

**MINUTES OF THE COUNCIL WORK SESSION OF THE BUDGET AND FINANCE
AND PUBLIC WORKS COMMITTEES HELD IN THE COUNCIL CONFERENCE ROOM
ON MONDAY, MAY 23, 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. Holeyton, Town Clerk Sherry G. Corvin, Town Treasurer Michael G. Stephens, Officer John Lackey

Persons absent: Town Attorney Michelle Workman Clayton

The following topics were discussed at the Work Session:

1. Councilwoman Atkins inquired of the progress regarding the Façade Program, and the businesses participating. Town Manager Freeman stated that he spoke with the owner of Anders Salon about turning in the documentation needed for the program. A brief discussion was held regarding the Façade Program.
2. Councilwoman Atkins inquired about the property where The Ville restaurant used to be and noted that it is starting to look grown up. Town Manager Freeman noted that he will have Town staff look at this matter.
3. Councilwoman Atkins inquired about a flyer regarding water bills and the cost of printing increasing. She asked if there could be any changes made, like printing in black and white, printing quarterly, etc. Town Treasurer Stephens advised that the flyer was sent out to notify citizens and encourage them to use email to receive their bill. A brief discussion was held regarding the Town water bills, and Town Treasurer Stephens advised that they are considering other options.
4. Councilman Gillman stated that he received a complaint from a citizen regarding the gas station on Main Street across from AutoZone. He advised that numerous vehicles were parked outside of the building. Town Manager Freeman noted that if they were operable, properly tagged and licensed, the Town could not do anything about them. He stated that he will have Staff look into this issue.
5. Councilman Gillman inquired of what Town Police would need to do to hire a parking attendant. Town Manager Freeman stated that he needs to meet with Chief Hash to discuss a plan of how the Town can begin policing parking.
6. Councilman Gillman inquired about the traffic on Tazewell Street between Monroe Street and Main Street. He noted that Tazewell Street is narrow, and he witnessed an event involving a tractor trailer and a smaller car that could have ended in an accident. Town Manager Freeman stated that Staff would look at this matter and see if any signage could be placed in the area.
7. Vice-Mayor Pattison inquired if Staff has received a response from the American Legion regarding a letter sent to them about an event scheduled at the Fourth Street Civic Center. Town Manager Freeman advised that Staff has not yet received anything from them. A brief discussion was held regarding the event at the Fourth Street Civic Center.
8. Mayor Taylor stated that Council has received an invitation to the George Wythe High School and Wythe County Technology Center graduations.

9. Mayor Taylor stated that on Monday, May 30, 2022, she will be attending the Southwest Virginia Veterans Memorial Day Ceremony in Dublin to represent the Town. She advised that she will take a wreath to this ceremony.
10. Town Manager Freeman stated that the next agenda item is the discussion regarding the Fiscal Year 2022-23 budget. He noted that the deadline is arriving for the reassessment advertisement. Town Manager Freeman discussed the budget changes with the Committee and gave them the updated figures regarding the advertisement. He stated that the first reading of the budget will be held at the following Town Council meeting. Discussion continued regarding the Fiscal Year 2022-23 budget, and the departmental requests.
11. Town Manager Freeman presented a request from HOPE, Incorporated to close various streets in town to hold The Fast and Fiorini Metric Century Ride event on Saturday, June 18, 2022, from 7:30 a.m. to 2:00 p.m. Town Manager Freeman stated that Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and would recommend that it be approved. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to approve the request of HOPE, Incorporated to close various streets in town to hold The Fast and Fiorini Metric Century Ride event on Saturday, June 18, 2022, from 7:30 a.m. to 2:00 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, Mark J. Bloomfield, Holly E. Atkins, Gary L. Gillman. Against: None.
12. Town Manager Freeman advised that the next agenda item is the review of Committee vacancies. Town Clerk Corvin noted that there are a few vacancies, and some Committee members are eligible for reappointment. A brief discussion was held regarding Committee vacancies and the reappointments that could be made.
13. Town Manager Freeman presented the request to award the Classification and Compensation Study contract. Town Manager Freeman advised that he met with Assistant Town Manager Holeton and they both agreed that Botlon USA is the best fit for the Town's needs. He requested the Committee to approve Staff moving forward with the contract. Councilman Bloomfield inquired if there is a funding requirement in this fiscal year. Town Manager Freeman stated there may be a small cost this fiscal year. He noted that Staff is asking for a 50,000 dollar budget in Fiscal Year 2022-23 to cover the cost of the contract and any ancillary costs. Town Manager Freeman commented that the Council will consider approving the contract during the regular Council meeting.
14. Town Manager Freeman advised that the next agenda item is the review of the proposed name change to the Wytheville Industrial Development Authority (WIDA). Assistant Town Manager Holeton stated that Town Attorney Clayton presented the name change to the Wytheville Industrial Development Authority. She noted that the members of the WIDA approved the name change should Council agree. It was noted that Town Council would take action on this matter during their regular meeting.
15. Town Manager Freeman stated that Assistant Town Manager Holeton will proceed with the review of the Housing Incentive Grant Project. Assistant Town Manager Holeton stated that the project was introduced at the last WIDA meeting, the members approved the project and signed the agreement to administer the grant. She advised that Staff could start the project if Council approves to move forward. Councilman Bloomfield noted that one member of the WIDA had a potential conflict of interest, however, that matter was

handled appropriately during the meeting. Town Manager Freeman noted that Council will consider approving this during the regular Council meeting.

16. Town Manager Freeman advised that the next item on the agenda is the discussion of the ability for Town employees to work extra shifts. He noted that there has been at least one employee who has shown interest in this matter. Town Manager Freeman advised that he believes the Town is not in dire need for other employees to cover extra shifts. He noted that the short staffed departments seem to be handling the matter for the time being. A discussion was held regarding employees working extra shifts, and Town Manager Freeman noted using employees in other departments and having to pay overtime wages is not a good financial decision. Discussion continued on this matter. Town Manager Freeman stated that he will begin advising Council of personnel changes.
17. Assistant Town Manager Holeyton advised the Committee that the heat exchanger for the McWane Pool needs to be repaired, and that the exchanger is now out of warranty. She inquired of the Committee if they wanted to repair the exchanger. Assistant Town Manager Holeyton stated that the Parks and Recreation Department has the funds to cover the cost of the repair and to pay for electricity to heat the pool. It was the consensus of the Committee to have the heat exchanger repaired to heat McWane Pool.
18. Town Manager Freeman advised that Wytheville Community College (WCC) desires to work with the Town to offer full payment for all current WCC employees to be enrolled in a pass plan. A brief discussion was held regarding Wytheville Community College and the new plan. Councilwoman Atkins advised that she would like more information on this matter. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to approve the proposal made by Wytheville Community College to pay for a pass plan for their current employees. Mayor Taylor 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.
19. Assistant Town Manager Holeyton presented information on group homes. A brief discussion was held, and she noted that she will send an email to the Committee members with contact information to provide to citizens when they receive requests about group homes and the regulatory agency.
20. Town Clerk Corvin stated that she gave the Committee members a copy of the resolution that is to be presented to Mr. Todd Wolford. She inquired if the Committee had any changes to please let her know, and this resolution will be presented at the next Town Council meeting.

There being no further business, the Work Session was adjourned. (5:46 p.m.)

T. Brian Freeman, Town Manager

Sharon G. Corvin, CMC, Town Clerk