

# Town of Altavista Recreation Committee

## Committee Members

Sarah Mattox Roach, Chair  
Victoria Mattox, Vice Chair  
Tim George, Town Council  
Rev. Eduardo Soto  
Dr. Deidre Douglas

## Ex-Officio Members

Steve Jester, Executive Director YMCA  
David Garrett, Public Works Director  
Sharon Williams, Community Development Director

**Tuesday, February 16, 2021, 5:30 pm**

- a. Call to Order
- b. Public Input  
*(Citizens wishing to address the Committee should provide their name/address. Comments are limited to three (3) minutes with a total of 15 minutes allotted for this purpose. Please note that the Public Input period is NOT a question-and-answer session between the public and the Committee.)*
- c. Approval of November 17, 2020, December 15, 2020 and January 19, 2021 Minutes
- d. Old Business
  - a. Capital Improvement Plan FY2022-2026 (Amie Owens)
- e. Project Updates – (David Garrett & Sharon Williams)
- f. New Business
- g. Matters from Staff
  - a. Rotating Shade Sails (Sharon Williams)
  - b. “Art on Main” and “60 in 60” (Sharon Williams)
  - c. Transition of staff for Recreation Committee
- h. Matters from Committee Members
- i. Adjournment

**Next Meeting – Tuesday, March 16, 2021, 5:30 pm**

The Altavista Recreation Committee held its regularly scheduled meeting November 17, 2020 at 5:30PM in the Council Chambers at Town Hall located at 510 7<sup>th</sup> Street, Altavista, Virginia.

Members Present: Sarah Mattox Roach, Chair  
Rev. Ed Soto  
Tim George  
Victoria Mattox  
Dr. Scott Lowman

Members Absent: None

Also Present: Sharon D. Williams, AICP – Community Development Director  
David Garrett, Public Works Director  
Amie Owens, Assistant Town Manager

**CALL TO ORDER:**

Due to the resignation of the Chair, Community Development Director Sharon Williams called the meeting to order at 5:30 p.m.

**PUBLIC INPUT:**

There was none

**ELECTION OF CHAIR**

Ms. Williams asked if there were any nominations for the position of Chair. There was brief discussion as to the need for a Vice Chair to serve in the event that the Chair was not able to attend a meeting.

Mrs. Victoria Mattox nominated Mrs. Sarah Mattox Roach to be the Chair. There being no additional nominations, all members present voted to confirm Mrs. Roach as the Chair. Mrs. Roach abstained from the vote.

Ms. Williams attempted to turn the meeting over to Chair Sarah Roach who requested that Ms. Williams continue to lead the meeting. Ms. Williams opened the floor to nominations for the newly created position of Vice Chair to serve in the absence of the Chair.

Rev. Ed Soto nominated Mrs. Victoria Mattox for Vice Chair. All members voted to confirm Mrs. Mattox as the Vice Chair. Mrs. Mattox abstained from the vote.

**APPROVAL OF MINUTES**

Ms. Williams indicated that the minutes from the August 18, 2020 meeting that could not be approved due to lack of quorum and the September 15, 2020 minutes were included for approval.

***Dr. Scott Lowman made a motion, seconded by Councilman Tim George to approve the minutes from the August and September meeting minutes as presented. The voting was as follows:***

<b>Chair Sarah Mattox Roach</b>	<b>Yes</b>
<b>Vice Chair Victoria Mattox</b>	<b>Yes</b>
<b>Councilman Tim George</b>	<b>Yes</b>
<b>Rev. Ed Soto</b>	<b>Yes</b>
<b>Dr. Scott Lowman</b>	<b>Yes</b>

#### **FY 2021 CIP PROJECTS UPDATE**

Ms. Williams noted that there was a project update included in the packet. She welcomed questions from the Recreation Committee. Ms. Williams did note that there would not be discussion related to the bridge in English Park as it was a matter that would be heard by the Town Council at their upcoming meeting. Councilman George asked Ms. Williams to share the information on the three quotes. Ms. Williams indicated that she did not have anything other than what was presented to Council at their last meeting to share at this time.

Councilman George shared that there were three companies contacted who provided pre-fabricated bridges. Quotes were received for a 30 ft by 6 ft lightweight aluminum bridge. He explained that one company had provided a bid of approximately \$50,000 for manufacturing, delivery and installation as turn-key. The bridge would be wide enough to get mowers over and allow for pedestrian and cycling traffic to pass.

Ms. Williams continued with her update.

*English Park Large Field Improvements* - The Department of Public Works (DPW) has seeded the fields and paved the gravel parking lots. The plan is to continue to mow and reseed at least one additional time before year end.

*Eagle Trail Overlook* - The pad at the top of the overlook has been poured and the safety rail is scheduled to be installed. Staff is considering what, if any, additional amenities will be installed for the area.

*Boat Ramp, boat parking and circulation and English Park improvements and connector from Lane Access Road* – Staff has signed an agreement with Hurt & Proffitt for the scope of work and movement into the planning and design phase for these projects as they are geographically together. Ms. Williams clarified that the boat ramp was built with Game and Fisheries (now Department of Wildlife Resources) money, but after 20 years ownership reverted to the Town. The only caveat related to the boat ramp is if it is closed for any work that DWR be notified so that they can put something on the website. Ms. Williams reminded the Committee that projects in the CIP were entered to have design/engineering completed in the first year with construction in year two.

*English Park picnic table replacement* – The picnic tables originally suggested by the Recreation Committee, which would match the tables at Wayside Park in Hurt, are unavailable due to Covid-19. The

supplier is unable to manufacture them and it is unknown when production might resume. Staff can explore other options if it is the desire of the Recreation Committee. Ms. Williams asked for direction related to the purchase of tables. Vice Chair Victoria Mattox asked if there were other options available or if using the prison labor was the best option. David Garrett, Public Works Director noted that the cost of the tables manufactured within the prison system were approximately half the cost of others he had researched. Mr. Garrett offered to continue looking for options. Ms. Williams explained that this was a current year CIP item and if the tables were not ordered, there is no guarantee that this project would be funded in the next year.

### **FY 2021 NON-CIP PROJECTS**

Trail connector – Eagle Trail to Greenhill Connector- Ms. Williams noted that the weather has hindered efforts to put in the connector. Work will be done later, and staff will provide an update on when work will begin. Councilman George asked about the signs for trails. Ms. Williams noted that Town Manager Waverly Coggsdale, III is working on the signage. Mr. Garrett has been in contact with VDOT related to necessary right-of-way access and will bring forward his findings to Town Council.

Chair Sarah Roach asked what are we waiting on for the name? Ms. Williams provided a map showing the portion of the trail was named as the Greenhill Connector Trail and highlighted the unnamed trail portion. Ms. Williams asked the group for suggestions for the name. Following discussion, **the recommendation by consensus is to use the name of Greenhill Connector Trail for its entirety.**

English Park Shoreline Erosion – Staff has been working with Hurt & Proffitt, Inc., to determine the best way to address the shoreline erosion. The area in question is 1,600 linear feet. Staff has made a request for funding through the Virginia Department of Emergency Management (VDEM) for a grant to assist with this project. Currently, there is only a partial scope of work. Staff will work to provide a full scope of work and will discuss it as potential CIP project with the Recreation Committee at a future meeting. Ms. Williams has applied for a FEMA grant and is continuing to gather information which could help with future grant applications.

Councilman George asked if VDOT could be held liable based on the damage to the area from their coffer dam failures. Ms. Williams indicated that the conversation would be one that would need to come from Town Council.

Trash cans at English Park – Ms. Williams noted that two of the three trash cans had been installed in English Park. Councilman George relayed a criticism related to their placement. He stated that they were too close to benches and asked that they be moved to the other side of the trail and that they get better fitting bags as they were unsightly. Mr. Garrett noted that the bags are now tied up and concealed under the hood on the cans. Councilman George also asked to have the old Lions Club bench removed from the park.

Rev. Ed Soto asked about the Dalton's Landing Canoe Launch and flooding. Assistant Town Manager Amie Owens noted that while the water levels were at flood stage, the river did not breach the site; however, there was much runoff leading to pooling in one corner of the site. The geotechnical engineer will come

back to check on the site as it is drying due to the fact that the undercutting has been done; if all remains stable, work will proceed. At this point, the work is still on schedule.

Councilman George explained that he had spoken with Councilman Reggie Bennett who had a conversation with property owner Larry Dalton about potentially having light for the entrance of the site. Ms. Owens noted that she had been researching the request and that Southside Electric was the provider, and since the pole was across the road would require a VDOT lighting plan. One option that is being considered is a solar lighting plan.

Ms. Williams asked Ms. Owens to continue to the New Business portion of the meeting and begin discussion of the CIP for FY 2022-2026 while she retrieved some information from her office.

## **NEW BUSINESS**

### **Capital Improvement Plan FY 2022-2026**

Ms. Owens explained that the Town Council had approved the Budget Schedule and that CIP requests were due by December 18<sup>th</sup>, the Recreation Committee will need to have in depth discussion at their next meeting. She indicated that she would bring back to the Committee what has been finalized in 2021, items already slated for continuing in 2022, and any changes in projects. Ms. Owens reminded members that due to these sizeable projects, design and engineering were scheduled for year one and construction in next year. Ms. Owens asked the Committee to review the current CIP, make sure that these are still the priorities and staff would make sure that the costs were as accurate as possible.

Ms. Williams noted that there had been a request for park amenities such as water bottle stations and water fountains with dog bowls. The Recreation Committee should consider whether or not this continues to be a priority and needs to be added to the CIP.

## **OLD BUSINESS**

### **Recreation Survey**

After lengthy discussion in previous meetings as to how to better prioritize projects for CIP, Dr. Lowman made recommendation for feasibility study for the use of the parks. Rather than repeat what the LPDA had done, a survey was developed and sent out to members for their input and sharing. At the time of the meeting, no sharing of the survey had been done and only 79 people had taken it.

Chair Sarah Roach commented that when did the survey with LPDA there were good ideas brought forth, but LPDA did not do follow up. Ms. Williams noted that this why we opted for a more localized and personal approach.

Rev. Ed Soto commented that he was surprised at the number of No's for items from citizens compared to conversations with Recreation Committee. One example was the RV park.

Ms. Williams reminded members that the survey was meant to be shared by the group to their social media pages as currently the Town does not have a great social media presence and is lacking in some technology and staffing.

Dr. Scott Lowman noted that the “Yes” responses seemed to be in conjunction with current goals. Councilman George noted that he had been against the RV Park initially and his group of friends had been too, but he had had conversations with Dr. Lowman to look at what could be done.

Ms. Williams, speaking purely from a zoning perspective, indicated that RV parks may bring an element that you do not want; she cautioned that the vision of what it should be and what it is may be different. She provided an example of a construction worker with an old RV; the rules cannot be so restrictive as to be considered discriminatory. Ms. Williams noted that from a zoning perspective, the group should consider everything.

### **Restrooms in English Park**

Ms. Williams noted that staff has been working to determine if it is possible to have a restroom at the location requested by the Recreation Committee. She provided a map showing the base flood elevation of 536 feet. The current property is 8 feet lower which means a restroom would have to be built 9 feet above where it is currently. Ms. Williams added that staff will continue to look for options.

Dr. Ed Soto asked if the restroom location could it be moved to where it is at 530 feet, that way would only have to build up 6 feet. Ms. Williams answered that the area surveyed was the specific area requested. Councilman George likened the restroom to the gazebo and its height above the rest of the park; he commented that 8 feet is not that much.

Ms. Williams explained that in building a restroom, considerations for handicapped accessibility are important. Ms. Owens noted her experience with a restroom built in a flood plain that was only four feet higher in the build-up. The accessibility ramp had to encompass three sides and there were 13 stairs leading to the restrooms.

Ms. Williams again attempted to explain that the largest consideration is the fact that the restroom would be in the flood plain. Ms. Williams is continuing to explore options and will report back at a later date.

### **MATTERS FROM COMMITTEE**

Rev. Soto noted that the wall fell in the empty town-owned lot on Campbell. He would like to have a conversation between AOT and Town to consider a parklet. He explained that a parklet is a temporary but attractive space that is moveable and contains benches and plants. Rev. Ed Soto mentioned this as an alternative that may be able to be used around town for beautification.

Councilman George noted that the mileposts that the Boy Scouts did for Eagle Trail all are rotted and need to be replaced. He added that the orchard needs some work including the black corrugated pipe need to be taken off and the trees pruned.

Councilman George continued by asking how much money is left from Jenks Funds. Ms. Williams replied that she did not have the numbers as the Town Manager was going to respond to Councilman George. Councilman George added that he had spoken with Mr. Garrett about potentially getting a quote for paving the trail rather than leaving it as a natural grass trail. It was Councilman George's estimate that there was approximately \$100,000 remaining in the Jenks fund.

Ms. Williams stated that if the CIP project that was approved by Town Council is to be modified, she would need to get the information to the Town Manager and then to Town Council because it could require some design or permitting process.

Per direction from the Town Manager if there are action taken by this committee, they should be in the form of a motion and vote. Ms. Williams asked if the direction was to have this project changed from the natural mowed trail to paved trail.

***Councilman Tim George made a motion, seconded by Vice Chair Victoria Mattox to have staff obtain pricing for surfacing the loop trail. The voting was as follows:***

<b>Chair Sarah Mattox Roach</b>	<b>Yes</b>
<b>Vice Chair Victoria Mattox</b>	<b>Yes</b>
<b>Councilman Tim George</b>	<b>Yes</b>
<b>Rev. Ed Soto</b>	<b>Yes</b>
<b>Dr. Scott Lowman</b>	<b>Yes</b>

Ms. Williams will give this recommendation to the Town Manager and he will provide to Town Council for their input.

Chair Sarah Mattox Roach asked the question related to appointments and if they needed to live in town? Or if utilizing the services could they serve on the Recreation Committee. Discussion surrounded the need for diversity and inclusion as well as consistency with other boards and commissions.

Discussion continued related to whether there should be a residency requirement or not for the Recreation Committee. There was no objection from the group to increasing the number of members, but they would like clarification related to residency requirement. This will be revisited at a future meeting.

## **ADJOURNMENT**

There being no additional information to discuss, the meeting was adjourned at 6:53 p.m.

The Altavista Recreation Committee held its regularly scheduled meeting December 15, 2020 at 5:30PM in the Council Chambers at Town Hall located at 510 7<sup>th</sup> Street, Altavista, Virginia.

Members Present: Sarah Mattox Roach, Chair  
Rev. Ed Soto  
Tim George  
Victoria Mattox  
Dr. Scott Lowman

Members Absent: None

Also Present: Sharon D. Williams, AICP – Community Development Director  
David Garrett, Public Works Director  
Steve Jester, CEO, Altavista YMCA  
Waverly Coggsdale, III, Town Manager  
Amie Owens, Assistant Town Manager

**CALL TO ORDER:**

Chair Sarah Mattox Roach called the meeting to order at 5:30 p.m.

**PUBLIC INPUT:**

There was none

**APPROVAL OF MINUTES**

Due to continued need for clerical assistance and a technical issue with the recording, the minutes from the November 17, 2020 meeting is not available at this time; however, it is the goal to have them available at the next meeting.

**OLD BUSINESS:**

**a. Recreation Survey**

Assistant Town Manager Amie Owens provided the Recreation Committee a final report on the Recreation Survey results including a total number of respondents – 233 and the ranking of projects based on these responses.

Councilman Tim George requested to revisit the Jenks Fund amounts and the passive trails project. He noted that there appeared to be \$83,000 remaining from the funds set aside for the project and recommended using the funds to pave the trail rather than it remaining as a natural trail. Councilman George will bring this item to Council as part of his Matters from Council.

Both Vice Chair Victoria Mattox and Rev. Ed Soto inquired as to whether or not the survey results were consistent with the CIP projects and priorities. Ms. Owens answered that she was prepared to cover that under the CIP discussion in New Business. Chair Sarah Mattox Roach asked that this discussion be combined.



Ms. Owens presented a ranked listing based on the responses and percentage of “yes” or favorable for the activity or amenity and reminded the Committee of their FY 2021 CIP projects.

During the discussion, Town Manager Waverly Coggsdale, III, explained that not all of the individuals involved with the current CIP were present at the time the LPDA Recreation Master Plan was developed and there may be some changes that have been incorporated into the priorities and the actual numbers for projects. Some of the project costs were simply placeholders and until a project was ready to be approved for design, the numbers may be well off of what was previously projected.

Councilman George asked how soon do we need a FY 2022 CIP? Town Manager Coggsdale answered that it was important to have a five-year plan in place so that the Town Council is aware of what potential projects are being considered for the future. This will be something that the Recreation Committee should be working on as a group in the next month and staff will provide information as requested related to projects.

Town Manager Coggsdale continued to answer questions and engage in discussion with the Recreation Committee members related to various projects and to explain the process for budgeting for the CIP.

Councilman George asked again about restrooms at the new parking area at English Trail. Town Manager Coggsdale explained that staff is continuing to research, review and plan to try and to provide a viable solution for the restrooms. Chair Sarah Mattox Roach asked that the Committee allow staff to complete their research and bring back information at the next meeting.

Discussion continued related to the fields and whether or not they were ready for use. All agreed that these fields were not at a stage where they could be used for regulation play. Town Manager Coggsdale recommended that the Recreation Committee determine what they would like to see in that area and include those ideas when it is ready for design.

Ms. Owens asked that the Recreation Committee please review the current CIP and be thinking of what projects would be included in the future and be prepared to discuss at the January meeting.

#### **b. Membership – Town Code Amendment**

Ms. Williams began by noting that she realized she had made a comment at the last meeting that could have been perceived as negative when discussing the proposed RV park; that was not the intent and she was speaking based on her experience with such from her role as a zoning administrator.

Ms. Williams noted that Dr. Scott Lowman would be cycling off of the Recreation Committee due to his election to the Town Council. Currently, there are too many members on the Recreation Committee based on the current ordinance. Ms. Williams and Mr. John Eller, Town Attorney, have worked to draft language to address the discrepancy in the number of members. The proposal is to have the Recreation Committee comprised of four (4) at-large members and one (1) representative from Town Council. Ms. Williams added that she had forwarded an email from Town Manager Coggsdale related to some

additional proposed amendments to the ordinance. Town Council will consider these amendments at their upcoming regular meeting on January 12, 2021.

### **PROJECT UPDATES**

Ms. Williams indicated that the project update listing was included in the packet and that she or Mr. Garrett would be happy to answer any questions.

Rev. Ed Soto asked about the March 15 date for the Dalton's Landing Canoe Launch. Ms. Owens explained that in-river construction would have to be halted on that date due to a permit requirement from the Department of Wildlife Resources related to the endangered logperch's spawning season.

Councilman George inquired whether or not the gravel surface leading to the overlook on Eagle Trail would remain as such or would there be a more finished surface. Mr. Garrett indicated that he was not sure if it would be the final product, but that it will be hard packed and that there is some additional tree work and clean up that is continuing. Councilman George asked if it would be possible to utilize the bucket truck and cut some of the vines from the trees at the same time when clean up was occurring. Mr. Garrett indicated that it would be possible to do so.

Councilman George asked if the contracted tree removal was now completed. Mr. Garrett answered that the trees have been cut, but that not all have been removed at this time; however, it should be completed within the week. Vice Chair Victoria Mattox added that she had been questioned as to why the trees were cut and she responded that she had seen where a woman carrying a baby had been hit by a falling limb and the baby was killed, the mother critically injured and the town sued. She thanked Mr. Garrett and Ms. Williams for getting ahead of this potential liability.

Councilman George mentioned that the roof and trusses for the shelter under the railroad trestle appeared to be in need of some painting/staining. Mr. Garrett indicated that he had already discussed with Town Manager Coggsdale and that it would be in the Public Works budget for the upcoming year under maintenance.

### **NEW BUSINESS**

#### **a. English Park Shoreline Erosion Project**

Ms. Williams had provided a brief overview at the last meeting and asked members if they felt that this would be a project that should be included in the upcoming CIP for FY 2022. Ms. Williams has applied for a \$1,078,000 FEMA grant for shoreline stabilization. This is a 75/25 match. The Town's portion would be approximately \$260,000.

Dr. Lowman asked if this would provide two areas for river access. Ms. Williams noted that the plan presented was an upscale plan that covered the entire riverbank; however, the plan can be scaled in the event that grant funds are not received to be sure to still have some river access points at the same time as stabilization activities.

Vice Chair Victoria Mattox asked what shoreline stabilization looks like. Ms. Williams explained that there are multiple options such as rip rap with the gabion baskets or more environmentally friendly options. Ms. Williams noted that the proposed solution would be a long-lasting fix for the areas where the severe erosion is and has been occurring. Councilman George again commented that VDOT should be approached to see if they would contribute to the funding as their damage from coffer dams may have contributed to erosion in the picnic area.

**b. Bedford Park Playground Equipment Concern**

Vice Chair Victoria Mattox expressed concern about a see-saw at the Bedford Park playground. Twice injuries have been reported for children who were using the equipment appropriately, while under supervision of parents. The request is for staff to determine if there is an alternative implement that could be installed that may be safer and able to be used by one child rather than having to have two or more. Town Manager Coggsdale interjected that he has been by the site and looked at the equipment and could not find any visible flaws with the equipment such as rough metal or mechanical issue. He added that staff will do research related to any potential recalls or safety concerns from the manufacturer. The matter will be brought to Town Council for their input.

**MATTERS FROM STAFF:**

There were no additional staff updates.

**MATTERS FROM COMMITTEE MEMBERS**

Dr. Lowman commented, as this was his last meeting, he was pleased with the Recreation Committee and to have been a participant. He reminded the group that Recreation was as important as Economic Development to the life of the town.

Ms. Williams reminded the Recreation Committee that meetings would be livestreamed beginning in January 2021 on the town's website.

All were wished a Happy Holiday season.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 6:54 p.m.

The Altavista Recreation Committee held its regularly scheduled meeting January 19, 2021 at 5:30PM in the Council Chambers at Town Hall located at 510 7<sup>th</sup> Street, Altavista, Virginia.

Members Present: Rev. Ed Soto  
Tim George – via telephone  
Victoria Mattox  
Dr. Deidre Douglas

Members Absent: Sarah Mattox Roach, Chair

Also Present: Sharon D. Williams, AICP – Community Development Director  
David Garrett, Public Works Director  
Steve Jester, CEO, Altavista YMCA  
Amie Owens, Assistant Town Manager

**CALL TO ORDER:**

Vice Chair Victoria Mattox called the meeting to order at 5:33 p.m.

**PUBLIC INPUT:**

There was none

**INTRODUCTION OF NEW MEMBER**

Vice Chair Mattox welcomed Dr. Diedre Douglas and thanked her for her participation on the Recreation Committee. Dr. Douglas provided a brief bio including that she was originally from Altavista, enjoyed doing research, most recently research related to children, and was committed to fitness education for everyone. She indicated that she was looking forward to working with the Recreation Committee and the citizens of Altavista.

**APPROVAL OF MINUTES**

Due to continued need for clerical assistance, the minutes from the November and December meetings are not available at this time; however, it is the goal to have them available at the next meeting.

**OLD BUSINESS:**

Ms. Williams briefed the Committee on two items of old business.

**a. Membership – Town Code Amendment**

Ms. Williams noted that the Town Council had approved at their regular meeting on January 12, 2021, an amendment to the Town Code relating to the membership of the Recreation Committee increasing the membership to five (5) voting members from four. The new language is below:

**Sec. 50-42. Number of members; how appointed; term of office; vacancies.**

*The Recreation, parks and playground commission Committee shall consist of five persons serving without pay. They shall consist of four members at large and one from the town council and shall be appointed by the town council. The members at large shall serve for three-year staggered terms of office or subject to the will of the majority of the council, or until their*

*successors are appointed and qualified. The term of office of the member from the town council shall be for the remainder of his or her term of office. Vacancies in such commission occurring otherwise than by expiration of terms shall be filled by the town council for the unexpired term.*

**b. Bedford Park Playground Equipment Concern**

Ms. Williams explained that the concerns voiced by the Recreation Committee had been reported to the Town Council related to the see-saw at Bedford Park playground. The Town Council discussed the matter and Town Manager Waverly Coggsdale, III informed them that he had spoken with the supplier of the equipment about similar incidents or recalls of the equipment and there had been none. Based on this information, the Town Council determined that no action was required at this time.

Ms. Williams requested an amendment to the agenda to allow for two items of new business to be discussed in advance of the remaining items of old business as there were presenters holding via teleconference and their items were linked to the Capital Improvement Plan (CIP) for the current year and Fiscal Year 2022. Vice Chair Mattox agreed this would be reasonable and granted the change to the agenda order.

**NEW BUSINESS**

**a. English Park Entrance Improvements**

Ms. Williams introduced Andy Klepac, P.E. from Hurt and Proffitt, Inc and Greg Webster, RLA, LEED AP, from Hill Studio. Mr. Klepac began the presentation by noting that the scope of service was to look at various improvements to the entrance to English Park. The team presented two options for the Recreation Committee to consider related to potential designs – the first was a design that incorporated a post/beam design with a rock accent wall. The second still incorporated the rock accent wall, but utilized wrought-iron picket fencing. The presentation highlighted the various amenities such as the addition of sidewalks, lighting and a new sign at Pittsylvania Avenue. The cost estimate for the entrance for the post/beam design was approximately \$698,000 with the wrought-iron option estimated at \$658,000.

Rev. Soto asked how the project would be funded. Ms. Williams explained that the design for the project was included in the current FY CIP and there were numbers put in as a place holder, but that it was always the intent to have more concrete numbers put in the CIP as part of the design phase. Staff has discussed and feel that this project is not only a parks and recreation project, but that it fits with the economic development goals of the Town. Ultimately, Town Council will determine how to fund the project.

***A motion was made by Rev. Ed Soto, seconded by Dr. Diedre Douglas to recommend that the wrought-iron picket option be considered as it would fit with some of the existing infrastructure in town and with the railroad history of Altavista. The voting was as follows:***

<b>Dr. Deidre Douglas</b>	<b>Yes</b>
<b>Vice Chair Victoria Mattox</b>	<b>Yes</b>
<b>Councilman Tim George</b>	<b>Yes</b>
<b>Rev. Ed Soto</b>	<b>Yes</b>

The recommendation will be provided to the Town Council as part of the CIP funding request.

**b. English Park Boat Ramp and Parking**

Mr. Kelpac noted that there are two potential options for the Boat Ramp and parking and canoe/kayak take out. Ms. Williams reminded the Committee that this project was a combination of two areas that were noted as needing improvement not only for circulation, but to be improved aesthetically.

The first option included the boat ramp and self-propelled take-out area side by side; the other had a canoe/kayak take out further upriver at the current sandy beach area. The parking area has been re-drawn to improve circulation for those vehicles with trailers, creating more defined parking areas, decrease of impervious surface replaced by grass and a walkway to the fishing pier/observation area. This is also a project that was included in the current year CIP for design. As of the meeting date, there was no projected cost as it is still in design phase.

Following the presentation of options, the Recreation Committee agreed by consensus to allow staff to continue to move forward with design of this project and obtain requisite costs.

***A copy of the presentation slides for New Business items a. and b. are incorporated into these minutes as Exhibit A and Exhibit B.***

**OLD BUSINESS (Continued)**

**c. Capital Improvement Plan FY 2022 - 2026**

Amie Owens, Assistant Town Manager, provided a memo and proposed CIP for parks and recreation for the Recreation Committee to consider in advance of the meeting. Based on that information, the presentation and discussion related to the English Park entrance improvement and boat ramp and improved parking circulation and shoreline stabilization, lengthy discussion was held related to what priorities should be in FY 2022 and what items may be better planned for later years.

The following list was generated from the discussion as it relates to prioritization for FY 2022 – 2026. Keeping in mind that CIP projects are reviewed and approved by Town Council and they could make amendments to the requests based on funding availability and strategic planning goals.

<b><u>PARKS &amp; RECREATION CIP BY YEAR</u></b>		<b><u>FY2022</u></b>	<b><u>FY2023</u></b>	<b><u>FY2024</u></b>	<b><u>FY2025</u></b>	<b><u>FY2026</u></b>
P&R	English Park Restroom	124,000				
P&R	Walking/Biking Trail Connection	60,000				
P&R	Improve Entrance to English Park	660,000				
P&R	Parking/Circulation Impr. to Boat Parking Lot	127,500				
P&R	Shoreline Stabilization (to include improvements to Picnic & River Area)	360,000	1,078,500			
P&R	River Access at Boat Ramp	159,500				
P&R	Parking Circulation Improvement	50,000				
P&R	Inner Loop Trail		87,000			
P&R	Overnight Campground		10,000	50,000		
P&R	Repaving/Striping Trade Lot Parking Lot			46,400	185,600	
P&R	Connection to YMCA Parking Lot				10,000	62,500
P&R	Improvements to Pedestrian Bridge Over RR				20,000	130,000
P&R	Renovations to War Memorial Entrance				35,250	
P&R	New Fields (EP)	25,000		1,418,750		
P&R	Ballfield Lights (SP)				180,000	
P&R	Disc Golf Course					26,100
P&R	Dog Park/English Park					70,500

***A motion was made by Rev. Ed Soto, seconded by Vice Chair Victoria Mattox to approve the list of potential projects and their amounts as the Capital Improvement Plan recommendation from the Recreation Committee. The voting was as follows:***

Dr. Deidre Douglas	Yes
Vice Chair Victoria Mattox	Yes
Councilman Tim George	Yes
Rev. Ed Soto	Yes

**NEW BUSINESS (Continued)**

**c. Rotating Shade Sails**

Ms. Williams explained that the Town Manager had received information from a local resident about an adjustable shade sail structure that could be used within town parks. The Town Manager has requested that the Recreation Committee review the attached brochure and discuss whether this would be appropriate in one of the town owned parks. The patent is still pending on this product. It is estimated that the cost would be \$10,000.

Rev. Soto asked if this was an item that could be tabled until the next meeting or if a decision was necessary. Ms. Williams indicated that the decisions needed would be whether to utilize the shade sails and at which park.

***A motion was made by Rev. Ed Soto, seconded by Councilman Tim George to table the discussion surrounding the rotating shade sails until the February meeting. The voting was as follows:***

Dr. Deidre Douglas	Yes
Vice Chair Victoria Mattox	Yes
Councilman Tim George	Yes
Rev. Ed Soto	Yes

The item will appear on the February meeting agenda for discussion.

**d. 2020 Recreation Annual Report**

Ms. Williams reminded members that under Town Code, the Recreation Committee needed to submit an annual report to Town Council. The report was included in the meeting packet. Ms. Williams noted that the report was comprehensive to all of the recreation-related projects that had been completed during the calendar year as well as the work plan for 2021.

***A motion was made by Dr. Deidre Douglas, seconded by Rev. Ed Soto to approve the Recreation Annual Report for presentation to the Town Council. The voting was as follows:***

Dr. Deidre Douglas	Yes
Vice Chair Victoria Mattox	Yes
Councilman Tim George	Yes
Rev. Ed Soto	Yes

**MATTERS FROM STAFF:**

Due to the length of the meeting, the items listed under matters from staff “Art on Main” and “60 in 60” will be moved to the February meeting.

**MATTERS FROM COMMITTEE MEMBERS**

Councilman George thanked David Garrett, Public Works Director for his and his staff’s diligent work in the parks and for the improvements to the overlook area.

**ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 7:46 p.m.



EXHIBIT A



Gateway Schematic Design





# Town Influences



English  
Park



# Park Influences

English  
Park





ALTAVISTA



Ledgestone Wall and Timber fence



Ledgestone Wall and Timber fence



Ledgestone Wall and Black Aluminum fence





Mobilization and Control of Work	\$39,600
Demolition	\$5,250
Site Improvements	\$322,150
Earthwork	\$12,700
Planting	\$5,500
Signage	\$15,600
Utilities	\$72,000
Pavements	\$61,500
Contingency	\$74,200
<u>Survey and Design</u>	<u>\$90,000</u>
<b>TOTAL</b>	<b>\$698,500</b>

EXHIBIT B



## **Recreation Committee Project Updates – February 16, 2021**

### **FY2021 CIP Projects:**

**1. Shreve Park bridge – carryover from FY2020 CIP pg. 110**

Staff continues to consider the best way to provide a crossing for pedestrians and emergency service vehicles.

**2. Passive Trails – Eagle Trail pedestrian bridge CIP pg. 129**

The bridge has been ordered.

**3. Boat ramp, boat parking and improvements CIP pg. 127/LPDA Plan 11**

Staff is working with Hurt & Proffitt, Inc on the scope of work and plans. This is a 2-year CIP project, with planning and design work occurring in the current fiscal year. Any construction would be planned for FY2022. Consultants provided an update to the Recreation Committee on January 19, 2021; the project is included in the proposed FY 2022 CIP.

**4. English Park Entrance Improvements CIP pg. 126/LPDA Plan 10**

Staff is working with Hurt & Proffitt, Inc on the scope of work and plans. This is a 2-year CIP project, with planning and design work occurring in the current fiscal year. Any construction would be planned for FY2022. Consultants provided an update to the Recreation Committee on January 19, 2021; the project is included in the proposed FY 2022 CIP.

**5. Walking/Biking Trail Connector to Lane Access Rd CIP 125/LPDA Plan 9**

Staff is working with Hurt & Proffitt, Inc on the scope of work and plans. This is a 2-year CIP project, with planning and design work occurring in the current fiscal year. Any construction would be planned for FY2022.

**6. English Park picnic table replacement CIP pg. 128**

The picnic tables are now being produced. Staff has ordered the tables. We will provide an update on delivery and installation when it becomes available.

**7. Gateway Park Shade Sail Replacement CIP pg. 122**

This is a maintenance project in DPW's FY2021 operational budget. It is included in the CIP due to its cost. The shade sail has been removed and a new one ordered for placement in the spring. This project will be concluded in FY 2021.



## **FY2021 Non-CIP Project Updates:**

### **1. Trail connector – Eagle Trail to Greenhill Connector**

The weather has hindered efforts to put in the connector. Work will be done as weather permits. Staff will provide an update on when work will begin.

### **2. English Park Shoreline Erosion – work in conjunction with FY2021 CIP Projects**

Staff has been working with Hurt & Proffitt, Inc., to determine the best way to address the shoreline erosion. The area in question is 1,600 linear feet. Staff has made a request for funding through the Virginia Department of Emergency Management (VDEM) for a grant to assist with this project. Based on the estimate of the engineer, the project will cost \$1,438,000. Town has requested \$1,000,000 in its grant application. The grant has been peer reviewed and has been forwarded to Federal Emergency Management Agency (FEMA) for consideration. This project has been included in the proposed FY 2022 CIP.

### **3. John Moseley Memorial Park Pavilion and Shade Sail – request of Council**

The shade sail has been delivered and will be placed in the spring. The pavilion will be erected in mid-February. The necessary concrete slab has been poured and once it is feasible contractors will finish installation of the pavilion.

### **4. English Park tree removal & Department of Forestry Grant**

Within English Park 104 dead, diseased, or dying trees were removed or pruned, and the Town has submitted a reimbursement request to the Department of Forestry for the removal of 12 ash trees and the planting of seven (7) new trees in English Park and Bedford Avenue Park.

### **4. Dalton's Landing Canoe Launch**

The canoe launch is progressing slowly due to weather and the river levels. Representatives from Gay and Neel presented information to Town Council on January 26, 2021 and noted that in order to meet with March 15, 2021 in-river construction deadline, a change order to elevate the coffer dams would be needed. Per discussion with the engineers and contractors, this is the best option to ensure completion within contract parameters. The Town Council also approved the permanent signage, the addition of solar lighting and animal-proof trash cans.

**Recreation Committee Staff Report  
Adjustable Shade Sail**

**Request:**

The Town Manager has been contacted about an adjustable shade sail structure that could be used within town parks.

He has requested that the Recreation Committee review the attached brochure and discuss whether this would be appropriate in one of the town owned parks. The patent is still pending on this product. It is estimated that the cost would be \$10,000.

## About Us

The adjustable shade sail structure is the most innovative shade sail system ever designed. All other shade sail systems are stationary and are fixed in one location no matter what position the sun is during the day. Just imagine sitting in your shade and the sun is moving across the sky and starts to get on you. You simply move the shade sail structure with the flip of a handle and move the shade where you want it. You can even lock it in place in case it is windy outside. This is the new revolution for outside shade in America and throughout the world.



One of a kind  
shade structure  
that pivots 360  
degrees of  
adjustment

## History

The adjustable shade sail structure was designed and fabricated in a shop in Evington VA. With months of design and engineering the frame to handle wind loads and the elements, we came up with a framework design that consists of structural aluminum and a steel column and thrust bearings that make the entire structure movable with a simple handle and a push to rotate. The structure was then professionally engineered at a firm in Lynchburg VA. It meets all the wind loads to even be in coastal areas along the beaches. We can provide stamped engineered drawings upon request. The structure is mounted to a concrete or wood foundation that is bolted and very sturdy. All components are powder coated for long term durability. The second option is a flush clean mount that goes into the ground with concrete foundation. We are currently designing a new addition to the structure to make it move with Bluetooth technology with your smart phone. Imagine sitting at your pool and want to move the shade more on you, grab your phone and with the app, move the shade over to your preference. The shade structure is made for people that enjoy outdoors that own patios, pools, or just want shade in a specific area of their home or business like a outdoor bar for a restaurant. This is a product you need. The shade sails are made in the USA by Tenshon. The size we use for our shade structure is the largest they make, and most popular, many colors. It is 18x18x18 triangle. It provides a lot shade for that size. These shade sail structures can be positioned to overlap each other and create a very aesthetically pleasing look.

## Contact Us

350 Langdon Rd  
Evington VA 24550  
434-941-7015

[info@shadesailstructure.com](mailto:info@shadesailstructure.com)

**Patent  
pending  
US Patent  
63103166**



[WWW.shadesailstructure.com](http://WWW.shadesailstructure.com)



## Our Team

our team of professional staff are sub contractor companies in Lynchburg Va that strive to give the best product that can be made. We have three companies that can deliver on time multiple orders for our valued customers. We are proud to make this in the USA and keep jobs here in our country.



## Mission Statement

we are committed to give our customers the best product possible using all American made steel and aluminum. Our organization uses very skilled labor to produce the highest quality in each shade sail structure locally in the central Va area. All design and engineering is done by professional engineers and cad technicians. We pride ourselves to customer service and provide shade relief from the sun to make your outside experience more comfortable anywhere in the world.

## Our People

Jeremy Funderburk is a master fabricator with twenty plus yrs of design and hands on fabrication experience. He is a ornamental fabricator and welder full time. The shade sail structure he designed will benefit all people that want to be out of the sunlight and in the shade, especially nowadays when everyone needs to be outside since the pandemic happened. Why not be outside with some style and flare and make it fun. Jeremy strives to give the best product that can be made. He has teamed up with some local business in Lynchburg to help with fabrication and keep work here in the USA. Jeremy is a veteran and started the business from scratch.

