

COUNCIL WORK SESSION JUNE 26, 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 June 26, 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
Chief Mike Milnor, Altavista Police Department
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
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. George, 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 Items

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

Mr. Joe Emerson, 812 Broad Street, addressed Council in regards to a deck that was recently built on his trailer. Mr. Emerson stated he and Mr. Witt had talked regarding the deck before the new sidewalk construction on Broad Street. At that time, it was legal for him to build the new deck. Since the construction of the new sidewalk and road (the sidewalk was moved in 7 feet towards the trailer), the construction of the deck is not compliant. Mr. Emerson asked Council to decide what to do with it.

Mr. Coggsdale asked when the new deck was constructed.

Mr. Emerson indicated the deck was built in March.

Mrs. Dalton clarified that the deck does not meet the setbacks.

Mr. George stated he went by Mr. Emerson's home, took pictures and noted the deck was nice looking. He indicated Mr. Emerson is hoping to change the steps on the deck as a compromise. Mr. George stated the deck would still not be conforming but if it is Council's wishes to be completely compliant, the deck will have to be torn down.

Mr. Tracy Emerson stated that Mr. Joe Emerson is his uncle and if this issue goes in front of Council for a vote, he will abstain. He advised he visited Mr. Joe Emerson. There was a porch there before; the new porch is a foot closer to the home than the old porch. It appears the sidewalk was moved 5 feet closer to his trailer. He indicated the

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conversation between Mr. Joe Emerson and Mr. Witt 2 years ago indicated the setbacks were fine. When Mr. Emerson built the deck, he did not realize everything had changed; the deck is not compliant with the Town Code.

Mr. Eller asked if the old deck was torn down within the past 2 years ago.

Mr. Emerson stated the deck was there when he moved there in 2002.

Mayor Mattox asked that staff research this and report back to Council. He asked that staff find out when the deck was removed (was it more than two years ago) and was Mr. Emerson given notification of the changes to the setbacks?

Mr. Coggsdale clarified that the property line did not move; the right of way is where it has always been.

Mr. Tracy Emerson stated from his observation you can tell where the sidewalk was moved 5 feet.

Mayor Mattox stated if Mr. Witt gave Mr. Emerson the green light 2 years ago to construct the deck and the property line has not moved, why is there a problem.

Mr. Tracy Emerson stated the deck is closer to the sidewalk then it was 2 years ago.

Mr. Coggsdale advised staff would gather all the facts. There will be two recommendations what Council could do or send to the Board of Zoning Appeals. Any enforcement will cease until a decision is made.

4. Introductions and Special Presentations

5. Items for Discussion

a. Facility Assessment – *1510 Main Street (former Altavista EMS Building)*

Mr. Coggsdale advised the Town accepted ownership of 1510 Main Street (*former EMS Building*) and staff was directed to conduct a facility assessment of the structure. He presented to Council the “Property Condition Report” provided by Mr. David Garrett, Director of Public Works. This report gives Council an overview of the building and looks at the building and its systems to discern what may need to be addressed before the building is used. He indicated the building is in good condition. The building consists of office space, meeting/training room, small kitchen, shower/locker room facility, four vehicle bays to the rear of the building. There are fuel pumps behind the bay area (outside under cover) with a small storage area.

Mr. Emerson referred to the report and clarified that there are eight bays.

Mr. George asked if there was a value assessment on the property.

Mr. Coggsdale advised two local entities (DAWN and Avoca) have made requests of Town Council in regard to potential use of the facility. As part of the transfer of the property to the Town, the EMS Board still has use of one of the offices. If a use for the property is developed, the Town has the option to find them another space for their purposes. This piece of property was part of the original Avoca property deeded to the Town of Altavista by the Winston family. Mr. Coggsdale presented Council with a copy of the deed to the original property, which includes several restrictions on the property; the most relevant would be “*E. In the event that a portion of the property is sold, proceeds of the sale will be devoted to the development and maintenance of the museum.*” Based on the language, it appears that if the property was sold the proceeds would go to Avoca (which is also owned by the Town) for maintenance.

Mayor Mattox asked that Council review the Property Condition report for 1510 Main Street.

Mrs. Dalton stated she would like to know what expenses the Town will incur to get the building ready for use by the entities that have requested use of the building.

Mr. Higginbotham requested to know the approximate cost of the utility bills.

Mr. Emerson asked for the commercial value of the property.

b. Special Event Policy

Mr. Coggsdale advised Town Council recently discussed the potential need for creation of a Special Event Policy to address the use of public areas. He presented Council with a draft policy for Council's review and a Special Events Application that would be completed by the individual/organization making the request.

Staff would request that Council review the Draft Special Event Policy and Application and provide feedback on whether this is in line with Council's intent and purpose related to the item. The draft policy allows private entities to have events on Town owned/operated public areas.

Mr. Higginbotham asked if someone wanted to use the entire English Park, is there a scale of charges. He referred to the deposit noting if there is vandalism there is some monies available and insurance.

Mrs. Dalton asked if this would be allowed as this is a public park.

Mr. Higginbotham asked what a million-dollar liability policy cost. He also questioned used electricity.

Mr. Coggsdale advised at the Booker building a utility fee of \$25.00 is charged.

Mrs. Dalton stated her thought is the use of the park should be in some entity form and not comprehensively the park because there are citizens that use the facility daily. She felt if someone wanted to rent the Booker Building and some area around it, this could be done. She suggested limiting the renting of the park to segments instead of the entire park.

c. Request to use English Park (Gladys VFD)

Mr. Coggsdale advised Mr. C.J. Booker, on behalf of the Gladys Volunteer Fire Department, has requested the use of the Booker Building and parts of English Park for a fundraising event. The letter presented to Council briefly described the event the GVFD would like to have, including some of the logistics they have planned for. He noted this item was discussed at the last work session but was tabled until a policy could be put in place.

Mrs. Dalton mentioned in some degree their request will help Council to form their thoughts around the policy process.

Mr. Higginbotham asked if it was fair to say this would be a mini Uncle Billy's Day.

Mr. Coggsdale felt this was accurate and felt the Gladys Volunteer Fire Department would need an answer soon to begin planning.

Mayor Mattox asked if the Gladys Volunteer Fire Department would be partnering with the Altavista Fire Company.

Mr. Booker stated they had not intended to.

Mr. Emerson stated the Hurt Volunteer Fire Department held an event at the Booker Building with a very large turnout. He stated Gladys may be the second call to come into Town if there is a need and the Altavista Fire Company is out on another call. He added Council should do everything possible to accommodate the Gladys Volunteer Fire Department. He felt the logistics of this event could be worked out as a policy will not be in place before the event.

Mr. Coggsdale asked Mr. Booker if this would be a “fee” event.

Mr. Booker stated they are working out the details but feel the cost would be \$5.00 to \$10.00 at the gate to cover the expenses.

It was the consensus of Council for staff to work with Mr. Booker and the Gladys Volunteer Fire Department in regards to their Special Event at English Park.

Mayor Mattox requested since the policy is not set, that this event be kept in the framework of the proposed policy.

d. Parking Review/Discussion

i. Bedford Avenue

Mr. Coggsdale advised VDOT has not completed their study on the Bedford Avenue parking but once it is received, he will advise Council.

ii. Avondale Drive

Mr. Coggsdale advised of an issue that has come up with parking on Avondale Drive creating a problem with traveling on that street. He presented to Council his findings comparing Avondale Drive with 7th Street, Melinda Drive and 8th Street. He noted there are currently no restrictions for parking on Avondale Drive. He stated there is no parking on 7th Street from Franklin Avenue to the Main Street.

Mr. George questioned who decided there would be no parking on 7th Street.

Mr. Coggsdale believes when 7th Street was extended, parking was an issue. He explained to Council VDOT’s defined standards for individual streets, curb and gutter, minimum width, and annual daily traffic. The assumption is if a curb is in placed there will be on-street parking.

Mr. Emerson questioned if there have been complaints in regards to the parking on Avondale.

Mayor Mattox indicated he has received complaints.

Mrs. Overbey stated she used to live on Avondale Drive and at certain times of the day it is difficult to get through.

Mrs. Dalton stated in some degree be careful what you legislate because some of the streets will have to be widened and dealt with in a more comprehensive way if Council gets really strict about on-street parking. Unless it is a big problem, the less restrictions the better.

Mr. Emerson asked if the snow plow or trash truck has any trouble getting through Avondale Drive.

Mr. Garrett advised he was unaware of any problems.

Mrs. Brumfield asked how long someone would have to wait for a car to come through, on average 30 seconds. Not an extended period of time.

Mayor Mattox asked about a school bus picking up or delivering children. He noted there is quite a bit of manufacturing in that area as well. He stated he would be interested to know if it is an excessive number of cars owned is that the reason they are parking on the street or they don't want to use their driveway. Mayor Mattox stated he would request a picture from the individual that talked to him about this matter.

Mr. George asked if any of Avondale Drive would be torn up when work is done around the Melinda Water Tower.

Mr. Fore responded that he would have to evaluate it.

Mayor Mattox suggest an article on this be in the *Altavista Journal* that might give some feedback from the residents on Avondale Drive.

Mrs. Dalton questioned what the problem is.

Mayor Mattox stated he has been asked if there is a remedy for a one lane road on Avondale Drive where people are parking on both sides of the street on asphalt.

Mr. Coggsdale asked if he knew the frequency and stated if it is everyday then there might be a problem that needs to be looked. He noted no one is breaking the law at this point.

e. English Park Traffic Calming Update

Mr. Coggsdale advised previously staff was requested to look into traffic calming devices in English Park; after the road was paved and the previous "speed bumps" were not included. Staff has met with VDOT in regard to this item and they have indicated that should the Town decide to proceed with this, the use of "speed humps" rather than "speed bumps" would be advisable. Staff is gathering the cost of the three proposed "speed humps" with the appropriate warning signs. The "speed humps" would be the type that can be bolted down. He noted this project can be funded using "Highway" Funds. Mr. Coggsdale advised speed was looked at. The speed limit in the park is 10 miles per hour with the average speed being 15 miles per hour.

It was the consensus of Council to install the traffic calming devices in English Park.

f. FY2019 Paving List

Mr. Coggsdale advised the FY2019 Adopted Budget includes \$315,000 of Highway Funds for Street Paving and \$100,000 of Local Funds for alley resurfacing. Mr. Garrett put together a list of streets and alleys to be resurfaced. He noted should we need additional funds for Street Paving there are previously unspent Highway Funds earmarked in Reserves. Funds are included in the FY2019 Budget for resurfacing the paved areas at the Wastewater Treatment Plant.

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g. DCR Grant Application – *Dalton's Landing Canoe Launch*

Mr. Coggsdale presented Council with a timeline for the canoe launch. He noted the DCR Grant Application is due on July 19th. The application should be ready for review by Council at the July 10th Council meeting. Everyone will know the status of the grant in September. Mr. Coggsdale asked Council if the grant is not received what course do they want to take.

Mrs. Dalton asked what the financial number would be to proceed.

Mr. Coggsdale advised it would be approximately \$250,000 and is either earmarked or in the budget.

Mr. Emerson asked if there is a timeline on completing the project once it is started on.

Mr. Witt advised it would take 3 to 4 months to complete the project.

Mr. Emerson asked how much has been invested in this project.

Mr. Coggsdale advised approximately \$60,000 to \$70,000 has been spent.

6. Items from Council or Staff

Mr. Emerson asked if there are any priorities on the parks.

Mr. Coggsdale advised the priorities are laid out; there are 3 proposed lay outs.

Mr. George asked if contractors have been contacted and suggested the possibility of one contractor doing both the playground equipment and the splash pad.

Mr. Coggsdale advised a project this size will have to be bided out.

Mr. Emerson asked if there has been any discussion on the Booker building.

Mayor Mattox stated he is willing to have a retreat there. He stated he would like for VML to come down and discuss how Council conducts themselves and a Freedom of Information discussion.

Mr. Emerson stated he would like to see Council move forward with the Booker building renovations.

Mr. Coggsdale advised Mr. George made an accurate statement; Council needs to know what they want.

Mr. Emerson suggested Council either begin the next work session at the Booker building or end the meeting at the Booker building.

Mayor Mattox stated the July work session would start at town hall and then move to the Booker building.

Mayor Mattox advised of 100 loads of dirt being offered to the Town by Graham Packaging with the stipulation that the Town will have to move the dirt. He noted a potential use for the dirt at the Booker building with creation of an amphitheater.

After much discussion, it was the consensus of Council not to accept the dirt.

Mr. Coggsdale noted Mr. Garrett is accepting some of the dirt for a small project.

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Mayor Mattox advised the Altavista Fire Company is prohibited from asking for donations in the town of Altavista. He asked if this requirement can be changed. He noted this began when the Fire Company went independent from the town of Altavista.

Mrs. Dalton advised the reason for this is because the town of Altavista gives the Altavista Fire Company taxpayer dollars annually. It was therefore considered that every taxpayer in the town of Altavista was contributing to the Fire Company and should not be solicited again. Mrs. Dalton was in agreement to remove this requirement and let the Fire Company move forward with fundraising.

It was the consensus of Council that this requirement be removed and let the Fire Company move forward with fundraising. This item is to be placed on the July 12, 2018 Town Council meeting consent agenda.

Mayor Mattox noted that he will be out of town for the July 12, 2018 Council meeting.

Mr. Coggsdale advised of the possibility of three public nuisance hearings that may be on the July Council meeting.

Mr. Higginbotham referred to a previous conversation of combining the ACTS policy and the town policy for drug screenings and including everyone including the elected officials.

Mr. Coggsdale advised there are only 5 employees that are not in the random pool because they are not in a safety sensitive position.

Mr. Emerson did not feel elected officials could be required to take a drug screening unless involved in an accident.

Mr. Higginbotham stated he would like to get staff's response on combining and improving the drug policy. He feels this should include everyone employed and draws a check from the town.

Mr. George referred to the split rail fence at the Altavista Trade Lot and stated it was an eye sore. He also referred to the demolition of the Lane Company and asked how long they have to tear down the building.

Mr. Witt stated the Campbell County manages the demolition permits.

Mr. Coggsdale stated staff would stay in touch with Campbell County in regards to the demolition.

Mrs. Brumfield stated she would like to see something done with the Booker building as indicated at the June 12 Council meeting. She stated the Uncle Billy's Day bands lost a lot of money because of the storm. She felt there would be more revenue for the town if the Booker building is more rentable.

7. Public Comment

Mrs. Debbie Bernard, 1701 Avondale Drive, addressed Council and advised she had lived on Avondale Drive for 28 ½ years with her family. There have been school buses that pick the children up with no issues. With the local industry, there is a lot of traffic. There are two elderly ladies on the street that have their lawns mowed weekly. This large truck parks on the side of the street, there are no issues. Another neighbor had windows installed, there were work trucks on the left and the right sides of the street and there were no issues. Mrs. Bernard noted in the winter time everybody parks on the curbside. Mrs. Bernard shared there have not been any real issues in the 28 ½ years of living on Avondale Drive.

Mr. Higginbotham asked if the point is the parking should be left as is.

Mrs. Bernard felt the parking should be left as is.

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8. Adjournment

Mayor Mattox adjourned the meeting at 6:51 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk