



# MINUTES

## TOWN COUNCIL WORK SESSION

MONDAY, SEPTEMBER 12, 2022 AT 4:00 PM  
COUNCIL CHAMBERS, 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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### 1. UNAPPROVED MINUTES

#### A. Persons Present

Beth A. Taylor - Mayor  
Cathy D. Pattison - Vice Mayor  
Mark J. Bloomfield - Council Member  
Holly E. Atkins - Council Member  
Gary L. Gillman - Council Member  
T. Brian Freeman - Town Manager  
Elaine R. Holeton - Assistant Town Manager  
Sherry G. Corvin - Town Clerk  
Michelle Workman Clayton - Town Attorney  
Frances Emerson - Director of Museums  
John Woods - Planning Director  
Todd Wolford - Executive Director, Downtown Wytheville, Inc.  
John Lackey - Police Officer  
Alison Pollard - Executive Director, Wytheville-Wythe-Bland Chamber of Commerce  
James Cohen  
Paul Riggins  
Jamie Riggins

### 2. ITEMS TO BE DISCUSSED

#### A. **Approval of Agenda**

Town Manager Freeman advised that the first item on the agenda is the Approval of Agenda, and this required a motion and approval by the Committee. He noted that he would like to switch two items on the agenda with the approval of the Committee. Town Manager Freeman stated that those items are Review of the Budget and Finance Committee Recommendations and Council Member Time. He inquired if there was a motion to approve the amended Work Session agenda.

Motion made by Councilman Bloomfield, Seconded by Councilman Gillman.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

#### B. **Update regarding the Rock House Stabilization Project**

Town Manager Freeman stated that Director of Museums Frances Emerson will update the Committee regarding the Rock House Stabilization Project. He advised that the Rock House has been closed for an extended period of time due to stabilization issues, however, Staff has received information from a structural engineering firm regarding the project. Director Emerson stated that there are detailed reports and construction documents that can be utilized by contractors. She noted that the structural damage affecting the Rock House is more extensive than originally anticipated and, hopefully, the repairs can be completed within six to eight months. Director Emerson noted that she hopes to have the Rock House reopened by 2023 to celebrate its 200 year anniversary. A discussion was held regarding the structural damage of the Rock House and what the next steps are for this project. Director Emerson stated that avoiding an extensive bidding process has been discussed previously, and that she is requesting emergency procurement with obtaining quotes from three contractors to repair the structural damage of the Rock House as soon as possible. She advised that the Wythe-Bland Foundation has granted \$50,000 towards the Rock House repairs, and the Wythe County Historical Society paid \$27,453.15 to cover the structural engineering evaluation. Councilwoman Atkins inquired if the \$50,000 was a grant. Director Emerson stated that is correct. A brief discussion was held regarding the Rock House and that Director Emerson could attend another meeting to discuss the quotes. Town Manager Freeman inquired if there is a motion to implement emergency procurement for the Rock House Stabilization Project.

Motion made by Councilman Bloomfield, Seconded by Councilwoman Atkins.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Bloomfield  
Voting Abstaining: Councilman Gillman

### **Review of Peeples Special Exception Permit**

Town Manager Freeman advised that Planning Director John Woods will review a request from Kenneth and Jennifer Peeples for a Special Exception Permit. Director Woods noted that the Clines who previously owned this property had a Special Exception Permit for livestock, and that it was not transferable to the Peeples when it was purchased. He noted that the Peeples are requesting to keep up to four horses on the property to use as pasture. Director Woods stated that the recommendation of the Planning Commission is to approve the request with similar stipulations that were included in the previous owner's Special Exception Permit. Mayor Taylor inquired about the "for sale" sign that is near the property, and if it is for part of this property. Director Woods stated that the "for sale" sign is for part of the Peeples' property, but not for the property in which they are requesting a Special Exception Permit. Town Manager Freeman stated that if the Committee has any questions or concerns to contact Director Woods or Assistant Town Manager Holeyton. Councilwoman Atkins inquired if there was a possibility for cattle to be added to the stipulations for possible future use. Director Woods stated that would need to be indicated on their current request. Discussion continued regarding the Peeples' request. Town Manager Freeman thanked Director Woods for speaking with the Committee.

**C. Request for Church Street closure to conduct the Church Street Trunk or Treat event**

Assistant Town Manager Holeton presented a request from Ms. Bonnie Wright for a street closure to hold the Church Street Trunk or Treat event on Monday, October 31, 2022, from 5:00 p.m. to 8:00 p.m. She advised that the Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Holeton noted that Fire Chief Brade and Police Lieutenant Bard inquired if the Town's EMS, Fire and Police Departments could co-sponsor the event, since they are heavily involved. She stated that Staff has reached out to Ms. Wright regarding these departments co-sponsoring the event and that she approves. Mayor Taylor inquired about what may happen in the future if other organizations want the Town to co-sponsor events. Town Manager Freeman stated that it is not an obligation for the Town to co-sponsor every event when asked. A brief discussion was held regarding the obligations of the EMS, Fire and Police Departments co-sponsoring the Trunk or Treat event. Councilwoman Atkins inquired about the event being church related and if it would pose an issue for the Town being a co-sponsor. Town Manager Freeman stated that Ms. Wright organizes this event individually and that churches participate, as well as other organizations. Town Manager Freeman inquired if there was a motion to approve the street closure application.

Motion made by Mayor Taylor, Seconded by Councilman Gillman.

Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

Town Manager Freeman inquired if there was a motion to allow the Town's EMS, Fire and Police Departments to co-sponsor the Trunk or Treat event.

Motion made by Councilman Bloomfield, Seconded by Councilwoman Atkins.

Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

**D. Request from the Wytheville Fire and Rescue Department to hold the Annual Fire Prevention Parade**

Town Manager Freeman presented a request from the Wytheville Fire and Rescue Department for a street closure to hold the Annual Fire Prevention Parade on Saturday, October 22, 2022, from 6:00 p.m. to 8:00 p.m. He stated that Assistant Town Manager Holeton advised that the Safety and Events Committee reviewed this request and would recommend that it be approved. Town Manager Freeman inquired if there was a motion to approve the street closure request.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins.

Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

**E. Downtown Wytheville, Inc. request to hold Mayhem on Main Street**

Town Manager Freeman presented a request from Downtown Wytheville, Inc. (DTW) to close various streets in downtown to hold the Mayhem on Main Street event on Saturday, October 22, 2022, from 12:00 p.m. to 6:00 p.m. He stated that Assistant Town Manager Holeton advised that the Safety and Events Committee has reviewed the request and would recommend that it be approved. DTW Executive Director Todd Wolford gave the Committee additional information regarding the event and stated that they have a new 5K route this year. He noted that he spoke with the Safety and Events Committee requesting that the street closure time be amended to 12:00 p.m. to 7:00 p.m. Councilman Bloomfield inquired if there will be alcohol sold at this event. Executive Director Wolford stated that there is potential for alcohol sales. Councilwoman Atkins inquired if there will be safety barriers on Tazewell Street where the afterparty will be held. Town Manager Freeman stated that is correct and inquired if there was a motion to approve the street closure request.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

#### **F. Request for Main Street closure to conduct Christmas events**

Town Manager Freeman advised that the next item on the agenda is to review the request for Main Street to be closed to conduct Christmas events, and that Assistant Town Manager Holeton will provide the Committee with information regarding the events. Assistant Town Manager Holeton advised that Devoted To You and Downtown Wytheville, Inc. are potentially working together to combine the Christmas Parade and "Wytheville's A Christmas to Remember," which was discussed at a previous Work Session meeting. She noted that a meeting was held afterward with both parties and other representatives to come up with ideas on how the events could be combined. Assistant Town Manager Holton stated that Devoted To You gave a detailed explanation of what they have planned for their event, such as vendors, an ice skating rink, vintage vehicles, etc. She noted that the main issue they encountered was how to manage the Christmas parade, since both events take place on Main Street. Discussion was held regarding the meeting about combining the events. Assistant Town Manager Holeton stated that the Safety and Events Committee decided to hold the events separately. Discussion was held regarding the location of the stages, ice skating rink, timeframe of the event, etc. Councilwoman Atkins inquired about whether or not the event would be rescheduled if there were issues with inclement weather. Mr. Riggins stated that they have not thought about that, but the event would most likely be canceled. Councilman Bloomfield stated that this event will pose a problem for the newly opened Millwald Theatre and the events they have planned. He advised that it is important for the theatre to have traffic flowing through there since parking is limited and that some individuals may need to be dropped off. Mr. Riggins commented that they were hoping to incorporate the Millwald Theatre in their event. He noted that some people may want to watch a movie while the event is going on. Councilman Bloomfield stated the problem with that is there may be a ticketed event at the Millwald during the time. He reiterated that parking is a big issue, especially having access to handicap parking. Councilman

Bloomfield noted that October, November and December are the months when the Millwald Theatre will obtain most of their revenue. He noted that he does not believe that Main Street should be closed that long, or be closed two weekends in a row. Councilwoman Atkins inquired about parking availability behind the Millwald Theatre. Councilman Bloomfield stated that there is parking on Spring Street and at the Fourth Street Civic Center, however, when there is an event at the Millwald Theatre, most downtown parking will be used. A brief discussion was held regarding Public Safety personnel attending the event. Councilman Bloomfield stated that he anticipates the Council receiving these applications annually, resulting in Main Street being closed two weekends in December. He noted that he is passionate about downtown, and all of the positive things that are being developed there. Councilman Bloomfield stated that the Millwald Theatre has to function in order to support many other things and he that he is going to vote nay on the request. Councilwoman Atkins inquired about how many businesses would be affected if the event were not permitted. Mr. Riggins stated that approximately 15 businesses would be affected, and many of the businesses open during the event obtained record sales. Councilwoman Atkins stated that she does not believe the risk of affecting numerous business should be taken for just one business. Discussion was held regarding various topics concerning the event, Public Safety personnel and the Millwald Theatre. Town Manager Freeman inquired if there was a motion to approve the street closure request.

Motion made by Councilwoman Atkins, Seconded by Vice-Mayor Pattison.

Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins

Voting Nay: Councilman Bloomfield

## **G. Budget and Finance Committee recommendations**

Town Manager Freeman advised that the next item on the agenda is the review of the Budget and Finance Committee recommendations. He noted that there is one recommendation for a budget amendment to restore the Downtown Wytheville, Inc.'s second position from part time to a full time position. Town Manager Freeman inquired if there were any questions or concerns before the matter is acted on in the following Town Council meeting. He advised the Committee that there are a few more items that the Budget and Finance Committee will be addressing like, purchasing police vehicles. Town Manager Freeman noted that, typically, those vehicles are purchased on a five year lease term, however, there is a 28 month waiting period to purchase those vehicles on a lease. He advised that they would like to recommend that two vehicles be ordered and purchased from the manufacturer with a purchase order instead of leasing. A brief discussion was held regarding the purchase of police vehicles. Town Manager Freeman stated that he would recommend that Council take action and authorize a purchase order for the vehicles to be ordered as soon as the opportunity is available. Town Manager Freeman inquired if there was a motion to authorize a purchase order for the purchase of two new police vehicles.

Motion made by Councilman Bloomfield, Seconded by Mayor Taylor.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

Town Manager Freeman stated that Town Treasurer Stephens will be transferring the American Rescue Plan Act (ARPA) funds into the General Fund. He noted that the funds will be used for the provision of government services. Town Manager Freeman stated that this matter does not require Council action.

#### **H. Council Member Time**

Councilwoman Atkins inquired about the alley behind the formers King's Produce building, and noted that it is still very grown up. She stated that the area was supposed to be cleaned up. Councilwoman Atkins inquired if there has been a follow up with the owner or if a letter was sent out regarding this matter, and, if so, they disregarded them. Town Manager Freeman stated that Staff did not issue letters. He advised that it would be in the Town's best interest to have the Public Works Department spray and cut the weeds in the alley. Councilwoman Atkins stated that she believes the owner of the alley should be billed for the work that is done. Town Manager Freeman stated that Staff will look further into this matter.

Councilwoman Atkins inquired about pallets being moved at a property on Fairview Road. She noted that she has inquired about this property previously, and that the pallets on the property have not been moved. Town Manager Freeman stated that pallets are allowed on the property, and the Town cannot force the owner to move the pallets. A brief discussion was held about possibly proposing a policy regarding this matter. Town Manager Freeman stated he would contact the property owner again and ask that the pallets removed.

Councilwoman Atkins inquired if the Public Works Department could benefit from the police surplus vehicles when they are transferred or rotated when the new vehicles arrive. She noted that she thought some of the Public Works vehicles may not have heat, and she does not want Staff removing snow with no heat. Town Manager Freeman advised that all vehicles should have heat, but he will check on this matter.

Councilman Gillman stated that he would like to clarify why he abstained from voting on the Rock House Stabilization Project. He noted that he does not have any personal financial interest in the Rock House and could vote without violating the Conflict of Interest Act (COIA). Councilman Gillman noted that he abstained because his son is an employee of the Town of Wytheville and the Department of Museums.

Mayor Taylor stated that the Tree Advisory Committee had a tree walk and spoke with citizens around town regarding the Specimen Tree Program. She noted that the Committee hopes to create a Tree Walking Event in town.

Mayor Taylor stated that she gave a roll call shoutout on the Council's behalf for all of the first responders on 9/11.

Mayor Taylor inquired about a building at the corner of Liberty Street and Thompson Lane. She noted that there is an old building that is very grown up with vegetation, but she does not believe it is bothering the neighborhood. Councilwoman Atkins inquired about a home on West Ridge Road with a similar situation. She noted that she did not think the Town could do anything about having the home cleaned up. A discussion was held on what grounds the Town can regulate vegetation growth on property.

Councilman Bloomfield stated that there is an unoccupied house near Seventh and Washington Streets. He noted it has been unoccupied for an extended period of time, and he believes that it known by the Police Department. Councilman Bloomfield advised that doors are left open on the house periodically, along with the shed behind the house. He stated that homeless people may be entering the house and that citizens are complaining. Town Manager Freeman stated he will check on this matter and provide an update to the Committee.

Town Manager Freeman inquired if there was a motion to recess the meeting until after the following Town Council meeting. (5:45 p.m.)

Motion made by Councilman Bloomfield, Seconded by Mayor Taylor  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield,  
Councilwoman Atkins, Councilman Gillman

Town Manager Freeman inquired if there was a motion to reconvene the Work Session meeting. (6:13 p.m.)

Motion made by Councilman Bloomfield, Seconded by Councilwoman Atkins  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Bloomfield,  
Councilwoman Atkins, Councilman Gillman

## **I. Review of Town Committee Vacancies**

Town Manager Freeman advised that the next item on the agenda is the review of Town Committee Vacancies. Town Clerk Corvin provided the Committee with a listing of current committee vacancies and upcoming committee vacancies. She noted that Mr. David Harrison's term on the Board of Zoning Appeals has expired, and he is not eligible for reappointment. She noted that the term of Mr. Jeffrey Lucas on Wytheville Economic Development Authority has expired and he has indicated a willingness to serve again. She inquired if the Committee would like to interview him before reappointment. It was the consensus of the Committee not to interview Mr. Lucas. Town Clerk Corvin stated that Ms. Mary Katherine Claypool is eligible for reappointment on the Recreation Commission, and noted that Staff will be contacting her to inquire if she would like to serve again. She stated that the Wytheville Redevelopment and Housing Authority has a member vacancy, and that Ms. Lisa Anderson has indicated a willingness to serve on this committee. It was the consensus of the Committee to not interview Ms. Anderson. Town Clerk Corvin stated that these appointments will be on the next Town Council agenda.

**J. Update regarding James Crockett, III, housing development on West Lee Highway**

Town Manager Freeman advised that the next item on the agenda is an update regarding the James Crockett, III, housing development on West Lee Highway. He noted that Assistant Town Manager Holeton will present more information to the Committee on this topic. Assistant Town Manager Holeton stated that Staff met with the Crockett family and their design consultant about two months ago, and that Staff has asked to meet again. She stated that they plan to build 60 three bedroom units, 192 two bedroom units and 54 one bedroom units. Assistant Town Manager Holeton advised that the Crockett family is currently involved with a contract to purchase the former physicians office that is located on the rear of the property. She stated that the physicians office was granted a Special Exception Permit in the past, which was one of the reasons Staff wanted to meet with the Crocketts. Assistant Town Manager Holeton noted that Staff wanted to be sure they knew a new Special Exception Permit would be needed if ownership changed. She noted that the Crocketts are looking forward to construction of the housing development and thankful for Town staff meeting with them.

