

COUNCIL WORK SESSION FEBRUARY 27, 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 February 27, 2018 at 5:00 p.m.

Council members
present:

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

Council members
absent:

Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, APD
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Public Utilities
Mr. John Eller, Town Attorney
Miss Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox asked that the request from the Altavista Band Boosters be moved to the first item on the agenda.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as amended.

Motion carried:
VOTE:

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

Mayor Mattox advised one of the Town’s employees, Mr. William “Bill” Reed, passed away. Mr. Reed, a Class 1 Wastewater Treatment operator, worked for the Town of Altavista for 22 years and 3 months. Mayor Mattox extended deepest sorrow and regrets to his family, friends and co-workers.

Mr. Fore added knowing Mr. Reed’s level of training and professionalism in running the plant, he will be missed.

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations
5. Items for Discussion

a. Altavista Band Boosters—Trade Lot Rent Request

Mr. Coggsdale advised staff was asked to contact the Altavista Band Boosters (ABB) in regard to their interest in modifying the monthly rent paid to the Town for their use of the Trade Lot for 1st Saturday and Cruise Ins. He noted the Town and ABB approved a new agreement in 2013, which has been amended three times for various reasons.

Section 3. Rent of the Agreement sets forth that ABB will pay the Town \$1,500 annually, payable in monthly installments of \$125.

Mrs. Dalton suggested Council consider waiving the monthly fee. The Altavista Band Boosters are working hard, the Trade Lot is not what it used to be financially and she is comfortable with the Band Boosters getting all the revenue that they can.

Mr. Coggsdale advised with this consensus, staff will draft new language to the agreement and place on the March consent agenda for approval.

Mr. Andrew Hicks, Altavista Band Boosters 2nd Vice President, addressed Council advising he has been approached by the coordinators of the 100 Mile Yard Sale who indicated they would like the Trade Lot to be available Thursday, May 3, Friday, May 4, and Saturday, May 5 in conjunction with the 100 Mile Yard Sale. The event would run Thursday, May 3rd from 8:00 a.m. to Saturday, May 5th at 4:00 p.m.

Mayor Mattox asked that the Altavista Band Boosters work with the Altavista YMCA in regards to parking for the YMCA members.

Mrs. Dalton added that the Altavista Band Boosters also work with the YMCA to make sure there are no events that this may interfere with.

Mr. Hicks stated there are not as many vendors as there used to be and estimated there would be plenty of parking on the YMCA side of the lot.

Mr. Coggsdale asked if while amending the agreement should language be added to include “exceptions” be brought before Council.

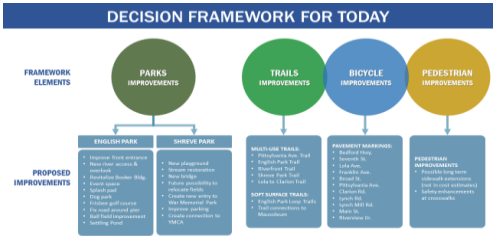
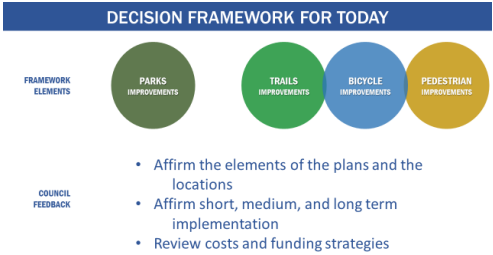
It was the consensus of Council to allow an additional day (May 3rd) to be used by the Altavista Band Boosters.

Mr. Hicks expressed thanks to Council for working with the Altavista Band Boosters.

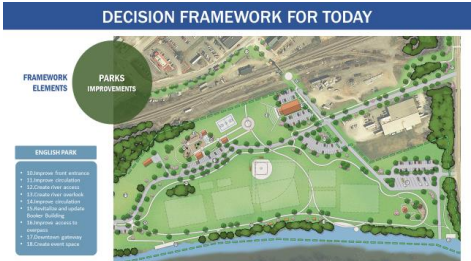
b. Parks & Trails Master Plan Discussion

Mr. Coggsdale advised at the January 2018 Town Council Work Session, Land Planning Design Associates (LPDA) presented the draft of the Altavista Parks & Trails Master Plan. The consultant and staff are seeking input/comments about the specifics of the plan so that the final draft can be prepared by LPDA.

Mr. Mark Liebeth, Landscape Architect, addressed Council. He advised there are four parts to the plan; the parks improvements, the trails connectivity, bicycle improvements, pedestrian improvements. He stated they were looking for confirmation of the likes of the locations of playgrounds, splash parks, etc.; affirmation of the short, medium and long term goals. He presented a PowerPoint presentation of their plans for English and Shreve Parks.



Mr. Liebeth referred to the entrance to English Park and suggested landscaping and signage at the formal entrance. Something brought out during previous meetings was the desire for improvement in the circulation at the park. They looked at improving the circulation at all the parking lots. The thought is to get people to see the water, view the water, and near the water.



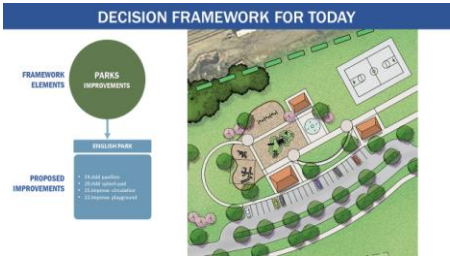
Mr. Liebeth stated this is an image of the improved boat ramp and fenced off low water access area.

Mayor Mattox felt more people canoe the river than use boats and asked if there would be a space for loading canoes on vehicles.

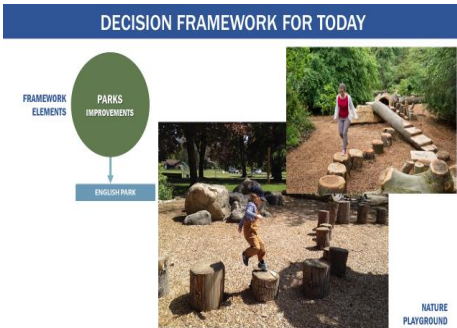
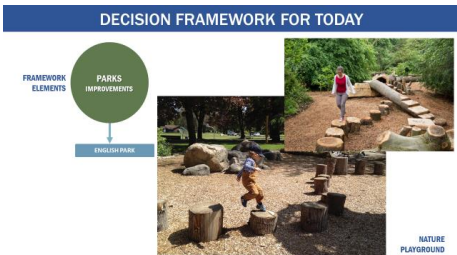
Mr. George questioned the parking area close to the river.

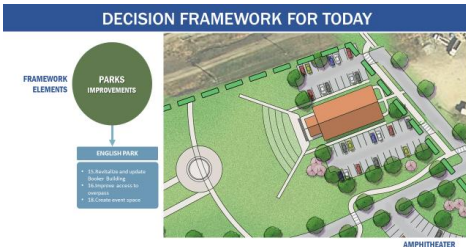
Mr. Liebeth stated this will define this is a boat ramp, this is where people go, trying to free up some of the clutter. Ample parking is in the vicinity. He noted because Altavista is a small town, everything in the plan has to serve more than one purpose.

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Mr. Liebeth stated they kept the rough shape of the parking area and added definition to it. Parking was placed on the same side as the playground area to keep children from crossing the road.





Mr. Liebeth referred to the Booker Building and how to improve it. Creating a downtown gateway, the Booker Building has a decorative concrete pavement on one side with gravel on the other side. This needs to be worked on so people can come from downtown, over the railroad tracks, to the Booker Building when there is an event and vice versa which will support downtown businesses.



Mrs. Dalton questioned the parking.

Mrs. Overbey stated during soccer season, most people are parking in the area of the boat ramp. Most of the parking near the playground area is during Little League Football in the fall.

Mr. George noted there is also a field area and parking up the river. There are four huge fields that are graded and grass is growing in most of them. The parking lot is already laid out.

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Mr. Liebeth referred to the softball field at English Park and stated he would like to see that field go away (in the long term plan). This would make for a continuous field that would be ideal for rides at Uncle Billy’s Day or a second stage; uncluttering and keeping it as a green area park. Little League football or soccer could be played but a dedicated athletic area would be helpful for someone who lives outside of the town.

Mr. Coggsdale made note of the concept of the Playground/Splash Park.

Mr. George stated he likes the Splash Pad being part of the playground equipment.

Mr. Emerson stated at some point there needs to be more shade canopies.

Mr. Liebeth referred to the Splash Park and advised he recommends using potable water then dumping to the sewer.

Mayor Mattox asked how many months out of the year would the Splash Pad run.

Mr. Liebeth stated they are usually opened approximately five months; they are motion activated. He referred to the Booker Building stating there needs to be formalized parking. He stated the Booker Building is a rentable space for weddings, birthdays, dances, maybe it’s partnered with a business, and maybe it’s a brewery, an art gallery or all of that. He did not feel it could be one thing, there has to be different ways to make money in a small town.

Mrs. Brumfield referred to the seating at the amphitheater and stated she would like to see the seating covered because it is sweltering hot for any type of outdoor event.

Mr. George asked if the new basketball courts would be removed.

Mr. Liebeth stated they would eventually be shifted over.

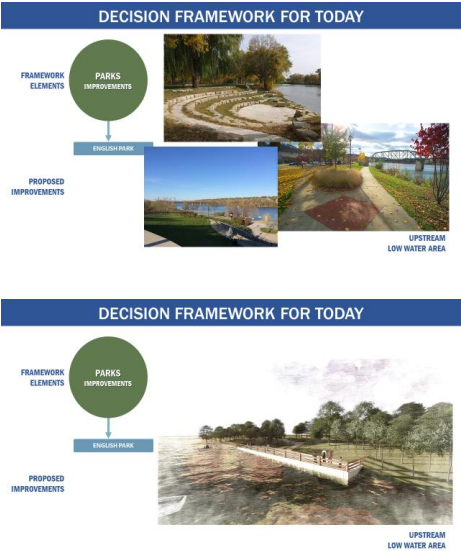
Mr. Coggsdale pointed out another concept of the walking area around the park which will take the pedestrian out of the vehicular traffic area.

Mr. Emerson asked what the walkway would consist of.

Mr. Liebeth stated it would start with stone dust and when the need arises pavement. He advised there would be selective clearing to remove some of the trees and open the view of the river.

Mr. George noted most of the ash trees are being lost to emerald ash borer.

Mr. Coggsdale advised someone is giving a proposal to look at this; what can be saved, treated or needs to come down.



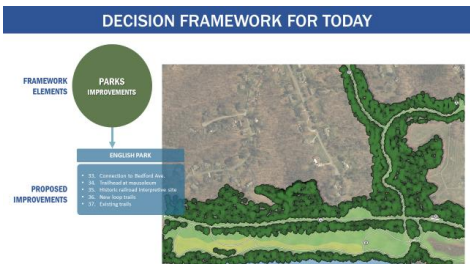


Mr. Liebeth referred to the upper end of the park and noted he sized the holding pond at 10 feet deep with a trail around it making it an amenity in the park.

Mr. George mentioned the neat thing is all the permitting in that area of the park has been done.

Mr. Liebeth stated the fields could use some topsoil and amendments.

Mr. George asked if seeds could be drilled through the existing grass.

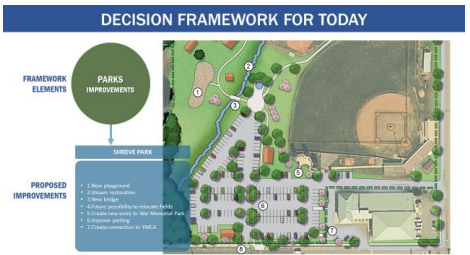


Mr. Liebeth referred to the proposed trails and the conversation of connecting a trail back to the mausoleum noting the Bedford Avenue Trail would make the connection. He suggested making smaller trails down in the field.



Mr. Liebeth addressed Shreve Park advising equipment is dated and needs to be replaced. He suggested stream restoration and a trail that would connect back to the neighborhood. He stated ultimately some of the ball fields will get relocated to an all athletic area. The “War Memorial” field is truncated in right field so proper fencing could be installed. As fields go away, there’s open space for the YMCA and possibly a small soccer field. The “War Memorial” would be the centerpiece. He suggested removing parking in front of the “War Memorial” and making a nice entrance to it, improve the circulation by changing the parking in the Trade Lot area.

Mr. Emerson stated looking long term, the water fountain has served its purpose and would be a good location for another Splash Park.

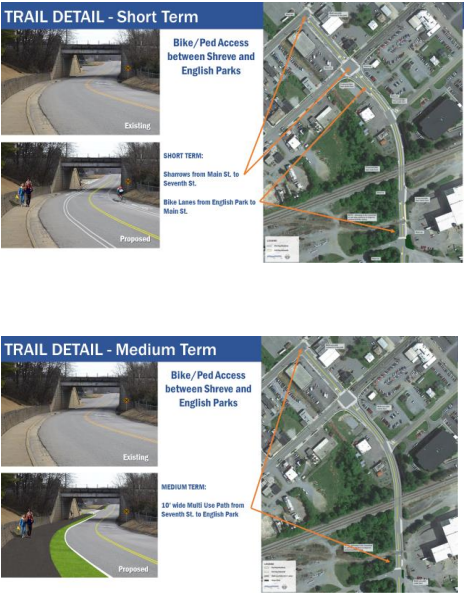


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Mr. Vlad Gavrilovic, Planner, at EPR, addressed Council and spoke on connecting the trails to the amenities in town. How do you walk or bike around the town to the parks? He presented slides with the proposed bike trails and pedestrian trails. He noted the reason for the 10-foot wide trail is if federal funding is applied for, it has to be a 10-foot wide path. Mr. Gavrilovic felt markings on asphalt could be used for the bike lanes to save funds. He stated in the meetings there were comments about loop connections.



Mr. Gavrilovic noted the critical link is to get from English Park to Shreve Park. He noted there is 36 feet of payment at the underpass which is enough for two 11-foot travel lanes and two 5-foot bike lanes with a two foot buffer. This is a short term project. In the medium term, a 10-foot wide multi use path from Seventh Street to English Park with crosswalks placed across the industrial access roads. One way in to the park and a one way exit to the south would make it safer for pedestrians and bicyclists

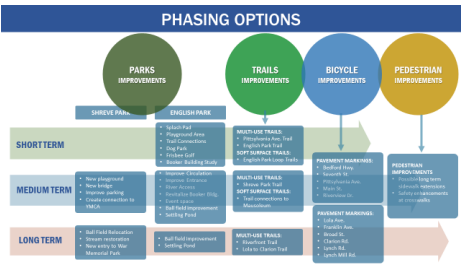


Mr. Gavrilovic advised the cost is posted on the short and medium term options.

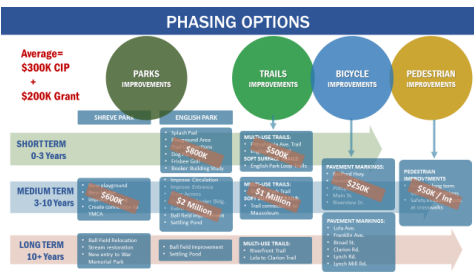
Mr. Liebeth stated the short term would include the Splash Pad, Playground, a study of what could be done with the Booker Building, Frisbee Golf, (items that are listed

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in the CIP) and then add in some of the trail components. The two biggest items on the medium term is to build on the improvements at English Park and Shreve Park, trail improvements, starting some of the bicycle improvements during that time and the pedestrian enhancements, then move to the long term projects.



Mr. Liebeth stated with \$300,000 in the CIP and a \$200,000 grant per year, the next ten years are funded and a great deal of the plan can be accomplished.



Mrs. Overbey thanked Mr. Liebeth stating this helped her to wrap her head around all of this.

Mr. George questioned parking behind the mausoleum.

Mr. Liebeth asked if Council would want people parking back there. He felt it would be better to make this an access point for people in the neighborhood.

Mrs. Dalton asked what was wrong with parking in the park.

Mr. George stated a person would be walking or biking several miles to get to that part of the park. Some would want to do mountain bike riding and not all the flat land riding.

Mr. Liebeth stated in his opinion there wasn't a distance for mountain biking or the right terrain. He felt this would be more for recreational biking.

Mayor Mattox asked for the best use for the Booker Building.

Mr. Liebeth felt a business plan should be worked out for the building to make money or break even. This study would dictate what needs to be done on the inside; more water and sewer; updated bathrooms.

Mayor Mattox asked if Rural Development funds projects like this.

Mr. Liebeth suggested looking at a site in Vinton and what has been done to this historic site that was in similar shape as the Booker Building. Mr. Liebeth referred back to his comment that in a small town, one thing can't be the only thing. It has to serve many functions.

Mrs. Brumfield noted in the plans she did not see anywhere for food vendors during sporting events.

Mr. Fore mentioned an opportunity for the Booker Building was to bottle and sell spring water from McMinnis Springs; which is about \$3.00 per gallon.

Mayor Mattox thanked Mr. Liebeth and Mr. Gavrilovic for their work on this project.

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Mayor Mattox called for a recess at 6:23 p.m. The meeting reconvened at 6:35 p.m.

c. FY2019 Budget/CIP Discussion

Mr. Coggsdale advised the Town’s Proposed FY2019 Budget/FY2019-2023 Capital Improvement Program (CIP) was delivered to Town Council early last week. The budget calendar sets February 27th and March 27th Town Council Work Sessions as opportunities for Council to review and discuss the budget. It is anticipated that the Town Council’s Regular Meeting on April 10th will be the First Reading of the budget, with a public hearing set for May 8th. It is intended to have the FY2019 Budget adopted by Town Council at their June 12th Regular Meeting. The budget takes effect on July 1st. He reviewed with Council the proposed budget and CIP.

TOWN OF ALTAVISTA
FY 2019 PROPOSED BUDGET

ESTIMATED REVENUE

General Fund	
Real Estate Tax	214,200
Public Service Corporation Taxes	95,500
Personal Property Taxes	310,150
Machinery and Tools Taxes	1,721,750
Other Local Taxes	1,706,700
Permits and Fees	500
Fines and Forfeitures	9,200
Use of Money and Property	190,700
Charges for Service	9,100
Donations, Receipts and Transfers	100
Intergovernmental	255,800
General Fund Total:	<u>\$4,513,700</u>
Enterprise Fund (Water & Sewer)	
Water and Sewer Charges	3,106,700
Interest	4,400
Connection Fees	2,000
Miscellaneous, Grants & Transfers	1,275,350
CIP Reserves	185,000
Enterprise Fund Total:	<u>\$4,573,450</u>
Highway Maintenance Fund	<u>\$788,350</u>
Cemetery Fund	<u>\$29,000</u>
<u>REVENUE GRAND TOTAL:</u>	<u>\$9,904,500</u>

PROPOSED OPERATING EXPENDITURES

Council / Planning Commission	36,600
Administrative Department	862,300
Police Department	1,298,050
Public Works	1,256,910
Street & Highway Maintenance	788,350
Water Department	2,360,530
Wastewater Department	2,212,920
Green Hill Cemetery	37,500
Non Departmental	470,150
Transit Department	103,970
Economic Development	148,700
Main Street	58,650
Transfer to Cemetery Reserves	25,000

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Transfer to General Fund Reserves – Fire Department	65,000
Transfer to General Fund Reserves - Surplus	179,870
Total Proposed Operating Expenses	\$9,904,500
<u>PROPOSED CAPITAL OUTLAY</u>	
Water Plant Equipment	607,180
Wastewater Treatment Plant Equipment	782,320
Public Works Department Equipment	189,750
State Highway Funding	171,850
Police Department Equipment	222,500
Council	8,000
Administration Department Equipment	32,500
Transit Department	3,000
Cemetery	750
Total Proposed Capital Outlay	\$2,017,850
FY2019 – 2023 Expenditures	\$23,885,020

2019 PROPOSED BUDGET OVERVIEW

Total Expenditures:	\$9,904,500 (Includes transfers to GF Reserves of \$244,870; \$179,870 is surplus)
Total Revenue:	\$8,386,150
Transfers:	\$1,518,350 (\$88,350 – Highway; \$1,430,000 – Enterprise)
TOTAL:	\$9,904,500
Real Estate Rate:	\$0.08 per \$100 of assessed value
Personal Property Rate:	\$2.00 per \$100 of assessed value
Utility Rates:	
Water:	Business & Residential - \$2.18 per 1,000 gallons Industrial - \$2.14 per 1,000 gallons Town of Hurt - \$3.27 per 1,000 gallons Outside of Town - \$4.36 per 1,000 gallons
Sewer:	Business & Residential - \$3.07 per 1,000 gallons Industrial - \$3.14 per 1,000 gallons Town of Hurt - \$3.07 per 1,000 gallons
<i>*Council is currently reviewing utility rates and will continue their discussion on the rate Study and its impact on the proposed FY 2019 budget.</i>	
Meals Tax Rate:	7.0%
Lodging Tax Rate:	5.5%
Cigarette Tax Rate:	\$0.27 per pack

BPOL Tax Rates: (Rate per \$100 of gross receipts)

Contractors	\$0.03 up to \$200,000; \$0.01 in excess of \$200,000
Retailers	\$0.0425
Financial, Real Estate & Professional	\$0.0425
Personal Services, Repair	\$0.06
Wholesalers	\$0.0175

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Wholesale Peddlers	\$0.0175
Commission Merchant	\$0.06
Direct Sellers sales under \$4,000	\$0.0175
Direct Sellers sales over \$4,000	\$0.055
Peddlers	\$125
Itinerant Merchant edible, perishable goods	\$25
Itinerant Merchant nonperishable goods	\$125
Carnivals, Circus	\$100 per day; \$500 per week
Fortunetellers	\$500
Savings Institutions/State Chartered credit unions	\$25
Photographers, out of town	\$15
Operators, coin operated Machines	\$87.50 for less than 10 machines; \$100 for 10 or more machines plus \$0.18
Minimum License	\$15

Mr. George asked if there was a total on the cigarette tax revenue and if this has been collected for a full year.

Mrs. Shelton stated the cigarette tax was implemented in FY2017 and started in October (3 months shy of a year). The anticipated revenue is \$150,000.

Mr. George asked if this was \$10,000 shy of the BPOL. He asked if BPOL was a flat fee, would this be covered.

Mr. Coggsdale noted revenue was \$160,000 before it was cut in half. The funds were used in other ways. The increase in the meals tax and the added cigarette tax revenue did not cover the real estate and BPOL tax cuts independently but in the cumulative group they offset each other.

Mayor Mattox asked that an email be sent out with these figures.

Mrs. Dalton stated with the Parks and Utilities, she was not entertaining the idea of cutting taxes at this point.

Mr. George asked if there is a system in place to check on reporting of meals tax revenue.

Mr. Coggsdale advised this is being worked on. He noted in house, there is a comparison of reporting and when they differ, those are the ones that need to be focused on.

Mr. Emerson referred to funds earmarked for PCBs and asked if that money is accessible two months from now if needed for something else.

Mrs. Shelton advised the monies are touchable if needed.

Mr. Coggsdale referred to the Broadband Implementation and noted it is more about residential than commercial/industrial. He felt the course needs to be changed to looking at residential services.

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Mayor Mattox suggested he, Mrs. Overbey and staff meet to discuss this topic.

Mr. Coggsdale referred to landscaping along the Route 29 bypass and stated there is unknown cost for this project at this time. He referred to English Park and advised Council there are funds in the budget that staff will keep moving forward including the \$150,000 from the Jenks family and \$11,300 from VDOT.

Mrs. Overbey requested a breakdown of the available funds for the park project.

d. Police Department CIP Adjustment Request (Portable Radios)

Mr. Coggsdale advised Chief Milnor is seeking to utilize unspent funds from the department's current year CIP budget for a project that is included in the FY2019 Proposed Budget/CIP. With the assumption that Town Council would approve the CIP item in the FY2019 Budget, this would appear to be a timing issue. With use of the FY2018 funds, the radios could be purchased now, rather than waiting for adoption of the budget and the new fiscal year. He added this would remove the CIP item from the FY2019 Budget.

Mayor Mattox asked if this would align with what will be done with EDP.

Chief Milnor felt it would be completely compatible. He advised in the FY2018 CIP there was \$27,000 budgeted for the purchase and installation of ten new Motorola mobile radios; the actual cost for these radios was \$9,596. In the 2019 CIP budget, \$7,500 is budgeted for the replacement of all of the Police Department's portable radios. He requested to utilize the surplus funds in this year's CIP to purchase the portable radios.

Mr. Emerson, seconded by Mrs. Brumfield, motioned to authorize Chief Milnor to utilize unspent funds from the department's current CIP budget to purchase portable radios.

Motion carried:

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

e. ACTS Bus Wrap

Mr. Coggsdale advised per the adopted FY2018 Budget/CIP, the Town has ordered a new transit bus. The funding for the bus included a wrap of the bus body. Staff presented a concept of what the graphics could look like. He asked if there are features in town that Council would like to see considered/added to advise.

Mrs. Overbey referred to the graphics and felt one picture was sufficient on the side of the bus. She asked Council to consider either a picture of the library or Main Street with the American flags flying.

Mr. Emerson liked the canoe picture.

Mrs. Dalton felt the wrap was a good idea and told staff to move forward.

f. Avoca Request for Consideration of Personnel Status

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Mr. Coggsdale advised of a letter from Mrs. Joan Woodson, President of the Avoca Museum Board of Directors, regarding their interest in the Town's consideration of bringing their Executive Director position into the Town's Classification and Compensation Program. The primary reason for this consideration is for health insurance coverage. He noted at this time, the town is only being asked to conduct an analysis of the request's feasibility.

It was the consensus of Council to allow staff to proceed with conducting a financial analysis of this matter. The review will determine the cost as compared to the current contribution being made to Avoca in regard to benefits.

6. Public Comments

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

No one came forward.

Mr. Emerson asked if someone could check on grants for renovations at the Booker Building.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 7:21 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk