

**FLOYD TOWN COUNCIL MEETING  
W. SKIP BISHOP JR., TOWN HALL  
September 5, 2019  
6:30 P.M.  
MINUTES**

**MEETING CALL TO ORDER** – Mayor Griffin called the September 5, 2019 meeting of the Floyd Town Council to order.

**ROLL CALL** – Vice Mayor Patton (Entered the meeting before the Heritage Pathways III & IV discussion), Councilman Turner, Councilman LeMay, Mayor Griffin, Town Attorney Shortt, Town Manager Cox and Town Clerk Holfield were present.

**PLEDGE OF ALLEGIANCE-**

Councilman Turner led those present in the Pledge of Allegiance.

**CITIZENS COMMENTS-**

None

**CONSENT CALENDAR-**

- A. July 30<sup>th</sup>, August 1<sup>st</sup> and August 15<sup>th</sup> minutes-** Council reviewed the minutes provided.  
Councilman LeMay makes a motion, seconded by Councilman Turner, to approve the July 30, 2019, August 1, 2019 and August 15, 2019 minutes
- Vice Mayor Patton-absent
  - Councilman Turner-aye
  - Councilman LeMay-aye
  - Councilman Bond-absent
  - Mayor Griffin-aye

**ITEMS FOR DISCUSSION-**

**A. Warren G. Lineberry Park Use Policy**

Town Manager Cox stated that she had not received any input from citizens regarding the park use policy. Councilman Turner note that changes to the existing policy need to be made before springtime. Council members need to tour the parks and highlight appropriate placement for vendors. Mayor Griffin stated that he thinks vending is a good idea, but a policy needs to be in place before it is allowed. Vending in the park should not be allowed on any given day in the park, just during events. Council needs to be able to control the vending to make sure it does not get out of hand. It was noted that the Warren G. Lineberry Park Use Policy will be an item of discussion on upcoming agendas until a new policy is adopted.

**B. Electronic Meeting Policy**

Councilmembers briefly discussed the need for an electronic meeting policy. Town Attorney Shortt stated that a policy must be in place before electronic meetings can be allowed. Town Manager Cox explained the regulations regarding what can be included in the electronic meeting policy. Mayor Griffin stated we should review County’s electronic meeting policy that was included in Council packets and create a Town policy.

Vice Mayor Patton entered the meeting.

**C. Heritage Pathways Phase III & IV**

Town Manager Cox stated that she attended the construction progress meeting on the sidewalk project yesterday. The construction company noted the project is about a week behind scheduled due to a change in concrete companies and waiting on VDOT for approval. The contractor feels that that time can easily be made up throughout the rest of the project.

Councilman Turner voiced concerns about the sidewalk construction signage. The signs have been places too high and traffic is going in the wrong direction along Oxford Street. There is a lot of confusion with the placement of the detour signs and the existing no truck traffic sign for Oxford Street. Town Manager stated that she will talk with the construction project manager, Kelly and with VDOT about the signs and traffic issues.

As discussed at a previous meeting, it was the action of Council members to obtain a revolving line of credit with Skyline National Bank incase cash flow is needed between drawdowns and reimbursements with VDOT for the TEA-21 Sidewalk Project. After speaking with Mr. Scott Griffin at Skyline National Bank, he requested that a more formal motion be made by Town Council members including the amount of the line of credit, who can authorize the draw downs and who will be the authorized signors for the draw downs.

A motion was made by Vice Mayor Patton, and duly seconded by Councilman LeMay, to open a line of credit with Skyline National Bank in the amount of \$300,000, authorizing Mayor Will Griffin, Councilman Michael Patton, Councilman Bruce Turner and Town Manager Kayla Cox as signatories, and any of the approved signatories may request advances for the Tea-21 Sidewalk Project.

Vice Mayor Patton-aye  
Councilman Turner-aye  
Councilman LeMay-aye  
Councilman Bond-absent  
Mayor Griffin-aye

**TOWN MANAGER’S REPORT-**

Town Manager Cox presented Council members with a story walk trail conceptual layout created by Mrs. Nicole Hersch with the New River Valley Regional Commission. Town Manager Cox, Mrs. Elizabeth Warriner, Park Committee Member and Mrs. Hersch reviewed that conceptual layout with Council members. Mrs. Hersch created the drawing using the information in the master plan for Warren G. Lineberry Community Park. She stated that the trail follows the same terrain as the shown in the master plan. She also took into consideration the need for additional parking at the park and the park drainage issues. It was suggested that a small bridge be created over the area in the park that sees that more drainage run off. The Partnership for Floyd has created small bridges for past project and could partner with the Town to help with this bridge. Mrs. Hersch stated that there may also be an opportunity to obtain some grant funding from DEQ for water shed management.

Council members pointed out the need for seating along the trail. It was noted that seating areas would be created along the trail. Item 8 on the conceptual layout showed placement of a possible reading nook that would include seating. Mrs. Hersch pointed out the additional benches could be added in the natural inlets of the trees along the back of the park. The walkable surface of the trail would be constructed of crushed gravel that would make the story book panels easily assessable by users with strollers or wheelchairs.

Council members asked about the materials that would be used to create the trail, panels and seating areas and the overall cost of the concept. Town Manager Cox state that she wanted to get consensus from Council members that they liked the concept before proceeding with cost estimates. It was consensus of Council members to proceed with cost estimates and present them at an upcoming meeting.

Town Manager Cox presented Council members with a photo showing the placement of the information kiosk at the public restrooms. The 27-inch touch screen kiosk would allow tourist and citizens to access an interactive version of the Town map and a link to the Tourism event calendar. Town Manager stated there is still \$7883 dollar of reallocated funds from last fiscal year to be used for the kiosk. She asked if Council would consider using the funds for the purchase of the touch screen and a yearly subscription of Adobe Illustrator. The software would be used to make changes to the interactive Town map. Council members suggested adding the historic signs that are along the Heritage Trail and distance from the kiosk to each business location to the interactive map.

A motion was made by Vice Mayor Patton, and seconded by Councilman LeMay, to approve the purchase of the 27 inch touch screen information center from I&E Company and the yearly subscription of Adobe Illustrator to not exceed \$6000.

Vice Mayor Patton-aye  
Councilman Turner-aye  
Councilman LeMay-aye  
Councilman Bond-absent  
Mayor Griffin-aye

Town Manager Cox stated that the Town is running low on copies of the Town Maps. The maps have been well received by all the local businesses and we only have around 5 bundles of 50 left.

A motion was made by Vice Mayor Patton, and seconded by Councilman LeMay, to approve the purchase 1000 more copies of the Town Map.

Vice Mayor Patton-aye  
Councilman Turner-aye  
Councilman LeMay-aye  
Councilman Bond-absent  
Mayor Griffin-aye

Town Manager Cox shared a Warren G. Lineberry Park Usage Application that had been submitted last week by Wild Goose Christian Community Church. The Church would like to use the amphitheater on Tuesday, September 17<sup>th</sup> from 5:30pm to 8:30pm for a Free Community Potluck dinner that will be open to anyone that would like to attend. Town Manager Cox noted that she has received a copy of liability insurance for the event and a \$100 deposit check.

Councilman Patton questioned if this would be a violation of the separation of Church and State. Town Attorney Shortt noted that events approved must apply fairly to all and approval of the usage application would not be a violation as long as Council acts neutrally to all groups requesting park usage, there would be exceptions for rally events that could result in violate activities. Councilman Turner stated that events that could cause issues should be addressed in the new park usage and policy changes. We need to be fair to everyone but also keep in mind the recent events in Charlottesville. Changes to the existing policy don't need to be too loose.

Members continued discussing fairness to all groups who want to use the park. Town Attorney Shortt noted that under the current policy Council must treat all groups the same, however if Council feels there is threat of violence by any group that request usage then stipulations to the policy maybe granted.

A motion was made by Vice Mayor Patton, and seconded by Councilman Turner, to approve the Warren G. Lineberry Park Usage Permit for Wild Goose Community Church on Tuesday, September 17, 2019 from 5:30pm to 8:30pm.

Vice Mayor Patton-aye  
Councilman Turner-aye  
Councilman LeMay-aye  
Councilman Bond-absent  
Mayor Griffin-aye

Town Manager Cox reminded Council members of the Conflict of Interest in person training on October 23, 2019 at 1:30pm at the Floyd Innovation Center. All members that were present at night's meeting plan to attend the in-person training.

**OTHER BUSINESS-**

Mayor Griffin stated that he had spoken with Mr. Bobby Gardner about his changes to the parking area entry beside the funeral and how they would affect the sidewalk project. Town Manager Cox stated she would reach out to Mr. Gardner about the project.

Mayor Griffin spoke with Dr. John Wheeler, School Board Superintendent, about the school buses that the Women's Club would like to use for the Arts and Crafts Festival. Dr. Wheeler stated that after reviewing the bus use policy, the school buses can not be rented to a private institution but can be used by the locality. Upon talking with Dr. Wheeler it was noted that the Town of Floyd and the School system could create a Memorandum of Understanding and the Town could be the pass-through entity for the Women's Club. It was consensus of Council members to be the pass-through entity so the Floyd Schools buses could be used by the Women's Club for the Arts and Crafts Festival in October.

**CLOSED SESSION-**

None

**ADJOURNMENT-**

Councilman LeMay makes a motion, seconded by Vice Mayor Patton, and unanimously carried, to adjourn until September 19, 2019 at the Floyd Town Hall.

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**William R. Griffin, Mayor**

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**Katie Holfield, Town Clerk**