

COUNCIL WORK SESSION APRIL 24, 2018

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on April 24, 2018 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Sgt. J. Allen Williams, Altavista Police Department
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Public Utilities
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda and Non Agenda Items

Mayor Mattox asked if anyone would like to speak on anything listed or not listed on the agenda.

Ms. Patricia Connor, owner of 1101 and 1103 Broad Street and member of the Recreation Committee, addressed Council. She thanked them for the honor to serve on the Parks and Recreation Committee. She stated at the last Recreation Committee meeting, they were asked to present to Council items for the 2019 budget. The consensus was to add the Splash Pad to coincide with the playground equipment. The Committee felt the Splash pad would serve more people than the Dog Park at this time. It seemed logical to move the trails and park improvements to 2020. The dog park was moved to 2022 because the Committee is unsure how many people in the town this would serve.

Mayor Mattox asked if anyone else would like to speak. No one came forward.

4. Introductions and Special Presentations

5. Items for Discussion

a. Parks & Trails Master Plan-Project Prioritization

Mr. Coggsdale advised at the April 10th Regular Meeting, the *Altavista Parks & Trails Master Plan* final document was distributed. Staff indicated that they would review the projects with Council and work on prioritizing the projects at the April Work Session. He advised the Town's Recreation Committee has met and has reviewed the first four years (Short Term). He presented Council with the Recreation Committee's recommendations. He noted this process will assist staff with including these projects in the Town's Capital Improvement Plan (CIP). He added this will be an opportunity for Council to begin considering which projects they would like to see worked on in FY2019 and discuss funding options.

Mr. Higginbotham referred to Shreve Park and asked with children playing t-ball at Shreve Park would it be more feasible to locate the splash park there. He stated the splash pad would have to be maintained like a swimming pool and wondered if the YMCA could maintain the chlorination at the splash park. Mr. Higginbotham felt having the splash park in the center of town near younger children made more sense.

Mr. Coggsdale advised when Council decides what they want to do, staff will look at options and pricing for the splash pad. This information will not be gathered until the projects are prioritized.

Mr. George mentioned the LPDA recommends using municipal water. He referred to the splash pads in Lynchburg stating it is like an underground swimming pool that has to be treated like a swimming pool. He noted the equipment has motion sensors on them to keep the water from running all the time.

Mr. Higginbotham stated he has spoken to someone who maintains the splash pad in Lynchburg and did not feel the town could afford to run treated water thru the splash pad. He felt the splash pad would need to be treated like a swimming pool.

Mr. Coggsdale noted these are factors that staff has not looked at yet.

Mrs. Overbey stated the reason English Park has come to the forefront is the proximity of the splash pad to the bathrooms and there is more to do as a family. When a child gets bored with the splash pad, there is more things for them to do without having to drive elsewhere.

It was consensus of Council to keep this project in the FY2019 budget.

Mr. Coggsdale referred to the playground equipment at English Park noting it is approximately 15 years old. The neighborhood parks have been upgraded with Shreve and English Parks being saved for this process. The thought is if the splash pad is placed at English Park, the playground equipment could be replaced at the same time.

Mr. Higginbotham asked if there was a breakdown of the cost of \$352,000.

Mr. Coggsdale advised he could get this information, this figure came from LPDA. The real numbers will come when going through the process.

Mr. George stated he would like for some companies to submit designs for both the splash pad and the playground.

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Mr. Coggsdale suggested sending out a request for proposals for somebody that could do both of these elements.

Mrs. Dalton stated an important element of the two projects is the ability for the children to transition from one location to the other.

It was consensus of Council to keep this project in the FY2019 budget.

Mr. Coggsdale stated another item in the budget is the trails. The suggestion is in the passive part of the park to create a mown trail. Based on the request of Mrs. Jenks, the funds she donated have to be used in the new portion of the park. Mr. Coggsdale suggested an overlook at the river with a plaque paying tribute to the Jenks.

Mr. Higginbotham asked how staff came up with \$220,000.

Mr. Coggsdale advised the LPDA gave a linear foot total.

Mr. Higginbotham stated he did not see that amount in a trail.

Mr. Coggsdale indicated it is more complicated than that due to the installation of foot bridges. These figures are from the consultant.

Mr. George mentioned when Army Corp and DEQ are involved, there has to be a raised platform over the crossing of the creek. He did not see the mown path portion being a great expense.

Mrs. Overbey asked with the future construction of the Main Street Bridge going into Hurt, Virginia, will there be access to the passive part of the park.

Mr. Coggsdale stated there will be access but at times it will not be which should be minimal.

Mr. Emerson asked how much of the mowing could be done in house.

Mr. Coggsdale advised the majority could be done in house. He stated the funds for the passive part of the park are available now and asked Council if they would like for staff to proceed with what the trails could look like.

Council was in agreement for staff to move forward with the trails.

Mr. Higginbotham suggested that Mr. Fore and Mr. Garrett look at the water line easements and existing logging trails.

Mr. Coggsdale stated if there is a possibility to co-locate, it would be done.

Mr. Emerson suggested reaching out to the Boy Scouts for some of the projects in the park.

Mr. Coggsdale stated in the FY2020 CIP, the Recreation Committee recommends a new pavilion at English Park. With the splash pad, more shelter may be needed.

Mr. Emerson suggested installing sunshades; might lessen the expense.

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Mr. George stated he would like to see the entrance on Third Street be reworked sooner than later. He indicated he liked the idea of Third Street being a “One Way” street into the park.

Mr. Coggsdale stated there are some items that staff could seek grant funds for. He noted staff tried to stretch this out so there aren’t so many projects in the first year.

Mrs. Overbey and Mr. Emerson concurred with Mr. George on the entrance being done sooner than later.

Mr. George referred to the parking at the playground area and advised that is scheduled in a future budget.

Mayor Mattox noted Council is dealing with 10 years of projects and all have their priorities. He referred to the Recreation Committee’s recommendations and suggested Council prioritize what they think individually and reach a consensus of this.

Mrs. Dalton asked if there was enough to get the projects started in FY2019. She asked staff to build out the details then come back to Council with what the monies look like.

Mr. Coggsdale stated the splash pad and the playground will be a pretty big project and will take what is budgeted plus.

Mr. Higginbotham felt if the playground and splash pad are being constructed perhaps the parking should be reworked at the same time.

Mrs. Dalton stated the area will be tore up and perhaps this should all be done at the same time instead of piece milling.

Mr. Coggsdale noted in that area of the park there are four projects which will be in the neighborhood of \$750,000 to \$800,000.

Mayor Mattox asked if Council was in consensus to make the splash pad, playground, pavilion and parking top priorities for FY2019 contingent on the monies. Mayor Mattox authorized staff to search for grants for the trails and funding for the parks.

Mr. Emerson referred to the Booker Building stating it is in the CIP for 2022 and noted there has been no discussion on the building.

Mayor Mattox stated this goes under possibly finding a grant.

Mr. Emerson felt there needs to be conversation in the near future as to what to do with the building.

Mayor Mattox stated there is a \$15,000 feasibility study.

Mrs. Brumfield advised she was in the building recently and the bathrooms are in need of repair.

b. WWTP Emergency Overflow Pond (PCB)-Dr. Sower’s Report

Mr. Coggsdale advised Dr. Sowers, Ph.D., Associate Director and Professor, at the Institute of Marine & Environmental Technology submitted his latest report in

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regard to the on-going sampling/testing at the Town's WWTP Emergency Overflow Pond. He stated this report is the "Two-year Post Treatment Report". Mr. Coggsdale indicated he plans to submit this report to the Virginia Department of Environmental Quality as part of the Town's reporting under the Voluntary Remediation Program.

Mayor Mattox stated he believes in being proactive and we need to identify the EPA guidelines on how to secure the site.

Mr. Higginbotham suggested forwarding this letter to the DEQ and let them know progress is being made and also gather the grid sampling.

Mayor Mattox suggested waiting to see if DEQ requests the grid sampling adding there is no need to spend the monies if DEQ doesn't require it.

Mrs. Dalton stated this information can be sent in the annual letter and ask what they would suggest to bring this to a close.

Mr. Higginbotham stated DEQ has already stated it would have to be 50 parts per one million. He suggested this report be forwarded to Schnoor.

Mr. George asked if it would be prudent to hire an environmental lawyer noting that he has heard rumors that this could be ended now. Drop out of the remediation program; they never wanted us in it in the first place. They have never said the Town had to do this.

Mr. Coggsdale noted DEQ never told anything had to be done because the town is in the voluntary remediation program.

c. Former EMS Building (Main Street) Reuse Discussion

Mr. Coggsdale advised at the April Regular Meeting, during the Public Comment period, Reverend Latta Terry addressed Council and requested consideration of the possible use of the former EMS building by DAWN. He added as a stipulation of the transfer of the property, the Town was asked to review and consider the use of the building for the Town's Police Department. Staff has reviewed the department's needs and feels there is not a sufficient need in the Police Department to relocate operations to the building at this time.

Mr. Emerson felt the first step would be to have someone evaluate the building to make sure it is sound.

Mr. Coggsdale noted the building has been maintained. There are some things that may need to be done.

Mayor Mattox asked how much it will cost to maintain the building and cut the grass.

Mr. Coggsdale stated he could contact the Board in regards to the amount of the electrical bill and then an expense of a couple of hours to cut the grass.

Mr. Michael Hudson, Director of Avoca, addressed Council advising of the organizational needs of Avoca Museum noting they are experiencing a critical shortage of storage space. He listed the items that Avoca has a need of storing to carry out daily activities. He stated there is a need for a Reading and Research Room offered at no charge for community use. Mr. Hudson advised the Events Coordinator is in need of an office as she currently works out of a closet. He advised they are in need of an area for students to go if there is rain during a field trip event. He noted the museum has been gifted a vehicle by Dominion Energy and this could be stored in the EMS building. Mr. Hudson stated there is the potential for a Welcome Center. He added Avoca Museum is on the CIP 5 year

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plan for a storage facility. This would remove this item from the CIP. Mr. Hudson provided Council with a packet that included copy of a deed. The deed was written by Dr. Linley Winston Jr. who gifted the property on which Avoca Museum sits. Rolled up in the gift is a section on the other side of Avoca Lane it states in the event that this property is sold the proceeds of the sale will be devoted to the development and maintenance of the museum. He felt this provides a lens into Dr. Winston's thinking when he donated the property to the Town of Altavista.

Mr. Higginbotham questioned if Avoca is asking for the entire building with the bays.

Mr. Hudson stated the Board has not given him a specific directive but he has had conversations with individual Board members. They have indicated they could share with another nonprofit or community entity.

Mayor Mattox thanked Mr. Hudson for what he does and for his willingness to share the space. He asked if they are willing to take over the maintenance and expenses of the building.

Mr. Hudson advised this has not been discussed by the Board of Directors.

d. Blessing Box Recognition Discussion

Mr. Coggsdale advised at the April Regular Meeting during the Public Comment period, Mr. Reggie Bennett addressed Council in regard to their previous approval of the placement of a Blessing Box on town property. He further stated that the Town has now indicated to his organization, Sons of Confederate Veterans, they cannot display their name nor that of their auxiliary organization on the box if it is placed on town property. In staff's communication with Council, that was the consensus that was reached and was communicated to Mr. Mayhew. He noted staff was requested to see what VDOT's policy is on placing an organization's name on their signs. Mr. Coggsdale presented Council with an excerpt from VDOT's "Adopt-A-Highway" policy.

Mr. George stated he was very impressed with Mr. Bennett's presentation. He advised he did some research on the Sons of Confederate Veterans and was not sure Council wants to open to groups that are self-advertising. If this is done for one group, it will have to be done for other groups. He read the Sons of Confederate Veterans' mission statement: *"To you, Sons of Confederate Veterans, we submit vindication of the Cause for which we fought. To your strength will be given the defense of the Confederate's good name, the guardianship of his history, the emulation of his virtues, the perpetuation of those principles which he loved, which you loved also, and those ideals which made him glorious and which you also cherish."* He felt if your great, great, great grandfather was a Civil War veteran this might seem like a glorious thing but if your great, great, great grandfather was a slave it might not be so great. Mr. George noted he was saying this with respect. He did not feel the name should be placed on the Blessing Box.

Mayor Mattox stated he has read about the organization and the genealogy of the organization. He noted they have done good works in the community. He felt Pandora's Box is being opened if one organization is allowed to advertise and not others. Mayor Mattox stated he fully respects the good works done by this organization in the community.

Mrs. Dalton felt Council has two choices: 1) allow the group to put up the Bless Box with no credit on it or 2) they can construct the Bless Box on private property with the owner's permission. As community leaders, Council has to view this as "is it offensive to anyone."

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Mrs. Overbey asked that staff work on a policy going forward in regards to how to deal with organizations' requests.

Mr. Emerson asked if organizations should be allowed to put boxes on town property. He did not feel it should go that far. This box is attractive but what will the next box look like. If there is a need in the community, there is DAWN and other organizations. He asked why doesn't the town put a box out there and if someone wants to put food in it, put food in it.

Mr. George felt a church may be a more appropriate location for the Blessing Box.

Mrs. Dalton feels Council needs to be fair to the organization by advising the accommodations Council is asking them to make are the same accommodations that would be asked of any organization. They made a strong case in showing credits that have allowed. Council is now looking at it in terms of going forward.

Mrs. Brumfield concurred with Mr. Emerson. She noted everyone thought it was a great idea at the time not realizing this might open the door for additional organizations to request something be placed on town property.

Mrs. Dalton mentioned the credits were not part of the original discussion.

Mr. Emerson, seconded by Mrs. Dalton, motioned to not allow any items to be placed on town property around Town Hall of this nature.

Mrs. Brumfield asked if the Sons of Confederate Veterans could be reimbursed the cost of the box (\$350.00).

Mrs. Dalton stated there is no reason this box can't be placed somewhere else. She did not see that their work is in vain. She mentioned Council works hard to keep this facility looking nice. This box is neat and attractive but over time given its use it could become worn.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

e. Avoca's Request to Town Employee Status

Mr. Coggsdale advised at the April Regular Meeting, staff reported back on their conversations with Avoca in regard to consideration of their employees being designated as town employees.

Mr. Morgan Allen, Avoca Board of Directors, addressed Council and thanked them for serving the community and for the support of Avoca Museum. Mr. Allen serves on the "Benefits Committee." He advised there are two positions; the Executive Director and the Events Coordinator. The Committee is looking to improve the benefits for the Avoca Museum employees and the possibility of bringing them into the Town's Classification and Compensation plan.

Mr. Coggsdale advised for several years the town has provided funding to Avoca to offset benefit cost; this would be used by the Town for the employees' cost and

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Avoca would compensate the Town for any expenses associated with this change above and beyond that amount. He added \$18,700 is contributed annually to Avoca for payroll/benefits. Maintenance is also provided through the Public Works budget (\$44,400 in the proposed budget). If the employees come under the Town's umbrella there is no need to send \$18,700 to Avoca. He noted there has also been discussion in regards to the funds in the Town's budget for repair and maintenance would be kept by the town to offset the additional expense or whether Avoca would just reimburse the town for the employee expenses beyond the Town's current contribution for employee benefits to Avoca.

Mrs. Dalton stated the question for Council is should the two Avoca employees become town employees. The Town Manager and the Avoca Board can work out the details.

Mr. Coggsdale advised this would not be effective until July 1, 2018.

Mayor Mattox asked Mr. Allen if the two employees understood they would be working under the Town of Altavista policy handbook and answering to the Town Manager.

Mr. Allen answered affirmatively.

Mayor Mattox asked that this item be placed on the May 8, 2018 Town Council meeting consent agenda.

Mr. Allen noted the requested amount for the budget would be \$63,100. The total cost based on the analysis would be \$66,108.78 and Avoca is willing to reimburse the town for the difference.

f. Cell Tower Lease Agreement

Mr. Coggsdale presented Council with correspondence regarding staff's progress on working with the American Tower representative regarding the lease agreement for the tower that is located at the Town's Melinda Drive water tower site. At this point, the proposal would be for either a 5 year or 10 year lease. The monthly rate would stay the same with an annual 3% increase; the 5 year lease would pay \$10,000 up front while the 10 year would pay \$25,000 up front.

Mr. Witt advised the process can be started now but would not go into effect until December 2019. The question is does Council want to renew for 5 years or 10 years.

Mr. Eller advised Council if the lease agreement is signed for 5 years, it can be done without any bidding or advertising. A 10-year lease would call for a different process. He suggested the possibility of two 5-year lease agreements and ask for the \$25,000.

Mr. Emerson asked if multi carriers can use the tower.

Mr. Eller advised they could. The ordinance states a franchise is required to allow other users if it is feasible.

Mr. Emerson suggested advertising to get multi users and possibly double the money.

Mr. Witt noted American Tower owns the tower, the Town of Altavista owns the property that the tower is on.

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It was the consensus of Council that the Town Attorney ask for two 5-year lease agreements and the \$25,000.

Mr. Coggsdale asked for authorization to put this item on the consent agenda once the details are worked out.

Council was in agreement.

g. ACTS Drug Policy Amendment

Mr. Coggsdale presented correspondence regarding staff's conversation with the Department of Rail & Public Transportation (DRPT) relative to required updating of the Alcohol & Drug policy that applies to the Altavista Community Transit System (ACTS). ACTS is funded by the Federal Transit Administration, through DRPT, and these changes are required to remain eligible for said funding.

Mr. Higginbotham stated this covers the Assistant Town Manager/Bus Manager, Bus Drivers, Mechanics.

Mr. Coggsdale advised these are the employees that receive funding from the grant.

Mr. Higginbotham asked why this same policy didn't apply to all town employees.

Mr. Coggsdale indicated the town has a policy in place.

Mr. Higginbotham stated this policy seemed to be excellent with the random testing.

Mr. Coggsdale advised random testing is done on safety sensitive positions, and those with CDLs.

Mr. Higginbotham stated he likes this policy; it covers every town employee. He suggested that Council be included as well.

Mr. Coggsdale indicated while working on the new Employee Handbook, staff can mimic the language of this policy.

Mrs. Dalton suggested moving forward with the approval of the ACTS Drug Policy Amendment and that this policy and the Town's policy be forwarded to Council for review.

It was the consensus of Council to place the ACTS Drug Policy Amendment on the May 8, 2018 Town Council meeting agenda.

h. Employee Holiday Discussion

Mr. Coggsdale advised Mrs. Brumfield requested that this item be placed on Council's Work Session agenda. Mrs. Brumfield has expressed an interest in looking at the possible addition of an employee holiday at Easter. He noted Town employees receive ten (10) paid holidays annually. The recent Classification and Compensation Study indicated that the least reported number of holidays was 8 with the most reported being 13 and the average being 11 paid holidays per year, per the respondents.

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Mrs. Brumfield stated she came into Town Hall on Good Friday and found out that the office was not closed on Easter Monday. She noted when she was working she was given the Easter holiday off and felt Christmas and Easter are two really important days for people that celebrate Christian holidays.

Mr. Higginbotham stated this was discussed when the 6% pay raise was given to adjust everybody's time and grade.

Mayor Mattox stated Council went through the pay grade study and went through the vacation time as ten days after one year of service. He felt if an employee wants to take time at Easter (a reasonable request), they can take the day off.

Mrs. Dalton asked if requested, the employee can take the day without pay.

Mayor Mattox clarified the employee can use a vacation day.

Mrs. Dalton felt Mrs. Brumfield had an honorable idea but felt 10 holidays and vacation policy all rolls up together and becomes an efficiency to get the work done with the Town Manager.

Mr. Emerson stated he didn't have a strong opinion on the matter. Campbell County gets 11 paid holidays and the state employees get 12 paid holidays plus some half a days off. He was fine with this either way.

Mrs. Overbey concurred with Mr. Emerson that she didn't have a strong opinion on the matter.

Mr. George asked if everyone got a 6 percent increase.

Mr. Coggsdale advised it was not an across the board increase.

Council was in agreement to keep the number of employee holidays at 10.

Mrs. Overbey advised she has decided not to seek re-election in November. She stated she appreciates the opportunity to serve this community. Her driving force is to be the best mom to her children and with them going to Middle School and High School she doesn't want to miss any opportunities to spend time with them.

Mayor Mattox told Mrs. Overbey she has been a true asset to Council and represents Altavista well.

Mr. Coggsdale advised the Altavista Rotary Club has donated some trees and bushes to the Town. He, Mr. Garrett and Mr. Witt have looked at some potential locations for planting.

Mayor Mattox felt the Avondale Park would be a nice location.

6. Closed Session

7. Adjournment

Mayor Mattox adjourned the meeting at 6:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk