existing permit and another part is new, and that Staff did not collect an application fee from Mr. Sharitz. Discussion continued regarding the application fees and permit renewal for Mr. Sharitz.

19. Town Manager Freeman stated that at the following Town Council meeting, there will be a reorganizational meeting and the reorganization of Council Committees, as well. Mayor Taylor advised that she had planned to rotate the members from the Budget and Finance Committee and the Public Works Committee. She inquired if there were any questions or comments regarding the rotation. Town Manager Freeman suggested using a rotation that may allow for members to work with different groups and closely with their colleagues. He advised that, each year, one member would stay on a committee while another would rotate and go to another committee. A brief discussion was held regarding the rotation of members on the Budget and Finance Committee and the Public Works Committee. Councilwoman Atkins inquired of Mayor Taylor regarding some members rotating while others stayed on the same committee. Mayor Taylor stated that in their previous conversation, her original plan was to rotate all members to different committees. Councilwoman Atkins stated that she expressed her concerns to Mayor Taylor regarding the committee rotation, and that she will do her best to serve to her best ability. Councilwoman Atkins advised that she would like to serve on the Budget and Finance Committee with Vice-Mayor Pattison. Mayor Taylor stated she preferred for Councilwoman Atkins to serve on the Public Works Committee. Town Manager Freeman stated that he believes it is important for members to work in different pairs on committee assignments. Discussion continued regarding the committee rotations.

A motion was made by Vice-Mayor Pattison and seconded by Councilman Bloomfield to recess the meeting until after the following Town Council meeting. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following 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. (5:48 p.m.)

A motion was made by Councilman Bloomfield and seconded by Mayor Taylor to reconvene the meeting. Town Manager Freeman 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. (6:39 p.m.)

20. Town Manager Freeman advised that the next item on the agenda is the continued review of the Council Rules of Procedure. He stated that he would like to thank Town Attorney Clayton and Town Clerk Corvin for their hard work to revise the Rules of Procedure. Town Attorney Clayton noted that they have reviewed some Rules of Procedures from other jurisdictions and thought that it would be helpful to include some additional rules. She advised that much of what is included in the Council Rules of Procedure is also in Robert's Rules of Order, however, they can be adjusted. Town Attorney Clayton stated that one of the main reasons for an updated Rules of Procedure is to make the agenda setting more clear. Town Attorney Clayton presented an article to the Committee members regarding parliamentary procedure. She noted that, typically, people believe that rules make things more complicated when they are actually designed to give direction. A brief discussion was held regarding the Council Rules of Procedure. Councilwoman Atkins inquired what the penalties are if the rules are not followed. Town Attorney Clayton noted that when the rules are not followed and meetings turns into a state of flux, the Council can have a closed session where members may be censured. Discussion continued regarding the Council Rules of Procedure. It was the consensus of the Committee to continue to review the Rules of Procedure at the next Work Session.
21. Town Manager Freeman advised that the next item on the agenda is a presentation regarding electric vehicles. He stated that Assistant Town Manager Holeton will be presenting this information to the Committee members. Assistant Town Manager Holeton advised that she provided the members with a handout regarding funding that will be available soon. She stated that she has reached out to the Department of Environmental Quality (DEQ), and they will be handling the federal funds as a state agency. Assistant Town Manager Holeton noted that she feels as if electric vehicles and will be emerging very quickly. She advised that there are only two locations in town with the ability to charge electric vehicles. Assistant Town Manager Holeton stated that she believes it would be beneficial for Wytheville to make sure efforts are being made to protect tourism assets and to have electric vehicle charging stations. She noted that she will keep the Committee members updated with any possible grants regarding electric vehicles. Assistant Town Manager Holeton stated that if any members have any questions or comments to please let her know. Councilman Bloomfield noted that the previous Public Works Committee has looked into installing electric vehicle chargers at McWane Pool and near the Old Community Center, and a brief discussion was held on where charging stations could be installed.
22. Councilwoman Atkins presented photographs of the property behind the former King's Produce building that was discussed earlier that needs to be mowed and has trash built up. Town Manager Freeman stated that he will need to check into this matter in regard to whether or not the Mowing Ordinance is being followed. Councilwoman Atkins stated that she wants to be consistent with the regulations of the Mowing Ordinance. A brief discussion was held regarding the property.
22. Town Manager Freeman presented a request of support from the Department of Museums for grant funding from the Wythe-Bland Foundation. He stated that the funding will be applied towards the restoration project for the Haller-Gibboney Rock House Museum. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor to approve the request of support from the Department of Museums for grant funds from the Wythe-Bland Foundation for the restoration of the Rock House Museum. Town Manager Freeman

inquired if there was any discussion on the motion. There being none, 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.

There being no further business, the Work Session was adjourned. (7:45 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk