

## Altavista Town Council Work Session Minutes from October 24, 2023

The October 2023 Work Session for Altavista's Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 7th Street, on Tuesday, October 24th, at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Council Members present: Vice Mayor Reggie Bennett  
Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson

Also Present: Mr. Gary Shanaberger, Town Manager  
Mr. Matthew Perkins, Asst. Town Manager  
Mrs. Tobie Shelton, Admin. and Finance Director  
Mr. Gary Wilson, Altavista Police Officer  
Mr. Tom Fore, Director of Public Services  
Mr. Paul Hill, Asst. Director of Public Services  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, TOA Town Attorney – in at 5:04pm  
Mrs. Crystal Hailey, Assistant Town Clerk

### 1. Agenda Adoption

With no amendments needed, Mayor Mattox asked if Town Council had questions, comments, or concerns pertaining to the October Work Session Agenda, of which there were none.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Scott Lowman, to approve the agenda as presented, which carried, with a 5-0 vote of approval from Council.

### 2. Citizen's Time

There were no citizen comments on this date.

### 3. New Items for Discussion

#### ▪ Altavista Post Office – back alley

Vice Mayor Reggie Bennett presented this item to Town Council, and shared pictures of the Post Office's back alley and adjacent Washington Street for Council's visual reference.

Mr. Bennett informed Council that, although the Town recently changed the alley to a one-way street, from 7th Street to Washington Street, drivers continued to enter the alley from the wrong direction. He suggested adding another "Wrong Way" sign to the top of the alley (Washington Street).

Assistant Public Service Director Paul Hill and Public Works Manager Jeff Arthur both confirmed that, by law, no additional signage could be added to a state sign, however Staff could erect the Wrong Way sign on a separate pole beside the STOP sign.

There was a consensus of Town Council for Staff to erect a second Wrong Way sign on the Washington Street side of the Post Office alley.

Vice Mayor Bennett also pointed out a No Parking sign in the middle of the alley that was turned the wrong way (from the previous traffic layout), and asked Public Works to turn the sign to the right direction.

## Altavista Town Council Work Session Minutes from October 24, 2023

- Staunton River Garden Club (SRGC)

Town Manager Gary Shanaberger informed Town Council that the SRGC wanted to donate two new (Trex/plastic) park benches to the Town of Altavista. He stated the only information needed from the Town, if accepted, was the desired color for the benches.

There was a consensus of Town Council to accept the two park benches being donated by the Staunton River Garden Club, free of charge to the Town; and to allow Staff to determine the color of the benches, in accordance with where the benches would be placed.

#### 4. Unfinished Business

- Bedford Avenue Park

Public Works Manager Jeff Arthur presented this item and shared an ariel photo of Bedford Avenue Park for Council's visual reference. He also shared the costs for each amenity being added to the park, as previously approved by Town Council: two park benches, three concrete picnic tables, and three regular parking spaces, for a total of \$5,400.

Assistant Public Services Director Paul Hill stated that concrete picnic tables were chosen over wood-top tables to hopefully deter vandalism of the tables. There were only two tables shown on the draft plan at that time.

Vice Mayor Bennett suggested placing only one picnic table at Bedford Avenue Park, and only adding another if over a period of time it was found to be needed.

Assistant Town Manager Matt Perkins referenced a poly-vinyl picnic table behind the Town Hall building, between the town offices and the police station. He stated that he had not seen the table being used and suggested the Town utilize the table for use at Bedford Avenue Park.

Administrative and Finance Director Tobie Shelton informed Council that the aforementioned table was placed in that area for town employees (office and police) to use.

Councilman Higginbotham stated, since these items were not in the current budget, suggested placing the three new parking spaces in the next fiscal year CIP budget.

Town Council concurred with Mr. Higginbotham.

After discussing the park layout and existing amenities, and taking into consideration the aforementioned donation from the SRGC, there was consensus of Town Council to:

- (1) place the addition of three parking spaces for Bedford Avenue Park in the FY2025 CIP Budget
- (2) utilize the two donated benches for this project – one inside the tennis court, and one outside the court.
- (3) adding only one picnic table – to be located beside the existing handicap parking space; potentially relocating a picnic table that the Town already has.

#### 5. Updates from Town Staff

Town Manager Gary Shanaberger shared the following updates:

- CJMW was given an additional week to complete the Vista/Leggett Feasibility Study, and will be presenting the completed document at the November 14th Town Council Meeting.
- Town Council is scheduled to visit the Harvester Event Center, in Rocky Mount, on Thursday, November 9th; meet the Town Manager and Asst. Town Manager at Town Hall at 1:00pm.

## Altavista Town Council Work Session Minutes from October 24, 2023

### 6. Matters from Town Council

There were no additional matters from Council

### 7. Town Council Closed Session: ( 5:23 - 6:15pm )

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body

Section 2.2-3711 (A)(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

Notice was given to Staff by Town Manager Gary Shanaberger that there were no further discussions or actions taken by Town Council, during or after this closed session.

### 8. Adjournment

With no further business to discuss Mayor Mattox adjourned this meeting at 6:16 p.m.

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Michael Mattox, Mayor of Altavista

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Gary Shanaberger, Town Manager/Town Clerk