

COUNCIL WORK SESSION SEPTEMBER 25, 2018

The Altavista Town Council work session was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on September 25, 2018 at 5:00 p.m.

1. Mayor Mike Mattox called the meeting to order and presided.

Council members
present:

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

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

2. Agenda Approval

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	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 Only

Rev. Eduardo Soto, town resident at 1209 Bedford Ave. and Minister of Presbyterian Church of Altavista, came forward as a member of the DAWN Board of Directors to relay to Council the importance of the organization being in the town of Altavista and its positive impact it has made by supporting the community.

Mr. Soto stated, with the upcoming discussion on tonight’s Council Agenda regarding the possible future uses for the former EMS building, DAWN had submitted the necessary RFP for consideration and asked Council to keep the organization in mind as a recipient of the facility while considering the benefits it brings to the town and surrounding community.

Mr. Reggie Bennett of 704 10th Street, came forward with comments regarding the covered structures used by farmers/vendors on the 7th Street road side of the Altavista Trade Lot.

Mr. Bennett stated there had been comments made to him, by citizens that use the site, that the awnings are not enough overhead coverage, especially for fruits and vegetables from getting too hot in the summer months.

Mayor Mattox asked Mr. Coggsdale to check into the issue and relay back to Council the conditions of the site. He also asked Mr. Coggsdale to talk with some of the vendors that use the site for suggestions on possible improvements.

Mr. Wes Stevens, of Gladys Road, came forward as Director of DAWN to also address Council regarding the possible acquisition of the former EMS building.

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Mr. Stevens stated the DAWN organization will have to move from their current location at the beginning of the year 2019 and would like to be considered as a possible recipient of the former EMS building. He stated the EMS building would be a great asset to the organization because their current location does not have an efficient way to receive the larger food donations.

4. Introductions and Special Presentations

No introductions or presentations on this date.

5. Items for Discussion

a. "Deck the Heels" 5k Night Race Request – Claire Parker Foundation

Mr. Coggsdale presented Council with information from Jordan Parker, the Founder and Director of the Claire Parker Foundation, regarding a request for permission to schedule a 5k night race fundraising event for the foundation.

Mr. Parker's information included the email request with the date and time for the event, and a map showing the proposed race loop within the town.

Mr. Coggsdale stated he showed Police Chief Merricks the map for the race and both had concerns regarding the safety of runners along streets without sidewalks.

Mr. Emerson asked the date and time of the race, to which Mr. Parker answered the race would be at 5pm on Saturday December 8th, 2018.

Mr. George asked if the race would be for walkers and runners, to which Mr. Parker answered it would be a true 5k (runners) race.

Mrs. Overbey asked if there was currently an approximate number known of how many runners would be in the race.

Mr. Parker answered Mrs. Overbey by stating the race would have no fewer than 50 runners and no more than 100 runners being in the race.

Mrs. Overbey conveyed her concerns to Council of the safety issues that may arise with having so many people in and at the race. She recommended to Mr. Parker to check with the Police Department on the possibility of closing some of the roads while the race is in progress.

Mrs. Overbey continued by conveying her concerns for the need of adequate lighting for the race/runners.

Mr. Parker assured Council that his organization has already taken the lighting responsibility into consideration. He stated the runners will have glow sticks on them and there will be volunteers along the race path with additional lighting.

Mr. Parker also stated the sponsors for the race will be set up at every turn of the race with lighted displays helping illuminate the race path.

Mrs. Dalton stated to Council she would agree to approve the race request, with the condition of Mr. Parker securing an adequate safety plan for the race. She agreed with Mrs. Overbey on the suggestion to reach out to the Police Department to help secure the race path and surrounding bystander areas.

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Mr. Emerson suggested to Mr. Parker he also reach out to the local Fire Departments. He stated that Fire Departments, by code, are allowed to help direct traffic and would be another resource and a good addition in helping to secure the race area.

Mr. Parker assured Council before a runner would be allowed to participate in the race, they would be asked to sign a waiver which would fall under the Claire Parker Foundation's liability policy.

Mayor Mattox asked Council if the request needed to be put on the October consent agenda for further discussion, or if they wanted to approve the request on this date with the understanding to Mr. Parker that he have a safety plan in place with the Police and Fire Departments to be approved by Staff before race day.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the request by the Claire Parker Foundation for the 5k night race, subject to the addition of an adequate safety plan supervised by Town Staff.

Motion carried:

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

b. Region 2000 (Local Government Council) Name Change

Mr. Coggsdale introduced Gary Christie, Executive Director of the Region 2000 Local Government Council, to present the request for a name change to the organization's charter.

Mr. Christie asked Council for permission to change the current name of Region 2000 back to the organization's original name of Central Virginia District Planning Commission. He continued by stating it is the consensus of their commission that the original name gives the organization a better identity with their customers and the other local associations they interact with.

Mr. Christie stated to Council the only change would be the name and the rest of the Planning Commission documents would stay the same. He also stated the name changed, if approved by Council, would not be published or advertised until the first of next year, 2019.

Mayor Mattox asked Council if there was any opposition to the request.

It was the consensus of Council to put the request on the October regular meeting consent agenda for approval.

c. FY2018 Carryovers

Mrs. Tobie Shelton, Town of Altavista Finance Director, came before Council with a request to carry over funds from the FY2018 approved Budget to the FY2019 Budget and earmark those funds in reserves for the intended CIP projects already approved by Council.

Mrs. Shelton presented Council with an itemized list of the funds to be carried over and the projects associated with those funds.

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Mrs. Shelton stated the amount of funds in the request totals \$1,124,800.00, with \$65,000 of the total being earmarked in reserves of the FY2021 Budget. The CIP project for that amount is for the installation of manual transfer switches to both springs as well as the Bedford pump station, because that project had been moved to the year 2021.

In the above mentioned CIP project list, there is \$9,750.00, already approved by Council in the FY2018 Budget, to extend the Police Department Firing Range.

Mr. Higginbotham questioned the cost of the range extension compared to renting a firing range in Lynchburg or Campbell County when needed for training.

Mr. Emerson stated it would be invaluable for the town to offer its Police Department their own range rather than rent a range from another source because police officers have to qualify twice a year in fire arms training. He continued by stating the training needed cannot be accomplished at a public facility with only a 25 yard range.

Mr. Higginbotham asked if the new range at Liberty University could be considered for use in our Police Departments training needs.

Mr. Emerson stated the cost for renting the Campbell County range in Lynchburg is \$2000 per week, but is not sure about the Liberty facility's cost. He continued by stating neither facility was always available at certain or convenient times.

Mr. Emerson stated the cost assessment for the proposed range extension would pay for itself in a short period of time and save the town money as a long term investment.

Mayor Mattox asked Police Chief Merricks if the range extension was needed, to which Chief Merricks answered yes.

Mayor Mattox asked Mr. Emerson, as a Campbell County Fire Arms Instructor, if there was a possibility of Campbell County renting Altavista's range, because over time it would help eliminate the town's initial cost for the project.

Mr. Emerson stated the subject had been discussed with the former Police Chief of Altavista, so the possibility could be an option for Campbell County when the project is completed.

Mayor Mattox asked if there was a consensus by Council to move forward with the Carryover request.

All Council members were in consensus to put the FY2018 Budget carryover request on the October regular meeting consent agenda.

d. FY2019 Paving Bids

Mr. Coggsdale presented Council with the list of bids Staff had received for the FY2019 paving schedule.

Mr. Coggsdale stated it was Staff's recommendation to award the bid to Lawhorne Brothers Paving, a division of Adams Construction Company, for the estimated sum of \$492,676.35. Staff's conclusion was based on Lawhorne Brother's unit pricing list of stone, mix, and milling, bringing their bid under the next highest bidder by \$25,000.

Mr. Coggsdale stated to Council the funds for this project were appropriated in the FY2019 Budget and would be split between the Highway Fund, the General Fund, and Utility Fund.

Mrs. Dalton stated she would abstain from the decision due to an indirect relationship to the project.

The remaining Council members all agreed to move the recommended bid approval to the October regular meeting consent agenda.

e. Zoning Ordinance Text Amendments Discussion

Mr. Coggsdale addressed Council in regards to the zoning ordinance text amendments previously viewed and discussed by Council at the September regular council meeting. Council had felt the discussion needed further review and asked for the issue to be moved to the current September work session for additional consideration.

Mr. Coggsdale shared an email with Council from the Altavista Planning Commission, wherein the email showed the Planning Commission held a public hearing on August 6, 2018, for both the Mobile Restaurants (Food Trucks) and the keeping of horses on personal property within the town zoning districts.

Mr. Coggsdale stated the amendment regarding mobile restaurant fees should be made clear as to the intent of individual cost, so not to confuse the amounts with a total cost of fees.

Mr. George, a member of the Planning Commission, stated the Commission's intent is to charge the Mobile Restaurants a total of \$50 for operating in the Town of Altavista. The amount would include a \$25 town business license fee and a \$25 mobile restaurant permit fee.

Mayor Mattox asked Council if there was a consensus to change the zoning ordinance to reflect the specified cost for mobile restaurants to operate in town and to move forward with the first reading of the amended ordinance at the next regular council meeting in October, to which all Council Members answered "yes".

Mayor Mattox asked Mr. Coggsdale to place the zoning ordinance amendment on the October Regular Agenda for a "first reading" and Council would then direct Staff whether or not to schedule a public hearing on the November 13th Regular Council Meeting.

Mr. George asked if the zoning ordinance amendment regarding the keeping of horses on private property would also be put on the October Agenda.

Mayor Mattox and Mr. Coggsdale both answered yes, the two amendments would be grouped together as a "first reading" at the October meeting.

f. Booker Building “Visioning Session” Review/Discussion

Mr. Coggsdale presented Council with notes from the August 28th Work Session regarding the Booker Building discussion of possible updates and improvements needed to the facility.

Mr. Coggsdale asked Council to review the notes so they may establish improvement priorities among the suggestions in order to give Staff direction on how to proceed with a proposed plan and budget of the improvements for Council’s consideration and approval.

Mrs. Overbey stated her first choice from the suggested improvements would be the addition of more shade structures to the back stage area of the building. She continued with her second choice being an update to the building’s interior floor.

Mrs. Overbey stated she felt those two choices would give a necessary improvement for the current use of the building and would not interfere with any possible uses in the future.

Mr. Emerson agreed with Mrs. Overbey the first two projects needed at the facility are the shade structures at the back of the building and an upgrade improvement to the building’s interior floor.

Mr. Emerson stated he felt those two projects would be a good starting point in the improvement plan, with other updates projected to follow.

Mrs. Dalton commented on the suggestion of improving the interior floor. She agreed the floor needs an improvement, but suggested keeping it all one flooring type to be easily maintained. She stated if a dance floor is wanted for an event, the renter could obtain one from an outside rental company for their own individual use.

Mrs. Dalton stated the Booker Building is an asset to the community and any improvements to the facility should start with the most immediate needs with future updates being considerate to the character of the building for its historic value to the town and its current uses.

Mrs. Dalton conveyed her confidence in the facility having more event opportunities as the improvement plan continues to develop and additional updates are implemented in future stages of the plan.

Mayor Mattox asked Council’s thoughts on bringing in outside proposals for public/private partnerships in using and maintaining the Booker Building, which would possibly bring more events into the community.

Mayor Mattox stated using such a partnership could broaden the possibilities of updates as well as lessen the cost to the town for the improvements and maintenance of the facility.

Mr. Higginbotham agreed with the shade structure to the back of the Booker Building being the number one concern and should be the first project on the proposed plan.

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Mr. Higginbotham continued by stating his second choice would be updating the interior floor. He suggested using an epoxy type floor application for easy maintenance because a laminate type flooring could cause mold issues.

Mr. George asked to have a cost list of the proposed projects available for review by the next scheduled regular meeting so Council could discuss which project/projects would be the most immediate and affordable and which projects could be phased in as the proposed plan moves forward.

Mr. George agreed with the necessity of a shade structure to the back stage area of the building being first priority, but he had concerns for the floor update being implemented before an HVAC install because of the possibility the new floor being damaged during the HVAC installation.

Mrs. Dalton stated her concerns regarding Mayor Mattox's suggestion to request RFP proposals on uses and/or partnerships for the Booker Building. She stated the request may be unnecessary if Council decides the intent of use for the building will stay the same.

Mayor Mattox reminded Council the VTI (Virginia Technical Institute) facility is local and already offers a high quality meeting/event space to the community. He asked Council if their intent with the upgrades was to compete with that type of space or was it Council's intent to make improvements to the Booker Building facilities to enhance the space for the events already being conducted at the building.

Mrs. Dalton agreed the facility is in need of improvements, but is not in favor of the town investing large amounts of money on updates if the future intent may change or have the possibility of RFP proposals requested.

Mayor Mattox asked Mr. Coggsdale if there was anything else needed from Council regarding the subject in order to move forward with the request of an approximate price list for the proposed immediate projects.

Mr. Coggsdale asked Council for a more clear definition of what type of shade structure they are wanting to install on the rear of the building.

Mr. Higginbotham stated it would coincide best with the existing awning to extend what is currently on the building to the desired length and width.

Mr. Coggsdale asked Council if the desire of the additional shade is only for the purpose of better covering the stage area or would Staff also need to offer pricing on shade structures for the audience seating area as well.

Mrs. Overbey stated there should be additional coverage and protection for not only the stage performers, but also the audience in some form of a shade structure because of the events that are held in the hot summer months. She referenced the additional shade structure could mirror what is currently at the Gateway Streetscape area just across the breezeway.

Mr. Emerson agreed with Mr. Higginbotham the stage area's need for additional shade could be accomplished by extending the existing awning.

Mr. Emerson stated the addition of shade structures for the audience area could be sectioned out and not all in one large structure, so to be more cohesive with Gateway and also more attractive with the site's overall look.

Mayor Mattox asked Mr. Coggsdale if a feasibility study would be appropriate for obtaining information of possible uses of the building.

Mr. Coggsdale answered that feasibility studies are generally used for projects that the end result is already known which would give a starting point on obtaining instruction and approximate budget.

Mr. Emerson stated with the facility that VTI has as a rentable space to the community, Council should not try and compete with that facility, but keep the Booker Building as a more casual event space.

Mrs. Dalton agreed with Mr. Emerson and stated the town is in need for both types of event spaces and with VTI already having a more formal facility, the Booker Building could stay with its more rustic and casual appeal for the music events and other rentals it is already being used for.

Mayor Mattox asked Mr. Coggsdale to have Ms. Gwynn offer a public survey on the town website for opinions and suggestions for the Booker Building's current and possible future uses.

Council was in consensus to have Staff move forward on obtaining an approximate cost for the Epoxy upgrade the interior floors of the Booker Building; as well as an approximate cost for the two types of shade structures proposed for the exterior back area of the building.

g. Recreation Committee – Mausoleum Trail Recommendation

Mr. Coggsdale asked Council to consider the request from the Altavista Recreation Committee to proceed with the development of the "Mausoleum Trail". The Recreation Committee met on September 11, 2018, with all members agreeing to the request for Council's approval to move forward with the project.

Mr. Coggsdale reminded Council the project was originally included in the approved FY2017 CIP Budget, with the sum of \$20,000, and then carried over in reserves until the Town's Parks and Trails Master Plan was complete. With the Master Plan now complete, the Recreation Committee is ready to move forward with the development of the trail, which would include bidding.

Mr. Coggsdale shared with Council a Power Point Presentation that included a map of the proposed area for the trail which would potentially start at the entrance of Greenhill Cemetery in Altavista. The presentation also included pictures, as a visual reference for Council, of the existing area of the proposed trail which were taken by Mr. George, a Recreation Committee member, and Mr. Coggsdale.

Mrs. Dalton suggested the name of the trail be changed to something other than "Mausoleum" trail.

Mr. Coggsdale assured Mrs. Dalton the word mausoleum had only been used as a reference to the proposed trail's entry point and a name change had been already discussed by the committee.

Mr. Coggsdale continued by stating most of the trail is already accessible, with the exception of a few trees needing to be removed and possibly a cross over bridge being built for a couple of the small creeks that run through the trail.

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Mr. Emerson suggested some of the smaller projects, including the small bridges, be offered to Boy Scout Troops for completion.

Mr. Higginbotham asked Mr. Garrett, Public Works Director, would it be possible for his department to use the town's equipment to clear the way for the trail's path.

Mr. Garrett answered by stating it could be done with Council's approval.

Mr. George stated, regarding clearing of the path, the Recreation Committee had expert contractors in the field look at the area for the proposed trail and they suggested the town not take the project too lightly, but take into consideration the many aspects of the path's demolition, including erosion control.

Mr. George stated a new member of the Recreation Committee, Pat Conner, is knowledgeable on the subject and has access to a Master Trail Builder, who had agreed to take a look at the proposed trail and offer his expertise and suggestions at no fee to the town.

Mr. Higginbotham asked if there would be gravel used on the trail.

Mr. Coggsdale stated the construction and visual appearance of the trail are to be discussed and decisions to be made, which includes whether or not to use gravel.

Mayor Mattox asked if the trail would be ADA accessible.

Mr. George stated it would not be because of the trail's terrain.

Mr. Coggsdale stated, per Mr. Eller, it is not legally necessary for all trails to be ADA accessible and there are other trails for public use in Altavista that would be safe to use for ADA accessibility.

Mr. Higginbotham asked how much work would be involved in clearing the trail path.

Mr. George stated there are different actions to be taken in each individual part of the trail's demolition and construction.

Mr. Coggsdale stated there are certain standards and measurements to keep in code when planning a trail such as the proposed.

Mayor Mattox asked Mr. George if parking for trail access at the cemetery entrance is a concern or had been addressed.

Mr. George stated parking for trail access would not be advertised, but an open trail note would be posted at both ends of the trail. He stated there is sufficient space for parking to be added at the cemetery entrance if needed in the future.

Mr. George stated the Recreation Committee is requesting, at this point, for Council to approve moving forward with the proposed trail's plan.

Council was in consensus to proceed with the proposed trail by bringing in the expert known by Ms. Conner for suggestions and direction.

6. Public Comments - Non-Agenda Items

No comments on this date.

7. Closed Session

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the certificate of the closed meeting.

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, 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 (Former Life Saving Crew (EMS) Building Proposals).

Motion carried

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

Council went into closed session at 6:19 p.m.

8. Adjournment

Mayor Mattox asked if there were any additional requests or concerns from Council.

No one spoke or came forward with additional concerns or requests.

The meeting was adjourned at 7:09pm.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk