

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM
ON MONDAY, AUGUST 8, 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, Town Manager T. Brian Freeman, Assistant Town Manager Elaine R. Holeton, Town Attorney Michelle Workman Clayton, Deputy Clerk Lauren E. Bedwell, Police Chief Joel Hash, Detective Lonnie Anders, Lieutenant Bryan Bard, Director of Parks and Recreation Josh Sharitz, Executive Director Wytheville-Wythe-Bland Chamber of Commerce Alison Pollard, Police Officer John Khachane, Jamie Riggins, Tonya Riggins, Trevor Riggins

Persons absent: None

The following topics were discussed at the Work Session:

1. Town Manager Freeman presented a request from Devoted To You Boutique to hold the “Wytheville’s A Christmas to Remember” event on December 10, 2022, starting at 12:00 p.m. Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and noted that the Committee’s concern is that the Christmas parade is scheduled for December 3, 2022, and that closing Main Street two consecutive weeks would cause a possible personnel issue. She noted that the Safety and Events Committee recommends that both events be held on the same weekend. Mayor Taylor inquired about the applicants’ thoughts on this recommendation. Ms. Tonya Riggins with Devoted To You Boutique stated that their main concern is how their vendors will set up due to the Christmas parade crowd. Mr. Jamie Riggins inquired if the Christmas parade traffic could possibly be rerouted if the events were to coincide together. He noted that they plan on having multiple vendors, two stages and possibly a mobile skating rink. Councilwoman Atkins inquired about last year’s parade route and if it went to Fourth Street. Mr. Riggins stated that is correct. Mayor Taylor stated that vendors were set up in the parking spaces on Main Street, so the street was still open. Councilman Bloomfield inquired if the vendors could set up on the sidewalk so that people still have full access to Main Street until the parade, since it will be closed. Mr. Riggins stated that how their vendors set up will be determined on the parade route. Discussion continued regarding ideas for Devoted To You and Downtown Wytheville, Inc. to hold their events on the same weekend. Councilwoman Atkins stated that there may be some businesses that would like to be closed for the Christmas parade. Assistant Town Manager Holeton advised that she will set up a meeting for Devoted To You and Downtown Wytheville, Inc. to discuss ideas on how to work together. She noted that they will report their progress to the Safety and Events Committee at their next meeting. Councilwoman Atkins inquired about the times for both events. Town Manager Freeman stated that the street closure will begin at noon, and the Devoted To You event will end at 9:00 p.m. that evening. He noted that the parade will begin around 6:00 p.m. that evening. Ms. Riggins stated that their business and other businesses experienced record sales at last year’s event. Assistant Town Manager Holeton stated that she will bring this request back for further review.
2. Town Manager Freeman advised that the next item on the agenda is the discussion regarding Ordinance No. 1414, which gives the Police Department the ability to charge trespass violations without the permission of a property owner for each violation, and that Wytheville Police Department Chief Joel Hash will discuss the ordinance. Town Attorney Clayton noted that the Town has an ordinance very similar to this one, however, this

version gives the Police Department the discretion to form an agreement with business owners allowing immediate arrest for trespass violations. Police Chief Hash stated that they typically receive permission in writing from the property owner before enforcing violations. Detective Lonnie Anders noted that the police are responding to repeat offenses at the same locations and that business management has a lax approach, which helps create reoccurring problems. He stated that it is difficult to respond to the same matters and the same properties when appropriate actions could be taken immediately. Lieutenant Bryan Bard advised that businesses would be asked ahead of time to give the police department permission to enforce trespassing. He noted that he had seen signs at businesses in another area stating that the Police Department has the discretion to enforce violations. Lieutenant Bard advised that similar signs may be beneficial to some businesses in town. Discussion continued regarding Ordinance No. 1414 and the abilities it gives police. Mayor Taylor inquired how officers would know where they can enforce trespassing if there are multiple agreements with the Police Department. Chief Hash noted that a list could be put in each police car listing the businesses, and that a sign could be put up at the business location. Detective Anders advised that with their current system has the capability to place those businesses in a certain file letting officers know. Town Attorney Clayton noted that the Committee had some concerns regarding the police having access to security cameras. Detective Anders stated that they have access to some security cameras and can playback footage to assist with ongoing issues. Councilwoman Atkins inquired if there were going to be enough officers if other businesses have the same issues. She noted that she does not feel the police should be their only form of security. Detective Anders stated that there are many incidents that lead back to the same businesses, and ending these issues linked back to these businesses will help the community. Town Manager Freeman advised that this ordinance is supposed to help cut down the number of calls the police receive and have to respond to each call, but they do not have the ability to enforce these violations. Councilwoman Atkins inquired if anyone has looked into a private security firm. She stated that she does not want personnel being tied up when another matter appears. Mayor Taylor noted that this will help speed up the process. Town Manager Freeman thanked the Police Department personnel for attending the meeting.

3. Town Manager Freeman Advised that the next item on the agenda is the discussion regarding an Affidavit. Town Attorney Clayton noted that State Code requires the Police Chief to sign an Affidavit to enforce criminal blight. Detective Anders stated that there were several meetings with the OYO Hotel owner regarding the criminal behavior, and they asked the owner to comply with the Wytheville Police Department. He noted that due to liability concerns, they do not want to provide them a list of people to which they cannot rent. Detective Anders noted that when police have credible information, it helps allow a better investigation. Mayor Taylor inquired if there were any loopholes regarding sending a hotel's registry. Town Attorney Clayton stated this is now a standard practice of hotels. Councilman Bloomfield inquired if there has been any improvement at the OYO Hotel. Chief Hash noted that he has not seen any improvement, and the Police Department receives numerous calls daily. Detective Anders stated that the issues at the OYO Hotel are now beyond management's control and need Town or police enforcement. Mayor Taylor inquired what steps are taken before a tenant would be evicted or the business shut down. Town Attorney Clayton stated that there are timeframes in the Town Code and ordinance, and this can go to court. She noted that the crime rate is not high enough for a judge to shut the hotel down. A brief discussion was held regarding a potential shutdown and occupancy of the OYO Hotel. Councilwoman Atkins inquired if the Town Attorney would represent the Town if this matter were sent to court. Town Manager Freeman stated that the Town would be the plaintiff. Chief Hash advised that he spoke with Andy Kegley with HOPE Inc. who stated that there is not enough room for the OYO tenants. He noted

that he does not know where these tenants will go next. Mayor Taylor inquired if documentation could be provided proving that a person should not be able to stay somewhere. Detective Anders stated that this could not be done without evidence and may be subject to ongoing investigation.

4. Town Manager Freeman presented Ordinance No. 1414, an ordinance amending and reenacting Chapter 9, Offenses - Miscellaneous, Article I. In General, Division 1. Generally, Section 9-36. Trespassing; Designation of Police to Enforce Trespass Violations, of the Code of the Town of Wytheville, Virginia. A motion was made by Councilman Gillman and seconded by Councilman Bloomfield to adopt Ordinance No. 1414, an ordinance amending and reenacting Chapter 9, Offenses - Miscellaneous, Article I. In General, Division 1. Generally, Section 9-36. Trespassing; Designation of Police to Enforce Trespass Violations, of the Code of the Town of Wytheville, Virginia, on first and final reading. 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, by roll call vote:

FOR: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman

AGAINST: None

ABSTENTIONS: None

Ordinance No. 1414 was adopted on first and final reading.

5. Town Manager Freeman advised that the next item on the agenda is the discussion regarding the request of the Wythe County School Board for "No Parking" signs at Spiller Elementary School property for certain times. Lieutenant Bard stated that there were two major incidents last year causing the School Board to ban parents from starting school pick up prior to 2:45 p.m. He noted that those two incidents prevented emergency vehicles from being able to access the schools due to heavy traffic. Lieutenant Bard noted that the area around Spiller is a heavily congested area, and parents lining up early in the afternoon on Tazewell Street creates an even bigger traffic problem. He noted they are proposing that there should be no parking on Tazewell Street except for parent pick up from 2:30 p.m. to 3:30 p.m. Discussion continued regarding parking and parent pick up. Assistant Town Manager HOLETON noted that Lieutenant Bard has spoken with Public Works Director Peeples regarding the location of "No Parking" signs. Councilwoman Atkins inquired if the Council may want to consider no parking only during the school year. Lieutenant Bard advised that he believes there needs to be a set standard. Chief Hash noted that this solution will make things faster and will be beneficial for the Town. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to enact the new parking strategy as presented for the block of Spiller Elementary's bounding streets. Town Manager Freeman inquired if there was any discussion. There being none, the motion was approved with the following voting results: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against. None. Abstentions: Holly E. Atkins
6. Town Manager Freeman advised that the next item on the agenda is the discussion regarding a Desert Aire Unit at the Recreation Center. Town Manager Freeman noted that Parks and Recreation Director Josh Sharitz will present information regarding this matter to the Committee. Director Sharitz stated that the Desert Aire Unit removes air that contains chloramines and carbon dioxide from the inside of the pool area, and then adds the correct amount of fresh air from outside of the facility. He noted that the unit also

dehumidifies and cools the air of the pool area. Director Sharitz advised that the Town's current unit was installed around 2007, and that the typical life span of this unit is around 12 years. He stated that one of the two main circuits in the current unit became inoperable in 2016 and has since remained inoperable. Director Sharitz noted that if the system fails, there could be a three to six month lead time for a Desert Aire Unit that is built to suit. He advised that there will be approximately a one month waiting period for a mobile unit, and will it also take around a month to install. Director Sharitz stated that they were quoted around \$10,000 per month per unit, and a total replacement of the unit is around \$600,000. Discussion continued regarding the cost of repair and replacement of the Desert Aire Unit. Councilwoman Atkins inquired about the current air quality. Director Sharitz stated that it is bringing in fresh air and removing old air efficiently. Councilwoman Atkins inquired when the unit stopped working efficiently and why was it not looked into sooner. Director Sharitz noted that it stopped working in 2016 and he believes it was not looked into due to cost. Town Manager Freeman stated that speaking with a mechanical engineer will help with moving forward with this matter, and they will get some quotes and will bring this matter back to the Committee.

7. Councilman Bloomfield stated that there are two events coming up in the next few weeks. He noted that they are the Millwald Marquee Lighting Ceremony and the Millwald Theatre check presentation at Food City. Councilman Bloomfield stated that they also hope to have a tour of the construction site which will, hopefully, be close to completed.
8. Councilwoman Atkins stated that she received a noise complaint on Fairview Road. Town Manager Freeman stated that he has not reached out to Mr. Chris Burkett yet. Town Attorney Clayton advised that she has spoken with him regarding the issue. Councilwoman Atkins stated that Mr. Burkett felt as if he did not make much progress with their conversation. Town Attorney Clayton noted that she also spoke with Chief Hash regarding Mr. Burkett's options. Chief Hash noted that he needed to call the police to respond to the matter. Councilwoman Atkins advised that Mr. Burkett would like to meet with a Staff member to explain the noise issue with them. Town Attorney Clayton stated she believed Mr. Burkett spoke with Planning Director Woods about the issue and possibly putting up a privacy fence to block some of the noise. Town Manager Freeman stated that if the Noise Ordinance is being violated, Mr. Burkett can call the police when the issue is taking place. He noted that he will check on this matter.
9. Councilwoman Atkins inquired about Animal Control being available 24 hours a day. She stated that she believes the Town needs to work on that. Town Manager Freeman stated that he has been working on this matter. He noted that he recently spoke with Wythe County about 911 not filtering calls regarding animal matters. Councilwoman Atkins stated that she knew of two cases, and she thought that the animal shelter might have been overflowing with animals and that was her concern. Town Manager Freeman stated that the shelter was not overflowing. Councilwoman Atkins noted that she had previously made a call to 911 and the County told her they did not have animal control. She advised them that she lives in Town and that the Town does have animal control. Town Manager Freeman noted that he has spoken with the County Administrator and advised that the way they can help the Town is to inform the 911 operators that if an animal control call comes in, they need to notify an officer to respond.
10. Vice-Mayor Pattison stated that she had two occasions where she visited the small shelter at Elizabeth Brown Memorial Park. She advised that both organizations brought to her attention that the ceiling needs assistance. Town Manager Freeman stated that he will check on this matter.

11. Town Manager Freeman presented a request from the Wythe Arts Council to hold the Arts at the Crossroads event on Saturday, September 17, 2022, from 8:00 a.m. to 6:00 p.m. Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and recommended that it be approved with a full street closure. A motion was made by Mayor Taylor and seconded by Councilman Gillman to approve the request of the Wythe Arts Council to hold the Arts at the Crossroads event on Saturday, September 17, 2022, from 8:00 a.m. to 6:00 p.m. 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.
12. Town Manager Freeman presented a request from the Millwald Theatre, Inc. to hold the Marquee Lighting Ceremony event on Saturday, August 20, 2022, beginning at 7:00 p.m. Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and recommended that it be approved. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to approve the request of the Millwald Theatre, Inc. to hold the Marquee Lighting Ceremony event on Saturday, August 20, 2022, beginning at 7:00 p.m. Town Manager Freeman inquired if there was any discussion on the motion. Councilwoman Atkins inquired about there being two different dates on the handout the Committee members received. Councilman Gillman stated that one of the dates is for the check presentation. Councilwoman Atkins stated that the application requested a short amount of time for the event and inquired if that was allowed. Assistant Town Manager Holeton stated that she believes the event can be completed within that timeframe. Councilman Gillman stated that there will be very little Town resources needed. Discussion was held regarding the Town's new OpenGov system. There being no further discussion, 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.
13. Town Manager Freeman advised that the next item on the agenda is further review of the National Day of Prayer request for waiver of fees at the Meeting Center. Mayor Taylor stated that she spoke with someone who helps organize this event. She noted that the fees were not waived for last year's National Day of Prayer event. Mayor Taylor stated that a check came from the Chaplain's group that works with the County's Sheriff's Office for part of their fees and the rest was paid out of pocket. Town Manager Freeman inquired if Mayor Taylor had an estimated cost of last year's rental. Mayor Taylor stated that there was a fee for the stage, audio, etc., and that the total fee was around \$300. Town Manager Freeman inquired if any of the Committee members had any comments or concerns. Mayor Taylor stated that she believes waiving the fees would be appropriate. Councilman Bloomfield stated that he agrees, if the Town sponsors the event. A brief discussion was held regarding the National Day of Prayer event. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to use the Council's budget to pay for all fees for the National Day of Prayer event and to be listed as a sponsor. Town Manager Freeman inquired if there was any discussion. 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.

A motion was made by Councilman Bloomfield and seconded by Mayor Taylor 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 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. (5:47 p.m.)

A motion was made by Councilman Bloomfield and seconded by Councilman Gillman 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. (6:21 p.m.)

14. Town Manager Freeman advised that the next item on the agenda is the discussion regarding the Joint Governing Bodies meeting topics. He stated that 2022 is the year that Wythe County hosts the Joint Governing Bodies meeting. Town Manager Freeman inquired if the Committee members have any ideas on topics that they may want to discuss at the Joint Governing Bodies meeting. Mayor Taylor inquired if the Committee members can send possible ideas to Staff. Town Manager Freeman stated that they can send Staff an email if they come up with a topic they may want to discuss. Vice-Mayor Pattison stated that the County received some opioid money and the Town did not receive any, and that may be a possible topic. Town Attorney Clayton stated that the General Assembly decided against towns receiving that money, however, they can still ask for the funding. Vice-Mayor Pattison inquired about the transportation fees from the new Bristol casino. She stated that she hopes the Town sees some money come from that. Town Manager Freeman stated that the Town probably would not get any of that money due to Town citizens also being in Wythe County. He noted that he does not feel as if that would be an appropriate topic for the meeting. Assistant Town Manager Holeyton suggested giving a presentation on the new things that the Town has been doing this year. She noted that maybe the dialogue changing to a positive approach would help so that more difficult conversations can be held. Town Manager Freeman stated that he does not believe that those issues would be resolved at that meeting. Discussion continued regarding possible topics for the Joint Governing Bodies meeting. Town Manager Freeman stated that the Committee members could send him ideas or questions about how these topics can be presented.
15. Town Manager Freeman advised that the next item on the agenda is the discussion regarding a Downtown Wytheville, Inc. (DTW) part time employee becoming a Town employee. He stated that it is strictly a DTW decision on whether they hire a full time or part time employee. Town Manager Freeman stated the biggest issue this poses on the Town is if they hire that employee as Town personnel, and if hiring a full time employee puts DTW into a budget situation causing them to request additional operating funds. He noted that they now needed to decide if the Town is going to authorize DTW to hire a new employee and they become a Town employee. Councilwoman Atkins inquired about a previous discussion where the Town was trying to move away from DTW. Town Manager Freeman stated that was a previous idea. Councilwoman Atkins inquired why would the Town agree with it now, if moving away from them was once a discussion. Councilman Bloomfield stated that the previous discussion about moving away from DTW, was also going to apply to the Wytheville-Wythe-Bland Chamber of Commerce. Discussion continued regarding the new DTW employee being a Town employee. Councilwoman Atkins inquired if Town Manager Freeman would be the new employee's supervisor. Town Manager Freeman stated that he would not be anything to the new employee. Councilwoman Atkins inquired if they would turn in their timesheet to Town staff. Town Manager Freeman stated that they do not need to turn in a time sheet for the Fair Labor Standards Act. Councilwoman Atkins inquired if DTW, the Joint Industrial Development Authority and the Chamber of Commerce were still looking into forming a hub together. Town Manager Freeman stated that he believes it is still an option, however, until they find a location they cannot determine if it will be beneficial to all entities. He noted that DTW is awaiting the approval before advertising their position as a Town position. A motion was made Councilman Bloomfield and seconded by Vice-Mayor Pattison for DTW, Inc. to

advertise their position as a Town employee. 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, Gary L. Gillman. Against: Holly E. Atkins.

16. Town Manager Freeman advised that the next item on the agenda is the continued discussion regarding the Fourth Street Civic Center. Mayor Taylor inquired if Town Manager Freeman could explain why the strategic plan for the Fourth Street Civic Center was never completed. Town Manager Freeman stated that the Joint Industrial Development Authority (JIDA) previously asked permission to seek funding to complete a feasibility study for a small business development center, which would possibly include the JIDA, Wytheville-Wythe-Bland Chamber of Commerce and possibly DTW, Inc., etc. He noted that after Council granted that permission, there were some issues that made their plan more limiting than anticipated for funding. Town Manager Freeman stated that he has spoken with Town Attorney Clayton regarding PPEA. Town Attorney Clayton advised that this is a type of procurement where investors could look at the property and come up with possible ideas and uses for the property etc. Town Attorney Clayton stated that she will send the Committee members a copy of the PPEA draft. A brief discussion was held regarding the Fourth Street Civic Center. Councilman Gillman inquired if Wytheville Community College still has any business with the Fourth Street Civic Center. Town Manager Freeman stated that he believes that they may participate in some rentals. It was the consensus of the Committee to do nothing with the Fourth Street Civic Center until Parks and Recreation Director Sharitz and the Recreation Department staff can determine possible uses for the building.

17. Town Manager Freeman advised that the next item on the agenda is an update regarding the Local Government Management Program. Assistant Town Manager HOLETON stated that the Council appropriated \$12,000 to a fund in this year's budget for the Local Government Management Certificate Program. She noted that Staff is required to complete four courses, already have obtained a bachelor's degree and hold a leadership position in municipal government in order to complete the certificate program. Assistant Town Manager HOLETON noted that she and Ms. Angela Pennington will be starting this program in the fall. She advised that they also have the ability to add another employee in the spring and Ms. Deana Kelley has indicated a willingness to participate in the spring. She noted that an internal application may be a good idea in the future if the Town continues to participate in this program. Town Manager Freeman stated that the Town does not pay for graduate certificates or any other certificate for Town employees with other agencies, such as, the JIDA, Chamber of Commerce, DTW, etc. He inquired what the Committee's opinions were if there were requests for participation from these agencies. Councilwoman Atkins stated that she believes they should be able to participate. Town Manager Freeman inquired who would pay for their participation in the program. Councilman Bloomfield stated that the agency or organization would pay for it. He advised this was what the Memorandum of Understanding between the Town and DTW states. Town Manager Freeman stated that Staff will look into those. Councilwoman Atkins inquired if the Town would provide a car for Staff and if they had to complete the program on their own time. Town Manager Freeman stated that Staff will only have their tuition paid for and possibly textbooks. A brief discussion was held regarding Staff participating in the Local Government Management Certificate Program. Mayor Taylor inquired if a claw back agreement will be required. Town Attorney Clayton stated that it would not hurt to have one in place once the program is completed. Councilman Bloomfield noted that he does not believe a claw back agreement is needed. Assistant Town Manager HOLETON advised that certain parameters could be built around the program

and that it could be useful. Town Manager Freeman stated that Staff will bring more information to the Committee regarding this matter before spring.

18. Town Manager Freeman advised that the next item on the agenda is further review of the Council Rules of Procedure. Town Attorney Clayton stated that the main change from the last Work Session meeting was the clarification and relaxation of communications between Town Council, Manager and Staff. She then explained the changes with the Committee including roles, channels of communication, official tours, informal visits and matters of concern. Councilwoman Atkins inquired which section regarding communications is the most restricting. Town Attorney Clayton stated that the official tour section and informal visit section were the most restricting. Councilwoman Atkins inquired if all members of Council would follow the Rules of Procedure. Town Attorney Clayton advised that it is encouraged for everyone to follow the rules. Councilwoman Atkins stated that if the rules are passed then everyone needs to follow them. She advised that she has been made aware of three Council members speaking with employees. Councilwoman Atkins stated that the Rules of Procedure need to apply to all members not a select few. She advised that she needed to know whether or not she can ask employees about payments, their possible needs, etc. Discussion was held regarding the communication sections of the Council Rules of Procedure. Councilwoman Atkins commented that she has heard other Council members saying that they have spoken with Staff regarding certain matters, and she thought that they were not allowed to do that. Mayor Taylor stated that she went to the Meeting Center to speak with Staff with permission from Assistant Town Manager Holeyton. Councilwoman Atkins stated that there were other times the Mayor has not asked for permission. She stated that there was information shared between members regarding the DTW position, and that she would have appreciated being informed on the topic. Councilwoman Atkins stated that it is hard for her to vote on the rules when she knows that they will not be followed. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to adopt the Council Rules of Procedure as presented. Town Manager Freeman inquired if there was any discussion on the motion. Councilwoman Atkins inquired if a member of Council was to speak to Staff unannounced. Town Attorney Clayton noted that the member of Council would be reminded of the Rules of Procedure if they are speaking with Staff for an extended period of time. Councilwoman Atkins inquired if possibly having lunch or dinner with a Staff member was still covered under the Rules of Procedure. Town Attorney Clayton stated that is a social visit, and the rules are addressing times during work hours. Councilwoman Atkins inquired if Council was allowed to approach Staff and ask them to help them with certain tasks. Town Manager Freeman stated that was not allowed. Councilwoman Atkins noted that she wanted all members of Council to be aware that was not allowed. She stated that she wanted the members to be aware of the rules before they are voted on. Mayor Taylor stated that she will be continuing the Mayor's Corner with permission. Councilwoman Atkins stated that she believes that is excluding other members and that all members are supposed to be equal. Town Attorney Clayton advised that the mayor's role is slightly different than other Council members. Mayor Taylor stated that Councilwoman Atkins could take over the Mayor's Corner if she felt led to do so. Councilwoman Atkins advised that if she was the mayor, she would do the Mayor's Corner. Mayor Taylor noted that she does not believe that Councilwoman Atkins would continue with the Mayor's Corner, if given the chance. Councilwoman Atkins stated that she was no longer going to discuss the matter. There being no further discussion, the motion was approved with the following voting results: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: Holly E. Atkins.
19. Town Manager Freeman stated that the minutes from the July 25, 2022, Work Session is included in their package, along with a Smyth-Wythe Airport Commission meeting

package, July building report and an updated August meeting calendar.

20. Councilman Bloomfield stated that the Budget and Finance Committee met, and they have made a recommendation to move forward with a three percent pay increase for part time Town employees. Town Manager Freeman stated that the three percent raise can be implemented now. He advised that he was not sure if the Committee wanted to back pay the part time employees. Discussion was held regarding the three percent pay increase for part time employees. Town Manager Freeman stated that the Budget and Finance Committee made a recommendation to give all part time employees a three percent raise. The recommendation was approved with the following voting in favor and there being no opposition, by roll call vote: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against. None. A motion was made Councilwoman Atkins and seconded by Mayor Taylor to move forward with a three percent pay increase back dated to July 1, 2022, for all part time Town employees. 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, by roll call vote: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.
21. Councilwoman Atkins requested a list of the Mayoral obligations. Town Attorney Clayton stated that she will give her a copy of those obligations.
22. Councilman Bloomfield inquired when there will be a report for the feasibility of the hospital transportation project. Town Manager Freeman stated he will speak with Chief Marc Brade and get the Budget and Finance Committee an update regarding this matter. Councilwoman Atkins stated that she would like to keep her proposal from when she served on the Budget and Finance Committee before she was removed for certain reasons and hear the concerns from the director of the Wythe County Community Hospital. She noted that she that she has asked to hear from the hospital director numerous times. Mayor Taylor stated she switched Councilwoman Atkins to another committee for reorganizational purposes. She noted that Councilwoman Atkins had previously stated that she did not want to serve with Councilman Bloomfield. Councilwoman Atkins stated that she never stated that she did not want to serve with Councilman Bloomfield but felt as if matters were not accomplished together.

There being no further business, the Work Session was adjourned. (7:40 p.m.)

T. Brian Freeman, Town Manager

Lauren E. Bedwell, Deputy Clerk