



AGENDA
TOWN COUNCIL WORK SESSION
MONDAY, OCTOBER 24, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. PERSONS SCHEDULED TO ATTEND

- A. 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
- Billy Anderson - Assistant Town Manager
- John Woods - Planning Director

2. ITEMS TO BE DISCUSSED

- A. **Approval of Agenda (requires motion and vote)**
- B. **4:00 p.m. - Planning Director John Woods** - Discussion regarding the Fourth Street Civic Center parking lot improvements
- 4:15 p.m. - Assistant Town Engineer Billy Anderson** - Discussion regarding the request from Mr. Jen Wu for a sewer extension **(requires motion and vote)**
- C. Review of Ordinance No. 1417 repealing Ordinance No. 1259 - Solicitation and Aggressive Solicitation Restrictions
- D. Review of a resolution endorsing Downtown Wytheville Pedestrian Safety Improvements
- E. Review of a resolution endorsing East Main Street-Wytheville Community College Pedestrian Safety Improvements
- F. Discussion regarding Christmas Festivities
- G. Discussion regarding the Turkey Trot Wellness Initiative **(requires motion and vote)**
- H. Discussion regarding a winter warming shelter
- I. Review of Committee Vacancies
- J. Council Member Time

- K. Miscellaneous (if any time permitting):
 - a. Council Committee Assignment Reports
 - b. Assistant Town Manager Time
 - c. Town Manager Report
 - d. (1) Minutes of the October 11, 2022, Council Work Session, (2) November Meeting Calendar

2-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Fourth Street Civic Center Parking Lot Improvements

SUMMARY:

Planning Director John Woods will be attending the meeting to review the proposed Fourth Street Civic Center Parking lot improvements with the Committee.

Recommended Action

No action is required at this time.

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Wu Sewer Line Extension Request

SUMMARY:

Assistant Town Engineer Billy Anderson will be attending the meeting to review the request of Mr. Jen Wu for a sewer line extension on Bob Spring Road.

Recommended Action

If the Council desires to take action on this request, it will require a motion and vote.

2-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Ordinance No. 1417

SUMMARY:

Please find attached Ordinance No. 1417, an ordinance that repeals Ordinance No. 1259 dealing with solicitation and aggressive solicitation regulations. As the Committee will recall, Town Attorney Clayton has previously discussed the need for the Town to repeal the ordinance regarding the solicitation and aggressive solicitation regulations. Town Attorney Clayton will review this ordinance with the Committee.

Recommended Action

Action on this ordinance will be during the regular meeting of the Town Council.

ORDINANCE NO. 1417

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on Monday, October 24, 2022, at 6:00 p.m.

Present:

Absent:

AN ORDINANCE REPEALING ORDINANCE NO. 1259 AND REPEALING CHAPTER 9, OFFENSES--MISCELLANEOUS, ARTICLE I. IN GENERAL, DIVISION 2. SOLICITATION AND AGGRESSIVE SOLICITATION RESTRICTIONS, SECTIONS 9-37. SOLICITING, 9-38. PERMITTED CONDUCT AND 9-39. PENALTY OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that this ordinance repeals Ordinance No. 1259 and repeals Chapter 9, Offenses—Miscellaneous, Article I. In General, Division 2. Solicitation and Aggressive Solicitation Restrictions, Sections 9-37. Soliciting, 9-38. Permitted Conduct and 9-39. Penalty, regarding solicitation and aggressive solicitation restrictions of the Code of the Town of Wytheville, Virginia, as follows:

REPEALED

DIVISION 2. SOLICITATION AND AGGRESSIVE SOLICITATION RESTRICTIONS

Section 9-37. Soliciting

- (a) It shall be unlawful for any person to solicit money or other things of value, or to solicit the sale of goods or services:
 - (1) In an aggressive manner in any public area;
 - (2) In any public transportation vehicle or stop;
 - (3) Within fifteen (15) feet of any entrance or exit of any bank during the hours of operation of such bank;

- (4) Within fifteen (15) feet of any automated teller machine, during the hours of operation of such machine;
 - (5) On private property, if the owner, tenant, or lawful occupant has asked the person not to solicit on the property, or has posted a sign clearly indicating that solicitations are not welcome on the property;
 - (6) While walking on, standing on, or going into any street or highway used for motor vehicle travel, or any area appurtenant thereto (including medians, shoulder areas, turning lanes, ramps and exit ramps) within three hundred (300) feet (in any direction) of any of the following intersections:
 - a. Intersection of Main and North Fourth Streets;
 - b. Intersection of North Fourth and Monroe Streets;
 - c. Intersection of Main and Withers Road;
 - d. Intersection of North Fourth Street and Commonwealth Drive;
 - e. Intersection of Main and Marshall Streets;
 - f. Intersection of North Fourth Street and Virginia Avenue;
 - g. Intersection of 11th and Main Streets; and
 - h. Intersection of 12th and Main Streets.
- (b) For the purposes of this section the following words and phrases shall have the meanings ascribed to them below, unless a different meaning is plainly required by the context:

Aggressive manner means and includes:

- (1) Touching or causing physical contact with another person without that person's consent in the course of soliciting, asking, or begging;
- (2) Blocking the safe or free passage of a pedestrian or vehicle by any means, including unreasonably causing a pedestrian or vehicle operator to take evasive action to avoid physical contact in the course of soliciting, asking, or begging; or,
- (3) Using violent, obscene, or threatening gestures or language toward a person solicited, if such conduct is intended to or is likely to cause a reasonable person to fear bodily harm to oneself, or the commission of a criminal act upon the person or upon property in the person's immediate possession or otherwise be intimidated into giving money or other thing of value or buying merchandise.

Public place means any street, sidewalk, bridge, alley, alleyway, plaza, park, public grounds, public driveway, public parking lot, public transportation facility, or inside a motor vehicle in or on any such place.

Solicit, ask or beg means using the spoken, written, or printed word or bodily gestures, signs or other means with the purpose of obtaining an immediate donation of money or other thing of value or soliciting the sale of goods or services regardless of the solicitor's purpose or intended use of the money or other thing of value.

Section 9-38. Permitted conduct.

Acts authorized as an exercise of a person's constitutional right to picket, protest, or speak and acts authorized by a permit issued by the town shall not constitute unlawful activity under this division; nor does aggressive solicitation include solicitation without engaging in the acts specifically prohibited in this division.

Section 9-39. Penalty.

Any person, upon conviction of an offense charged under this division, shall be guilty of a class 1 misdemeanor.

EFFECTIVE OCTOBER 24, 2022

2-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Resolution – Downtown Wytheville Systemic Pedestrian Safety Improvements

SUMMARY:

Please find attached a resolution that endorses Downtown Wytheville systemic pedestrian safety improvements. This resolution is a requirement from the Virginia Department of Transportation to apply for grant funds for this project.

Recommended Action

Action on this resolution will be during the regular meeting of the Town Council.

Resolution



Resolution of Endorsement for Downtown Wytheville Systemic Pedestrian Safety Improvements

WHEREAS, the Town Council of the Town of Wytheville, Virginia, encourages initiatives to protect the health, safety and welfare of its citizens by guiding development of a community that is walkable and supports an active, healthy lifestyle; and,

WHEREAS, the Town Council recognizes the importance of providing a safe network of sidewalks, walking paths and pedestrian infrastructure for its citizens and recognizes the importance of protecting pedestrians walking along or crossing local streets; and,

WHEREAS, the Town Council recognizes that creation of the Wytheville Farmers' Market, the renovation of the Millwald Theatre and the continued growth of local business venues located in Downtown Wytheville are generating pedestrian traffic along busy arterial streets; and,

WHEREAS, the Town Council recognizes that Heritage Walk is a busy destination walking amenity that generates pedestrian traffic along the busy streets of Downtown Wytheville and that the safety of pedestrians accessing the aforementioned community facilities and business venues along downtown streets is of paramount importance; and,

WHEREAS, the Town Council recognizes that funding received through the Virginia Highway Safety Improvement Program (VHSIP) provides an opportunity to augment the Town's efforts to promote walking, physical activity and healthy lifestyles by improving the safety and enjoyment of the Town's trails and walking paths; and,

WHEREAS, the Town Council acknowledges that the Town has identified pedestrian facilities in Downtown Wytheville as a high priority area to improve pedestrian safety due to the frequency of pedestrian involved traffic crashes with serious injuries.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, approves and supports the Town applying for Systemic Highway Pedestrian Safety Improvements through the VHSIP Program.

BE IT FURTHER RESOLVED that the Town Council of the Town of Wytheville, Virginia encourages and implores the Virginia Department of Transportation to carefully consider and fund the Downtown Wytheville Pedestrian Safety Improvements Project and that a copy of this resolution be forwarded to the Virginia Department of Transportation for review as part of the Town's application.

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 24th day of October, two thousand twenty-two.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

2-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Resolution – East Main Street - WCC Systemic Pedestrian Safety Improvements

SUMMARY:

Also, please find attached a resolution that endorses East Main Street – Wytheville Community College systemic pedestrian safety improvements. This resolution is a requirement from the Virginia Department of Transportation to apply for grant funds for this project.

Recommended Action

Action on this resolution will be during the regular meeting of the Town Council.

Resolution



Resolution of Endorsement for East Main Street-Wytheville Community College Systemic Pedestrian Safety Improvements

WHEREAS, the Town Council of the Town of Wytheville, Virginia, encourages initiatives to protect the health, safety and welfare of its citizens by guiding development of a community that is walkable and supports an active-healthy lifestyle; and,

WHEREAS, the Town Council recognizes the importance of providing a safe network of sidewalks, walking paths, pedestrian infrastructure for its citizens and the importance of protecting pedestrians walking along or crossing local streets; and,

WHEREAS, the Town Council recognizes that local business venues located along the East Main Street corridor are generating pedestrian traffic along the busy arterial street; and,

WHEREAS, the Town Council recognizes that the Wytheville Community College Walking Path is a busy destination walking amenity that generates pedestrian traffic near Wytheville's busy East Main Street corridor; and,

WHEREAS, the Town Council recognizes that the safety of pedestrians accessing the aforementioned community facilities and business venues along the East Main Street corridor is of paramount importance; and,

WHEREAS, the Town Council recognizes that funding received through the Virginia Highway Safety Improvement Program (VHSIP) provides an opportunity to augment the Town's efforts to promote walking, physical activity and healthy lifestyles by improving the safety and enjoyment of the Town's trails, sidewalks and walking paths; and,

WHEREAS, the Town Council acknowledges that the Town has identified pedestrian facilities near the Wytheville Community College Walking Path as a high priority area to improve pedestrian safety due to the frequency of pedestrian involved traffic crashes with serious injuries.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, approves and supports the Town applying for Systemic Highway Pedestrian Safety Improvements through the Virginia Highway Safety Improvement Program (VHSIP).

BE IT FURTHER RESOLVED that the Town Council of the Town of Wytheville, Virginia, encourages and implores the Virginia Department of Transportation to carefully consider and fund the East Main Street-Wytheville Community College Systemic Pedestrian Safety Improvements Project and that a copy of this resolution be forwarded to the Virginia Department of Transportation for review as part of the Town's application.

In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 24th day of October, two thousand twenty-two.

Beth A. Taylor, Mayor

ATTEST:

Sharon G. Corvin, CMC, Town Clerk

2-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Christmas Festivities

SUMMARY:

The Committee will discuss the upcoming Christmas festivities.

Recommended Action

No action is required on this matter at this time.

2-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Turkey Trot Wellness Initiative

SUMMARY:

Assistant Town Manager Elaine Holeyton will present a request from the Town's Human Resources Department for ten employees to participate in the Turkey Trot 5K Run on November 24, 2022, to represent the Town of Wytheville. The request is for the Council to consider contributing the registration fee of \$35 per person, for a total of \$350.00. Since this is a wellness initiative, the hope is if the Council contributes the total registration fee, the Human Resources Department will be able to fill the 10 slots needed to participate.

Recommended Action

If the Council desires to approve the request, it will require a motion and vote.

Lauren Bedwell

From: Elaine Holeton <elaine.holeton@wytheville.org>
Sent: Wednesday, October 5, 2022 3:10 PM
To: 'Lauren Bedwell'
Cc: Brian Freeman; 'Sherry Corvin'; 'Brandi Jones'; Sheri Shelton; Kristi Jackson; 'Gwen Duncan'
Subject: Turkey Trot Team- Wellness Initiative

Lauren,

Can you please put a placeholder on the October 24th Work Session Agenda – Turkey Trot Team Wellness Initiative

In an effort to promote wellness and team spirit, Gwen from Human Resources would like to offer 10 slots to Town Employees to register in and participate in the Turkey Trot 5K. These employees will represent the Town of Wytheville in this fun filled event. Gwen would like to offer these slots to the first (ten) Town employees who choose to register to be a Town Turkey Trotter, during the annual Town Employee Wellness Fair on October 27th. Our hope is that we can use this wellness event to compile a team from various departments to serve as the Town Turkey Trotters.

The request is for the Town to contribute up to \$350 to cover registration for up to ten employees to participate in the Turkey Trot 5K on November 24th, 2022. The registration is \$35 a person. Our hope is that by offsetting the registration fee, we will be able to compile a team of up to 10 people.

(Brian, if there are other sources of funding without going to the Town Council please let us know and we can remove this from the Town Council Work Session Agenda- Thank you- Elaine)

Elaine R. Holeton, AICP, CFM, CZA
Assistant Town Manager
Town of Wytheville, VA
276-223-3352
elaine.holeton@wytheville.org

2-H

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Winter Warming Shelter

SUMMARY:

Mayor Taylor will lead the discussion regarding a winter warming shelter.

Recommended Action

No action is required on this matter at this time.

2-1

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

Meeting Date:	October 24, 2022
Subject:	Town Committee Vacancies

SUMMARY:

Please find attached an updated list of vacancies/upcoming vacancies on the Town Committees.

Recommended Action

No action is required on this matter.

COMMITTEE VACANCIES

Board of Zoning Appeals

David Harrison – Expires 9/10/22 (Not eligible for reappointment)

Wytheville Recreation Commission

Mary Katherine Claypool – Expires 12/31/22 (Eligible for reappointment, does not wish to be reappointed)

Wytheville Redevelopment and Housing Authority

(Resident Member Vacancy)– Term expired 9/8/21

2-K



MINUTES
TOWN COUNCIL WORK SESSION
TUESDAY, OCTOBER 11, 2022 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

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
- John Woods - Planning Director
- Josh Sharitz - Director of Parks and Recreation
- Shane Terry - Social Media/Marketing Project Coordinator
- Michael G. Stephens - Town Treasurer
- Zach Puckett - Police Officer
- John Matthews - Deputy Director, Joint Industrial Development Authority (JIDA)

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. He noted that the 4:30 p.m. agenda item regarding the finalization of the Town Property Trespassing Ordinance and park security would need to be removed, with the approval of the Committee. Town Manager Freeman inquired if there was a motion to amend and approve the agenda.

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

B. Discussion regarding Housing Summit

Town Manager Freeman stated that Mr. John Matthews, the Deputy Director of the Joint Industrial Development Authority (JIDA), will discuss their efforts in developing a Housing Summit. Mr. Matthews advised that he has spoken with Assistant Town Manager Holeyton regarding the lack of housing in our community. He noted the JIDA has been following the regional Housing Summit from Danville where developers, builders, investors, etc. discuss housing opportunities within their region. Mr. Matthews stated that the JIDA would like to hold a Housing Summit here around March or April of 2023. Discussion was held regarding the preparation of this event. Mr. Matthews noted that a planning meeting with their partners has been scheduled, as well as a meeting with the Virginia Housing Development Authority (VHDA). Mayor Taylor inquired about how and where the event will take place. Mr. Matthews advised that they would like for consultants to present information to guests. He noted that would help show the greatest areas of need and how to move forward with the housing issue. Further discussion was held regarding the Housing Summit. Councilman Bloomfield inquired if there may be a possible solution for the vacant houses around town. Mr. Matthews noted that is a strategy they will be focusing on during this process. Town Manager Freeman noted that he believes there is a program to purchase, renovate and sell these homes. He noted that Staff could inventory these vacant structures and then present a possible listing of structures that could be renovated. Assistant Town Manager Holeyton noted that Mr. Matthews could present the Committee with more information regarding this matter at a future meeting.

Review of a request from Wythe County Public Schools to waive pool usage fees

Town Manager Freeman advised that the next item on the agenda is to review a request from Wythe County Public Schools (WCPS) to waive fees for the use of the Wellness Center pool during the season and for practice. He advised that Mr. Charles DeBord from WCPS has decided to table this request at this time, however, the Committee does have some concerns regarding this matter. Town Manager Freeman noted that Parks and Recreation Director Sharitz will address the Committee regarding these concerns. Director Sharitz noted that the Recreation Department was first approached by high schools and swim team coaches in 2009 regarding the development of a countywide swim team practicing together but competing individually to represent their school. He stated that an agreement was made allowing WCPS to host their practices, as long as the swimmers purchased a silver or gold pass plan to the facility. Director Sharitz noted that the request for waiving pool fees has been a recurring issue for a period of time. Discussion was held regarding the cost of pass plans and WCPS hosted swim meets. Councilman Bloomfield stated that he was approached by a parent regarding this matter, and he suggested that they contact WCPS for a formal request to the Town. He noted that he recently attended a booster meeting where he was informed that there are funds available for the swim team, however, they have not asked for funding. Director Sharitz stated that if Council approves reducing the fees, he would suggest developing an agreement offering a flat rate and stating that WCPS swim practices

will return to 6:00 a.m. practices. Town Manager Freeman inquired about the cost for the Town's swim program. Director Sharitz stated that the swimmers are participating in the program and pay registration fees around \$50 each season. He noted that the Town's swim program is growing rapidly, and that there is a new Aquatics Coordinator who is doing an exceptional job with great results. Further discussion was held regarding the reduction of pool usage fees for WCPS.

Discussion regarding the Mid-Atlantic Electrification Grant

Town Manager Freeman advised that the next item on the agenda is the discussion regarding the Mid-Atlantic Electrification Grant. He noted that Assistant Town Manager Holeton and Project Coordinator Shane Terry will present information regarding this matter to the Committee. Assistant Town Manager Holeton noted that several members of Town staff have recently been working together to research electric vehicle charging infrastructure and potential grant opportunities. She noted that the Town of Wytheville is dependent upon travel related revenue. She advised that with the growing support and demand of electric vehicles, more electric vehicle charging stations will be needed. Assistant Town Manager Holeton stated that Staff is requesting that Council allow them the opportunity to have a discussion with the Mid-Atlantic Electrification Partnership Grant and the company Blink. Discussion was held regarding possible electric vehicle charging opportunities and Blink. Councilman Bloomfield inquired about what the Mid-Atlantic Electrification Grant will provide. Assistant Town Manager Holeton noted that it will provide up to \$3,500 per port for the associated cost of putting in charging stations, as well as 50 percent of the revenue for the kilowatt hours used. Councilman Bloomfield stated that there is a design to upgrade the parking lot of the Fourth Street Civic Center allowing about 30 additional parking spaces. He advised he would like to address the parking lot upgrade before making decisions on where to place charging ports. Coordinator Terry noted that the Tourism department is currently promoting green travel, and he believes that this grant will foster what they are promoting. Discussion continued regarding the locations of charging ports. It was the consensus of the Committee to allow Staff to move forward with the Mid-Atlantic Electrification Grant. Town Manager Freeman noted that Staff will provide more information at a future meeting, once they receive more information.

Discussion regarding Personal Property Tax

Town Manager Freeman advised that the next item on the agenda is the discussion regarding the Personal Property Tax. He stated that Town Treasurer Michael Stephens will be addressing the Committee regarding this matter. Town Treasurer Stephens presented the comparisons of the Personal Property Taxes from 2021 and 2022 to the Committee. He noted that assessments have increased at a rate of about 29 percent. Mr. Stephens inquired if the Council would like to keep the Personal Property Tax rates the same, or possibly give an allowance due to the 29 percent increase in assessments at the following Council meeting. Discussion was held regarding Personal Property Tax rates. Town Manager Freeman inquired if there was a motion to keep the Personal Property Tax rate at \$0.38 per \$100 valuation with a deadline extension to pay the taxes until December 30, 2022.

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

A brief discussion was held on the donations the Town is receiving for the memorial fund for former Town Manager Wayne Sutherland. It was the consensus of the Committee that once all funds were received, the Town Council and the Sutherland family would decide how the money will be spent.

C. Review of Peeples Special Exception Permit

Town Manager Freeman advised that the next item on the agenda is to review a request from Kenneth and Jennifer Peeples for a Special Exception Permit. He advised that Planning Director Woods will provide the Committee with more information on this request. Planning Director Woods noted that there has not been any changes with the request since he first presented it to the Committee. He stated that he has visited the Peeples' property, and it is well maintained. Director Woods advised that the Planning Commission has recommended that the request be approved. He stated that the Committee may want to modify the stipulation stating that the permit is nontransferable, due to the fact that these permits are usually assigned to the land based on land use. A brief discussion was held regarding Special Exception Permits and appropriate land use. Director Woods noted that the stipulation stating that the permit will need to be reviewed annually may need to be modified. Town Manager Freeman stated that since the permits are, typically, constantly under review since there are guidelines to follow, reviewing them annually is not always necessary. Discussion was held regarding the modifications to the Special Exception Permit stipulations. Town Manager Freeman noted that Council will act on this matter in the following Council meeting.

D. Review of a draft Technology Zone Ordinance

Town Manager Freeman advised that the next agenda item is to review a draft Technology Zone Ordinance. He noted that this is an existing ordinance that the Town can renew, and the current ordinance expires in December. Town Manager Freeman noted that that it can be renewed for ten years. A brief discussion was held regarding the Technology Zone. Town Manager Freeman noted the Council will act upon the Technology Zone Ordinance at the following Council meeting.

Town Manager Freeman inquired if there was a motion to recess the meeting until after the following Town Council meeting. (5:40 p.m.)

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

Town Manager Freeman inquired if there was a motion to reconvene the Work Session meeting. (7:00 p.m.)

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

E. Update regarding the Church Street Trunk or Treat event

Town Manager Freeman advised that the next item on the agenda is an update regarding the Church Street Trunk or Treat event. Assistant Town Manager Holeyton noted that Ms. Bonnie Wright attended the most recent Safety and Events Committee meeting with concerns about the Town co-sponsoring this event. She noted that Ms. Wright spoke with Staff members regarding her concerns, but has now decided that the Town will still co-sponsor the Church Street Trunk or Treat event.

F. Wythe County Public Schools Foundation for Excellence request to hold the Sandman Half Marathon and MLK 5K event

Town Manager Freeman presented a request from Wythe County Public Schools Foundation for Excellence to close various streets to hold the Sandman Half Marathon and MLK 5K event on January 14, 2023, from 9:00 a.m. to 12:00 p.m. Assistant Town Manager Holeyton advised that the Safety and Events Committee has reviewed the request and would recommend that it be approved. Town Manager Freeman inquired if there was a motion to approve the street closure request of Wythe County Public Schools Foundation for Excellence.

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

G. HOPE, Inc. request to hold Stuffed Strut 5K event

Town Manager Freeman presented a request from HOPE, Inc. to close various streets to hold the Stuffed Strut 5K event on Thursday, November 24, 2022, from 7:00 a.m. to 9:00 a.m. Assistant Town Manager Holeyton advised that the Safety and Events Committee has reviewed the request and would recommend that that it be approved. Town Manager Freeman inquired if there was a motion to approve the street closure request of HOPE, Inc.

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

H. Spiller Elementary School request to hold the Veterans Day Parade event

Town Manager Freeman presented a request from Spiller Elementary School to close various streets to hold a Veterans Day Parade on Friday, November 11, 2022, from 10:00 a.m. to 11:00 a.m. Assistant Town Manager Holeyton advised that the

Safety and Events Committee has reviewed the request and would recommend that it be approved. Town Manager Freeman inquired if there was a motion to approve the request of Spiller Elementary School.

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

I. George Wythe High School request to hold the Homecoming Parade event

Town Manager Freeman presented a request from George Wythe High School to close Main Street to hold their Homecoming Parade on Thursday, October 27, 2022, from 6:00 p.m. to 7:00 p.m. Assistant Town Manager Holeton advised that the Safety and Events Committee has reviewed the request and would recommend that it be approved. Town Manager Freeman inquired if there was a motion to approve the request of George Wythe High School.

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

J. Council Member Time

Councilman Bloomfield stated that the Christmas Events Committee had their first meeting, and is planning a variety of things. He inquired if Council is willing to invest up to \$7,500 as they have done in the past. Town Manager Freeman stated that he would like time to look at the budget before a decision is made. Mayor Taylor inquired about the tree lighting and when it will take place, and if the venue has been changed. Councilman Bloomfield stated that the tree lighting should take place in Withers Park before the Christmas parade. He then discussed some ideas for Christmas events with the Committee.

Councilman Gillman inquired about Withers Park and if there has been any update on the park and the Board of Supervisors. Town Manager Freeman noted that there has not been any update, but he will check on this matter.

K. Miscellaneous

Town Manager Freeman advised the Committee that they received an invitation to the 76th Annual Membership Meeting and Awards Banquet for the Wytheville-Wythe-Bland Chamber of Commerce. He noted that, typically, Council does reserve a table for this event. Town Manager Freeman stated that Council members will need to notify Staff if they plan to attend the banquet. Town Clerk Corvin noted that the last day to reserve tickets for the banquet is Friday, October 14, 2022.

Town Manager Freeman stated that he would like to discuss the Town Manager's Report with the Committee. He noted that the Town Manager's Report has been a

way to communicate confidentially with Council members. Town Manager Freeman advised that he would like to look further into this to make sure that these reports are in compliance with State regulations. Further discussion was held regarding Town Manager's Report.

Town Manager Freeman noted that there will be a follow up meeting with Bolton on Thursday, October 13, 2022, regarding the compensation study. He noted that they are going to review certain recommendations and a draft of their study results. A brief discussion was held regarding the study results and recommendations.

Town Manager Freeman stated that the Parks and Recreation Department is still understaffed, and that there are multiple coordinator positions vacant. He noted that these vacancies affect Parks and Recreation Director Sharitz and Assistant Director Hylton, however, he believes they will be able to manage these issues.

Town Clerk Corvin stated that she would like to present a new format for Council members to receive their Work Session packages. She presented the new package format and noted that Staff would not have to compile notebooks with the new approach. Town Clerk Corvin inquired of the Committee what their thoughts were on the new package style. It was the consensus of the Committee to switch to the new format for Work Session packages.

Town Manager Freeman advised that there will most likely be a recommendation from Staff in the future for Council to try and address most meeting matters in one meeting. He stated that almost all matters that are addressed in the Council Work Session are addressed at the regular Council meeting, as well. Town Clerk Corvin reiterated that most of the information is duplicated between both meetings. Discussion was held regarding the options for Council to only have one meeting. Councilman Bloomfield expressed his concerns about only having one meeting, and why he believes Work Session is beneficial. Town Manager Freeman noted that it is very hard for Staff to prepare for both meetings. Councilman Bloomfield stated that his perception of the Work Session, from prior years, was to build the agenda for the following regular meeting. Town Manager Freeman commented that the point of only having one meeting is not to bring less content or make fewer decisions, but to make it more efficient for Staff and Council regarding the information that will be presented at these meetings. Councilman Bloomfield inquired about what would happen if there was a topic needing to be voted on and members could not agree. Town Manager Freeman stated that a motion could be made to table the discussion until a future meeting. He noted that the transition will take time, but the goal is for the Town to work more efficiently.

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

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Town of Wytheville

November 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 ELECTION DAY HOLIDAY—TOWN OFFICES CLOSED	9	10 8:30 AM—Tree Advisory Committee 6:00 PM—Planning Commission	11 HOLIDAY—TOWN OFFICES CLOSED	12
13	14 5:00 PM — Town Council Meeting	15	16 12:00 PM—Housing Authority (HA Office)	17 10:00 AM — NRRWA (NRRWA Plant) 6:00 PM—District III (Marion Office)	18	19
20	21 5:30 PM DTW (DTW Office)	22	23 12:00 p.m. HOLIDAY—TOWN OFFICES CLOSED	24 HOLIDAY—TOWN OFFICES CLOSED	25 HOLIDAY—TOWN OFFICES CLOSED	26
27	28 5:00 PM — Town Council Meeting	29	30			