**K. Report regarding the Desert Aire dehumidifier at the Wellness Center Natatorium**

Town Manager Freeman advised that the next item on the agenda is a report regarding the Desert Aire dehumidifier at the Wellness Center Natatorium. He noted that Assistant Town Manager Holeton will provide the Committee with more information regarding this topic. Assistant Town Manager Holeton stated that an evaluation was conducted on the Wellness Center's Desert Aire Dehumidifier Unit and whether or not the unit should be repaired or replaced. She stated that Trane representatives advised that it would be close to \$100,000 to repair the unit, and this does not guarantee that it will lengthen the life span of the unit. Assistant Town Manager stated that Staff met with Mr. Dan Santalucia, the President of Advanced Enviro Solutions. She noted that Mr. Santalucia recommended that the Town purchase a 50 ton unit if it were to be replaced, and noted that he is going to create a draft invitation to bid for the Town. Discussion was held regarding what steps should be taken next regarding the replacement or repair of the Desert Aire Dehumidifier Unit. Town Manager Freeman inquired if there was a motion to authorize Staff to determine the best approach regarding quotes and an invitation to bid for the Wellness Center Natatorium Desert Aire Unit.

Motion made by Councilman Bloomfield, Seconded by Vice-Mayor Pattison.  
Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilman Bloomfield

**L. Review of a draft resolution regarding the Virginia Resources Authority (VRA) bond**

Town Manager Freeman advised that the next item on the agenda is the review of a draft resolution regarding the Virginia Resources Authority (VRA) bond. He noted that



this resolution is only for review at this time. Town Manager Freeman stated that the resolution acknowledges that the Town of Wytheville is included in a party that is seeking financing, which is the expansion of the New River Regional Water Authority (NRRWA). He noted that Council will not take action on this matter now, however, it will be on the agenda for the next Town Council meeting. Town Manager Freeman stated if any of the Committee members have questions or concerns, please let him know.

**M. Discussion regarding food truck fees**

Town Manager Freeman advised that the next item on the agenda is the discussion regarding food truck fees. He advised that Town Attorney Clayton will discuss this matter with the Committee. Town Attorney Clayton noted that she has spoken with Parks and Recreation staff about their concerns regarding food truck fees. She stated that they are having problems getting outside food trucks to come to their events due to these fees. Town Attorney Clayton noted that the current fee is \$250 for food trucks to set up at an event. She advised that the license requirement has changed in the Virginia State Code regarding mobile food units. Town Attorney Clayton stated that Staff is working on a proposed Mobile Food Vendor Ordinance or resolution to be presented at the next Work Session meeting. A brief discussion was held regarding food truck fees. Town Manager Freeman discussed the idea of not allowing food trucks on Town rights of way unless there is a Town sanctioned event. Town Attorney Clayton noted that Parks and Recreation staff and Town Treasurer Stephens will be present at the next Work Session meeting to continue the discussion further with the Committee.

**N. Miscellaneous (if any time permitting)**

Councilwoman Atkins inquired about a complaint from a citizen regarding property being mowed on Deerfield Lane and if it had been resolved. Town Manager Freeman noted that he has tried to contact the citizen who made the complaint, but he did not answer the phone call. He noted that it is not the Town's responsibility to mow that property and it is a bio retention area.. Town Manager Freeman advised that he has spoken with Mr. Andy Kegley with HOPE, Inc. who is responsible for mowing the property. He stated that Mr. Kegley advised he had some volunteers who hoped to have the issue resolved.

Town Manager Freeman stated that the minutes from the August 22, 2022 Work Session is included in their meeting package, along with a Smyth-Wythe Airport Commission meeting package, August building report and an updated September meeting calendar.

Councilwoman Atkins inquired about the 60 day notice for event applications, and how that will be enforced in 2023. Assistant Town Manager Holeyton noted that she will be working on policy framework for the Council to consider.

There being no further business, the Work Session was adjourned. (6:56 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk