



# MINUTES

## TOWN COUNCIL WORK SESSION

MONDAY, AUGUST 22, 2022 AT 4:00 PM

COUNCIL CHAMBERS, 150 EAST MONROE STREET WYTHEVILLE,  
VA 24382

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### 1. PERSONS SCHEDULED TO ATTEND

#### A. Persons Present

Beth A. Taylor - Mayor  
Cathy D. Pattison - Vice-Mayor  
Mark J. Bloomfield - 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  
Billy Anderson - Assistant Town Engineer  
Tommy Lester - Police Officer  
James Cohen

#### Persons Absent

Holly E. Atkins - Council Member

### 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. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor to approve the agenda. 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, Gary L. Gillman. Against: None.

#### B. **Update regarding cost for the manhole repair at Old Stage Crossing**

Town Manager Freeman stated that Assistant Town Engineer Billy Anderson will update the Committee regarding the cost for the manhole repair at Old Stage Crossing. Assistant Town Engineer Anderson noted that a meeting was held with Mr. Joe Faraci, who is the developer for Old Stage Crossing, to discuss the Town's plans. He commented that they are supposed to have a follow up meeting with the owner of Old Stage Crossing. Mr. Anderson noted that there is an estimated cost of

about \$9,000 to repair some of the 36-inch manholes on the property. He advised that the estimated cost for the 48-inch manholes is about \$3,600. Mr. Anderson stated that these costs do not include excavation, installation or flushing out materials in the pipe. Discussion continued regarding the possible repairs and plans for Old Stage Crossing. Town Manager Freeman stated that once Staff has the follow up meeting with the owner, he will ask Mr. Anderson to update the Committee again. Councilman Bloomfield inquired about the Industry Road and Lithia Road Force Main Project. Mr. Anderson stated that the Industry Road Project went well, and they hope to fix the rough areas of the road next year. He noted that Staff and contractors are still working on the Lithia Road Project, but the force main has been installed. A brief discussion was held regarding the progress of the Lithia Road Project. Vice-Mayor Pattison inquired about Mr. Kevin Varney and the matter regarding the sinkhole on his property on Main Street. Mr. Anderson stated that Mr. Varney has requested a copy of Food City's highway plan, former deed, etc. He advised that Staff is unsure of what direction this matter will take.

**C. Downtown Wytheville, Inc. Cruise In event**

Town Manager Freeman presented a request from Downtown Wytheville, Inc. for a street closure to hold the Downtown Cruise In event on Saturday, September 10, 2022, from 10:00 a.m. to 2:00 p.m. Mayor Taylor inquired how the 60 day submittal deadline can be enforced to ensure that event applications are being completed on time. Town Clerk Corvin advised that the 60 day submittal deadline was established to help the Police Department schedule events. Councilman Bloomfield stated that the process the Fire Department used to close the streets worked very well. Assistant Town Manager Holeton stated that it was the recommendation of the Safety and Events Committee to approve this event. Mayor Taylor inquired if a reminder could be sent to past applicants regarding the submittal deadline. Assistant Town Manager Holeton stated that Staff will work on this matter and possible policy changes to present to the Committee. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to approve the request of Downtown Wytheville, Inc. for a street closure to hold the Downtown Cruise In event on Saturday, September 10, 2022, from 10:00 a.m. to 2:00 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, Gary L. Gillman. Against: None.

**D. Review of an application from Ms. Maggie Minton to serve as a youth member on the Recreation Commission**

Town Manager Freeman advised that the next item on the agenda is to review an application from Ms. Maggie Minton to serve as a youth member on the Recreation Commission. He inquired if the Committee would like to interview Ms. Minton before considering her for appointment. It was the consensus of the Committee not to interview Ms. Minton. A motion was made by Councilman Gillman and seconded by Mayor Taylor to appoint Ms. Maggie Minton as a youth member on the Recreation Commission. 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, Gary L. Gillman. Against: None.

**E. Review of engagement letter from Robinson, Farmer, Cox Associates**

Town Manager Freeman advised that the next item on the agenda is to review an engagement letter from Robinson, Farmer, Cox Associates. He noted that an engagement letter is sent every year for the annual audit to be performed. Town Manager Freeman noted that there has been an addendum to the letter this year regarding some additional requirements needed for public audits. Discussion continued regarding the letter, new requirements and additional services needed. A motion was made by Councilman Bloomfield and seconded by Vice-Mayor Pattison to retain Robinson, Farmer, Cox Associates for Town audits. 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, Gary L. Gillman. Against: None. Town Manager Freeman stated that he will sign the engagement letter and return it.

**F. Discussion regarding a resolution granting a non-exclusive telecable franchise, privilege, lease or right**

Town Manager Freeman advised that the next item on the agenda is the discussion regarding a resolution granting a non-exclusive telecable franchise, privilege, lease or right. Town Attorney Clayton noted that the information included in the telecable contract comes from Federal and State Law, and the bidding process is required. She advised that Shentel is the only company that showed interest during this time. Town Attorney Clayton advised that, by law, Shentel is supposed to provide free services to the Town for schools, the Police Department, etc. A brief discussion was held regarding the services of Shentel. Town Manager Freeman advised that action on this matter would be taken during the Town Council meeting.

**G. Closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property**

Town Manager Freeman stated that the next agenda item is to conduct a closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property. A motion was made by Councilman Bloomfield and seconded by Councilman Gillman to go into a closed meeting pursuant to State Code section 2.2-3711 (A)(3) regarding the disposition of publicly held real property. 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, Gary L. Gillman. Against: None. (4:27 p.m.)

The Town Council certified the closed meeting. A motion was made by Councilman Bloomfield and seconded by Mayor Taylor that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies and that only such public business matters as were identified in the motion convening the closes meeting were heard, discussed or considered by the Wytheville Town Council. The motion was approved with the following voting in favor by roll call vote, and there being no opposition: For: Beth A. Taylor, Cathy D. Pattison, Mark J. Bloomfield, Gary L. Gillman. Against: None. (4:50 p.m.)

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

Councilman Bloomfield inquired about the development of the apartment complex on Highway 11 and what the status is of that project. Assistant Town Manager Holeton stated that a meeting was held with the owner, designer and Town staff regarding the most recent concept plan, utilities, sewer, etc. for the apartments. She noted that the owner may propose another site plan based on the topics discussed in their meeting. Mayor Taylor noted that she believed the owners of the upcoming apartment complex are also the possible owners of the medical offices of former Dr. Morin. Assistant Town Manager Holeton advised that topic did come up in their meeting and, potentially, that building may be used for the same use. She noted that a more formal presentation will be made at a future Work Session meeting to update the Committee on this project.

Councilman Bloomfield stated that there are some sunken areas on the southside of Main Street between the Millwald Theatre and Oracle Books due to water. Town Manager Freeman stated that he will have Staff check on this matter.

Councilman Gillman stated that Mr. Donnie Repass contacted him regarding some work that had been done on Rose Hill Road. He advised that there may be some areas that have been washed out by the most recent rain events. Town Manager Freeman Freeman stated that he will check on this matter.

Councilman Gillman inquired if mowing is required on the Crockett property on Highway 11 until there is a housing development. Town Manager Freeman noted that based on the zoning of the property, mowing is required, and the Town will mow it if the property owners will not. He stated that he will look into this matter.

Mayor Taylor stated that a citizen who is renovating a building reached out to her regarding where in town that partial rubber material could be disposed of. She noted that she was not aware of a disposal area anywhere in town for that type of material. Town Manager Freeman advised that the County Convenience Center may be a possible place to dispose of it or to contact the County on this matter.

#### **I. Miscellaneous (if any time permitting)**

Councilman Bloomfield stated that the Budget and Finance Committee will meet on Tuesday, August 23, 2022.

Mayor Taylor stated that the Tree Advisory Committee is trying to reach a goal of starting a tree walking tour within the community for the Specimen Tree Program. She noted they are wanting to reach out to citizens in town and beyond Town limits in hopes of having more trees submitted to the Specimen Tree Program.

Mayor Taylor inquired when the Wytheville Redevelopment and Housing Authority will commence their project on Calhoun Street. Town staff advised that it would be up to the Housing Authority to submit their plans to the Town.

Councilman Bloomfield noted that he received some comments from new residents on Withers Road who just moved here and they chose Wytheville because it is a walkable community. He noted that the residents also advised him that people speed on Withers Road. A brief discussion was held on roundabouts and speed humps.

Vice-Mayor Pattison noted that she has a meeting with Mr. Sid Kitts to discuss a stormwater problem.

Town Clerk Corvin advised the Committee that a new set of minutes from the August 8, 2022, meeting has been given to them. She noted that Councilwoman Atkins asked Staff to expound upon several topics from the previous meeting, and the changes have been highlighted for the Committee members. Town Clerk Corvin stated that she explained that these are summary minutes and the audio of the meetings are available as well. Vice-Mayor Pattison expressed her concern over Town staff having to revise the minutes.

Town Manager Freeman stated that a thank you letter from the Wytheville Training School Cultural is included in their meeting package, along with an August and September meeting calendar.

There being no further business, the Work Session was adjourned. (5:15 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk