

# Town of Scottsville

## Agenda

### Town Council Work Session

**Monday, April 8th, 2024, 7:00 PM**

**Victory Hall, 401 Valley Street**

## **AGENDA**

### 1. REPORTS

- a. Police Chief
- b. Fire Chief
- c. Chamber of Commerce
- d. Architectural Review Board
- e. Planning Commission
- f. Government Services
  - Policy on resignation from boards and commissions
- g. Emergency Preparedness Committee
- h. Park & Recreation Committee
- i. Events Committee
- j. Treasurer

### 2. MAYOR AND STAFF REPORTS

- a. Mayor
  - Southern Development Homes, Charlie Armstrong, Update on progress of Bird Street development and discussion of East Village subdivision.
- b. Town Attorney
- c. Town Administrator
  - Discussion of Meeting Minutes

### 3. NEW TOPCIS

- a. Staff report on new policy of legal notice requirements for ordinances, etc.

### 4. CARRY-OVER TOPICS

- a. Council discussion of Budget Priorities for FY 2024-2025
- b. Discussion of FY 2024-2025 budget
  - Presentation on Committee, Board, Commission, and Staff input on revenue and expenses for FY 2025

### 5. ADJOURNMENT

This meeting will be held with both remote and in-person access. The Town provides remote access [online at this link](#) or call 301-715-8592, then enter meeting ID 880 5989 4673 and pass code 1744. The Town of Scottsville is committed to the letter and spirit of the Americans with Disabilities Act. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Town of Scottsville should contact the Town Administrator at 401 Valley Street, Scottsville, VA 24590, telephone 434-286-9267, as soon as possible but no later than 48 hours before the scheduled event

## Town Administrator's Report

### 2a. Mayor's Report: Southern Development Homes, Charlie Armstrong, Update on progress of Bird Street development and discussion of East Village subdivision:

- Town Council members requested a conversation with Charlie Armstrong of Southern Development Homes on the progress of Bird Street Development and discussion of East Village subdivision.
- Councilor Bill Hyson provide questions over email due to his unavailability at this meeting:

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- *Can they provide a complete presentation status of the future development on their site at a **regular session**, so the current citizens and future citizens are informed of the plans in depth. It is also requested that they give written updates every other month to the council and public.*
- *Can they provide the same kind of info about the factory site's future. Why is there work being done inside the factory gates? (There have been suggestions of an industrial park and recently a YMCA?) The Council and public should know about detailed plans for the factory and the entire area.*

*A few other questions:*

- *When do they intend to correct the drainage problem?*
- *Any updates on road improvements or requests from VDOT?*
- *What is the projected timeline? What permits are they waiting for and must have before they begin work?*
- *When will they likely begin and what is the estimate of how long it will take to complete?*
- *Any projected prices for homes?*

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### 2c. Town Administrator Report - Discussion of Meeting Minutes:

Town Staff Javier Raudales and Melodye Courter will discuss with the Town Council progress on the backlog of minutes and would like to discuss with council efficiencies and action items that could be implemented to assist with the completion of minutes. We will present several recommendations to the Town Council.

### 3a. Staff report on new policy of legal notice requirements for ordinances, etc.:

- Town Administrator Javier Raudales will present a new recommended schedule for legal notice requirements for Town Council to consider.

#### **4a. Council discussion of Budget Priorities for FY 2023-2024:**

- For spending the budget lines below, additional authorization is required from Town Council:
  - Capital Improvements on Canal Basin Square Exhibits - \$5,000
  - Capital Improvements –Van Clief Nature Area - \$9,000
  - Community Development –Local Agency Support - \$3,000

#### **4b. Discussion of FY 2024-2025 budget:**

I have collected information on spending priorities and revenue recommendations from our Commissions, Boards, and Committees.

#### **Architectural Review Board:**

- The ARB meeting is 4/4/2024 at 7pm. Budget priorities for FY 2024-2025 are on the agenda, I will report on Monday 4/8/2024 about what was discussed.

#### **Planning Commission:**

- Part time Grant Writer - \$10,000
- The Planning Commission drafted a titled: “Infrastructure & Capital Improvement Plan: which includes a Part-Time Grant Writer - \$10,000, Automated External Defibrillators (AED) - \$ 4,500 (3) and Expansion of Video Cameras for Public Areas - \$8,000. Draft has been attached.

#### **Town Councilors:**

- Meredith Hynes:
  - Include funding for Rehabilitation of Canal Basin Square - TBD
    - Rehab displays in park, rehab center portion display of park.
      - Work could begin in FY23-24 within our budget.
  - More funding for events in town to support the Events and Tourism Committees.
- Bill Hyson:
  - Purchase of 2 Town Maps for major tourist site - \$1,200 - \$1,500 each
    - Front of Victory Hall & at CBS
      - Could be done FY23-24 within our budget.
  - Planting at streetscape wall at Valley and Main corner
  - Native Plants at Bruce Park
    - Both plantings could be done with a \$300-\$500.
- Aileen Morse:
  - Additional cameras for critical infrastructure - \$6,000

- Improved locks and security for the exterior and interior doors in Victory Hall - \$6,000
- Part-time administrative staff for the town for clerical work - \$16,000

### **Emergency Preparedness Committee:**

- **Chair Jack Maxwell provided:**
  - *TBD – to be determined.*
  - Hydration cooler - \$1,000
  - Tents - TDB
  - Life-sustaining relief supplies following a disaster like blue tarps, rakes, water, etc. - TDB
  - Security cameras - TDB
  - Barricade Type 1 Plastic Traffic Barricade to put no parking signs that are the behind police department to use for major events or emergencies / Evacuation Signs - TDB
  - Generator – TDB (Town Administrator has been working on quotes to get a ballpark idea on this)
  - Outreach supplies - TDB
  - Two-way radios for events /emergencies - \$200 for 5 radios
  - Safety vest - TDB
  - AEDs - \$ 4,500 (3)
  - Lock boxes - TDB
  - Weather/ hotline for events or emergencies - TDB

### **Events & Tourism Committee:**

- My first meeting to discuss Events with Council Liaison Meredith Hynes is 4/9/2024.
- Councilor Hynes discussed more funding for events in town to support the Events and Tourism Committees.

### **Government Services Committee:**

- Revenue:
  - Match tax rate of Charlottesville for the Transient Occupancy Tax, an increase from 8%- 9%, \$1,500 increase in tax revenue.
  - Match tax rate of Charlottesville for the Meals Tax, an increase from our current 6.5% to 7.5%. \$25,000 increase in tax revenue.
  - Cigarette tax is recommended, if possible, to increase to maximum amount.
    - Currently Scottsville is at the maximum rate allowed under the VA Code. Currently 40 cents per pack.
  - Increase rental cost of SCAN as 1<sup>st</sup> floor tenant.
- Expense:
  - Maintenance of the Farmer's Market Pavilion

- Replacement of lights and fans, and treatment of the wood.
- Canal Basin maintenance
  - New tempered glass to protect the canal model, treatment of the wood on the pavilion, and possibly replacement of deteriorated barrels.
- Street signs that need to be replaced
- Kiosk for VanClief Nature Area – the placement on the kiosks’ maps and rules for the VanClief Area. (they need to be protected from the weather).
- Sidewalk repair where there is a tripping hazard such in from of the Farmstead Ferments store.
- Webpage expenditures seem to be only for hosting the site. Money will be required for enhancements that the council desires such as search function within the site, maps with overlays, and links to the chamber of commerce list of local businesses, list of tourist sites and restaurants, and other tourist focused businesses.

#### **Parks and Recreation Committee:**

- The P&R committee has not met since the Town Council meeting on 3/20/2024, once the committee reports back, I can share that with the Town Council.

#### **Farmer’s Market Manager:**

Based on previous conversations between Farmer’s Market Manager Caitlin Walls and Javier Raudales, I have been unable to discuss this further recently with Caitlin Walls

- Revenue:
  - Continuation of a Flea Market monthly via a volunteer organizer.
  - More events in town
  - Sponsorship of 4<sup>th</sup> of July by corporate sponsors

#### **Levee Superintendent:**

Discussed with Levee Superintendent, Tim Karr:

- Replace Fencing to pumphouse, Gate to pumphouse and fencing on generator shed. – TBD
- Painting of ceiling in pumphouse – TDB
- Sandblasting Closures - TBD
- Clean out Channel – TBD

#### **Maintenance Staff member:**

- Jam Sia recommended that:

- Revenue: Town Compost service, selling cut firewood, Adopt a Tree pit program, Sponsorship, and maintenance of a tree pit by patron. Cultivation of plants for a plant sale.
- Jam Sia needs a small trailer for moving the zero-turn riding mower, could we use trailer if Police Department grant is successful?

**Town Clerk:**

- Additional funding to join the Virginia Municipal Clerk Association and attend annual conference - \$300.00.

**Town Administrator:**

- Recommend sale of two current maintenance trucks and with sale and additional budget funding purchase a more reliable used truck for maintenance.
  - This has been discussed with the Town Clerk, Maintenance Staff member, and Mayor. Sell both trucks for about \$4,000 and request an additional \$13,000 in the budget for the purchase of a used truck.

I have also attached our Strategic Planning document created by the Town Council with the collaboration of Staff and Planning Commission. This can assist with prioritizing expenses and revenue in the upcoming fiscal years.