

**MINUTES OF THE STRASBURG TOWN COUNCIL WORK SESSION HELD ON MONDAY, MARCH 4, 2024, AT 7 P.M. IN THE COUNCIL CHAMBERS OF THE STRASBURG TOWN HALL.**

**COUNCIL MEMBERS PRESENT:** Mayor Boies, Vice Mayor McCornyn, and Council Members Carter, Hooser, Kimmons, Lowder, Monahan, and Stover.

**Call to Order – Mayor Brandy Boies**

**Introduction and Recognition of Visitors and Guests:**

**Citizen Comments on non-agenda items:**

**Presentation/Reports:**

- **Strasburg Volunteer Fire Department**

**Chief and Operations Manager Kosar, and President Himelright, and Vice President Crabill** were in attendance.

**Mr. Kosar** said he met earlier with **Town Manager Coggsdale, Asst. Town Manager Shipe, and DP&PS Otis** to go over some building and grounds things. He reviewed the incidents from 2023. In 2023, the department responded to 544 calls. He gave examples of some of the calls with the gas explosion being the most heard about.

The administrative and operational officers met and came up with **goals** for 2024.

- Developed a committee to begin the process of replacing Rescue Engine 51 which is a long process. The department is pursuing grants and funding for various operational and station needs.
- Looking into aging equipment that needs to be replaced/refurbished.
- Increase training.
- Department board meeting monthly prior to monthly membership meeting.
- More public education.
- Attend more work session.

Regarding **recruitment**, they have a new flyer. They want all to know they are always looking for volunteers.

**Town/Department Interface:** met in January to go over building and grounds things. The building has aged. Water sets in the back of the building. Windows are in bad shape. They have replaced some doors and need to replace a bay heater motor at a cost of approximately \$3,500.

**Apparatus:** Truck 51 was out of service for an extended period of time due to damage sustained on the bed section of the ladder. The truck had to go to Florida for repairs. The cost of repairing this was \$100,000. The rescue engine is starting to cost more to repair. They received it as a donation from Loudoun County, but it is getting close to the end of its life. The cost to replace is \$900,000 to \$1.2 million with no equipment.

**Maintenance** Costs were shown for the maintenance cost of individual apparatus for the past three years.

**Future Apparatus:** Truck 51 replacement and brush truck replacement and the need for a UTV.

**Council Member Stover** asked about the cost of the replacement and how much it would be to replace the ladder truck and it would be \$1.7 to 2 million to replace.

**Council Member Lowder** asked how the department gets its funding. Kosar said they get some from the County, but it does not cover everything. Most of their money comes from donations. They do not bill for services, so they don't have a revenue retention. Fundraising is a big deal for them. They are very appreciative of those who donate.

**Council Member Hooser** said the department does a tremendous amount of work for no pay. He feels they deserve more than \$30,000 annually from the Town of Strasburg.

**Mr. Kosar** said it is good to keep the dialogue going. It is hard work that they do. There is a lot of work that happens in the background. They have a lot of meetings they have to go to.

**Mayor Boies** said we all appreciate the work they do. In the past, Council had committees. We didn't get rid of committees, but we now have liaisons. **Vice Mayor McCornyn** is the liaison for the department.

- **115 W. King Street – Dewberry**

**Rod Williams** and **Ellen Augst**, representing Dewberry, were in attendance to give an update on the 115 W. King Street project. **gave an update of the project. Slides attached here-to.**

The Facility Survey was done on June 19, 2023; a structural assessment was also done. This type of building is Risk Category IV, so a requirement of the International Building Code is to do a structural analysis to support the change in use of the building to a Police Station. User interviews were done with the police personnel.

The process was explained of how they came up with the concept floor plans. Use of the vaults was discussed. The project cost was shown with two levels of costs.

The estimated cost of construction for the building is \$2,407,747. Soft cost numbers might be higher or lower depending on the furniture and use of owners' rep. The total cost would be approximately \$3,328,421. **Mr. Williams** and **Ms. Augst** recommend having an owners rep.

**Council Member Monahan** asked how accurate the figures are. **Mr. Williams** said the number could be a moving target.

**Council Member Stover** asked if he heard correctly that some things would not be included in this phase, and **Mr. Williams** said it was mainly the canine because of the cost to condition the space. They took the approach of how to get what they need now. Ideas of how to make the K-9 unit were discussed in the meetings but it would be pricey.

**Council Member Monahan** said since we are rehabbing a building that wasn't for a police department, how much did it cost to bring it up to a Risk 4 category and it was about \$400,000.

**Vice Mayor McCornyn** asked how much the cost was for a vehicle holding bay and it is in the total cost.

**Council Member Monahan** asked how many entrances there would be and there would be two – one from King Street and one where the bank teller window is. We still have to maintain entrances for the residents.

**Mayor Boies** asked if part of the assessment phase was Town Hall assessed or only 115 W. King Street. **Mr. Williams** said they discussed it, but no analysis was done on Town Hall.

**Council Member Monahan** said with the conversations they held how long would 115 W. King Street serve the town. **Mr. Williams** said they consider a 20-year growth. He discussed what they factored in.

**Vice Mayor McCornyn** said she knows they do similar projects for building from the ground up. What is the average cost for a new build. It is roughly between \$500 and \$600 per square foot. This building is about \$400 per square foot.

More discussion on the secure fence and how residents could assess their property was held.

**Mayor Boies** asked what was next. What decision would Council need to make to move forward? **Town Manager Coggsdale** said they have heard the presentation, and Council members might

have more questions as they think about it. During the budget season, we will discuss how to fund it.

**Council Member Woodson** asked how much it would cost to tear down the building and build it there. **Mr. Williams** said the new cost was only for construction costs and no soft build items. Additional discussion was held on this topic.

**Chief Sager** said there will be some uniqueness with Town Hall. The gym would remain in this building and long term record keeping would stay in this building. Some concessions were made to come up with a program to show Council on what could be done with 115 W. King Street.

**Town Manager Coggsdale** said we can now start discussing what is really wanted and having discussion with staff on moving forward.

**Council Member Monahan** asked in **Mr. Williams'** opinion what the timeframe for completion if we decide on this project. **Mr. Williams** said the design could be done in about 8 months and then one year of construction. It would be two years, give or take.

**Mayor Boies** said they are anxious to move forward with something in this building at a reasonable pace.

**Council Member Hooser** said this is a lot more than what we expected to spend. He is not anxious to spend \$3.4 million. He asked what Council's feelings are on moving administration to BBT and leaving the police here.

**Mr. Williams** said it would be more conversations and they would have to do another analysis.

**Council Member Woodson** said one of the arguments was having two access points. Things with government always take time. Time is a good thing and if we have the time to build a really nice department, that is what we should do.

**Council Member Hooser** said the department operates well out of the basement. He thinks we could utilize this building better.

**Vice Mayor McCornyn** said she thought we were going to have a comparison between the two buildings, and she is disappointed in not having that so she would like to have some time to digest all of the information. She said she appreciates all the work **Mr. Williams'** firm has done.

**Council Member Monahan** asked how long an assessment would take on this building. **Mr. Williams** said we have done the interviews and we would need to have a "puzzle" session on how to lay out things. He thinks it could be done in a couple of months. He would have to send it out to have a cost analysis done.

**Council Member Kimmons** asked if administration could go into a Category 2 building, and they could.

**Mr. Williams** said when you have a building that the police are operating in, you sometimes do not have to upgrade to a Category 4, but that would be up to the building officials.

**Council Member Kimmons** asked how much was set aside for the building and it was \$1 million from ARPA. **Town Manager Coggsdale** said there would be more discussion on other ARPA funding requests.

**Mayor Boies** said we are now talking about two renovations instead of just one. She asked what the attraction was for the bank building. She knows the two entrances in and out was a big thing.

**Council Member Monahan** said when she talked to citizens they talked about the two entrances and they want the department to have that. She continued by saying all of our events are held across the parking lot. We use this spot for festivals and Vintage in the Valley. She would not be interested in doing away with that.

**Mayor Boies** said this is an opportunity and an investment. This is investing in our police department for a 20 year growth plan. Our citizens are excited about this. She thinks it would be nice to know both studies, but it will cost either way. Will the savings be worth it?

**Mr. Williams** would have to crunch numbers to find out how much it would cost to do another study. It was thought it would cost about \$22,000 to do another study. **Council Member Hooser** said if you spend \$44,000 to save \$1million, it would be worth it.

**Mr. Williams** said you have to keep in mind where staff will go during renovations. This would have to be considered.

**Mayor Boies suggested looking into this more in the next two weeks and then finding out if others want to do another study. Take the time to understand the study.**

**Chief Sager** spoke on the egress and ingress. King Street is congested. The two ways in and out would be beneficial. The Town Hall lot is vacated during events, and this would need to be considered.

**Council Member Hooser** asked if it would be beneficial to see if we can find another access.

- **Derby Ridge Presentation, Brice Leconte**

**Brice Leconte, iUNIT:** Stated he owns the land at Junction Road and Green Acre Drive. He has owned the property for about 20 years. Ten years ago, he started building sustainable buildings. He looks at the cost of housing and energy efficiency. We can't continue to do business as usual. They concentrate on modular units, and they are not looking at subsidized housing. Everything is built in a controlled factory environment. Many of the factories are in Pennsylvania which is beneficial to them. They have been working with the government for a partnership through the DOE.

The proposed draft of Derby Ridge was shown. These would all be cottages. They are able to use half of the acreage and make a 7-acre solar park. They are helping to solve the problem of attainable housing. The rents are \$1,400 to \$1,900 per month. The floor plans were shown. This type of development creates a sense of community when the houses are closer together. They will have pocket parks and a community center. He wants the solar farm to look natural. This will produce twice the energy that is needed.

They work with Virginia Housing to get more attainable housing. They have innovation grants, and they are trying to apply for this. The funds would go to the town and then dispersed out to the community.

**Mayor Boies** said she is sure **Council Member Hooser** is very excited about this.

**Council Member Monahan** said with the solar farm, how would this work with the rent. **Mr. Leconte** said they will still be a customer of the electric company, but the cost of the electric bill would be minimal and it would come from renewable power.

**Council Member Hooser** said he has solar panels, and he has some negative power bills.

**Mr. Leconte** said they are looking at about 212 cottages with a combination of one, two, or three bedrooms.

**Council Member Kimmons** asked what this would do to the police department. **Chief Sager** said we would have to have more conversations.

**Council Member Woodson** asked if the price of the rent is really affordable housing. He likes the idea, but he isn't sure about the price. Others said this is a standard rental.

**Mayor Boies** asked if it was only going to be rentals and all units would be rentals. **Mr. Laconte** said Virginia Housing is funding this for rentals.

**Council Member Woodson** asked about parking, and it would be in front of the units.

**Mayor Boies** asked staff what would be Council's part. **DP&PS Otis** said there would need to be a rezoning. It would have to be a planned development. This is a great example of cluster development and this doesn't fit in with our current zoning. We need direction on whether Council wants staff to help with the grant application.

**Council Member Kimmons** asked about the Planned Development and if it has a commercial component. **DP&PS Otis** said the location doesn't lend itself to commercial but in the new zoning ordinance, it has been drafted to have a residential planned development that doesn't require a commercial component.

**Council Member Hooser** said the notion that we still have zoning that is low density is not good. He is impressed with this plan. He likes the idea of combining the area and having green space to actually be able to do something on.

**Council Member Woodson** asked about the accessibility units, and they will have some included.

**Council Member Kimmons** said the NSVRC oversaw a Virginia Housing project and would this be the same. Would we be overseeing this or would the Commission do it? **Mr. Leconte** said his company would be doing the entire application and then the funds come to the town for disbursements. Part of the application is putting a budget together.

**Council Member Kimmons** said the commission could help with guidance.

**Council Member Lowder** said he has seen something like this in Fairfax and he liked it.

**Council Member Carter** asked about supporting Veterans' Housing. **Mr. Leconte** said they could work with Virginia Housing on this.

**Mayor Boies** asked if there is support for the grant application. Consensus was to allow this.

### **Discussion Items/Updates:**

#### **1.) Project Updates**

- Skate Park

**DP&PS Otis** said he met with **Josh Turner** from Racey Engineering. We have two different plans from him. We have the site plan and it is completed. **DP&PS Otis** needs to have a conversation with Shenandoah County regarding the Erosion and Sediment Control requirements. The second plan is the bid plan. It should be ready in the next few days or early next week. This plan is more complicated as it has a high degree of detail and specifications for the exposed finished concrete.

Slides of the site were shown and how it will look on the site. A question staff had was when the committee funds run out, when does the town take over. We need a clear delineation of the two sources of funding. We are now looking at the completion of possibly August.

**Mayor Boies** said with the bid process is when we get higher costs.

The location has to do with the elevations of the actual skate park without having to do a lot of excavation.

**Town Manager Coggsdale** said in this partnership, at some point the funds that the committee has raised will be spent. We need to work with the committee to see when the town takes over. Working with the engineer, we might know when things should be switched over.

**Consensus was to allow staff to use their judgement for the clear delineation of when the town takes over the project.**

**Jennifer Williams** said that when it comes time for signage, she has family members who want to help with this. Will they have some say in this? **Town Manager Coggsdale** said we need to start working on this because of the lead time.

- Civil War Marker

**Asst. Town Manager Shipe** said in looking at the area, with ADA, parking, homeowners, the Civil War group and the homeowners, it makes better sense to refurbish the sign at its current location.

- UDO Update Process

**DP&PS Otis** said the document is done. He wants to get with Berkley Group on the short-term rentals. The draft documents are on the town's website. There is the subdivision ordinance, the zoning ordinance, administrative procedures manual, and the technical design manual. This is how it will go for codification, and it will be easier to access the information.

Council needs to decide how to move forward with the readings of the document. Do we want to have joint meetings or separate meetings? This will be discussed during the Berkley Group meeting, as well as the short-term rentals.

**Town Manager Coggsdale** said **DP&PS Otis** has done a great job. This is a total rewrite. You can't compare the current UDO and this document to see what was changed. You have to spend some time in this ordinance. We don't want to hear what we are currently hearing about the UDO. Review it and ask questions. Don't rush to the public hearings; get it how you want it first so that you can support it. When will we be ready to have a first reading and when should we get this document out to the public?

**Mayor Boies** said we should encourage the public to look at this on the website.

**DP&PS Otis** said his goal is to point out the major changes and then drill down to the smaller items.

## 2) Revitalization Area Designation – Pleasant View Development

**Mayor Boies** summed up this project. We approved the SUP and it is still in effect. A resolution was signed that we support this project. That project did not win the bid. They now want to go back out to submit this application again.

**DP&PS Otis** said there is a minor change to the SUP. Virginia Housing reduced the amount of brick to 70 percent from 75 percent brick. They are planning to do something with stucco or something like that and it will have less of an institutional look.

**Council Member Kimmons** asked if it is one building and **Council Member Monahan** said it was for one building. **DP&PS Otis** said the site plan is for one building with a sister site. **DP&PS Otis** said they would have to come back with an application for a second SUP for the other building.

**Council Member Lowder** asked why two buildings were not approved. **Council Member Monahan** said the main concern was the amount of traffic.

**Council Member Hooser** said it came down to 48 apartments or 190 townhouses which could be built by-right.

**Mayor Boies** asked if Council is in support of this and the consensus was to sign off on it.

**Presentations/Reports (cont'd from earlier in the meeting)**

• **Mt. Zion Un. Methodist Church Update**

**Mayor Boies** said the pastor has approached Council with questions through the years. He has now provided a specific list to get them the answers they want.

**Town Manager Coggsdale** said there are four main issues.

- Front property line (Church and Queen Street): **Rev. Gess** has said the town owned about \$200,000 for using this. **Town Attorney Helm** said he understands their position and he has reviewed the land records, and he doesn't see anything to support this claim. They would have to show it on a survey or something.
- Ownership of "old Graveyard"
- Clean up of trees/limbs bordering Mt. Zion's property along Old Graveyard property.

The town doesn't own the old graveyard and the church doesn't own it. No one knows who owns it.

**Council Member Monahan** said when this came up, the question was when a cemetery defaults inside town limits, is it up to the town to take over.

**Town Attorney Helm** said yes and no. It is not automatically the town's jurisdiction. We can take over this, but it isn't necessarily the jurisdiction's responsibility. The bodies could be relocated. There are a lot of things that can be done with abandoned cemeteries. Some were family cemeteries or church cemeteries. There is a process that can be done, but it doesn't automatically default to the town.

**Council Member Carter** asked if the church is seeking ownership of the graveyard and **Town Attorney Helm** said they have not expressed that. They have had a lot of concerns with the trees. In Virginia, they have the right to trim back the trees, but the church does not want to do that. The town does not have to do that for them especially since it cannot be established who has ownership of the land. They are in a better legal position than the town since they are adjoining property owner.

- Subdivision/Sale of former Town Water Tank Property:

A public hearing was held. There is no need for an open bid process. **Town Attorney Helm** understands their concern, but he doesn't see what we need to do.

**Mayor Boies** said she went and met with the pastor and the congregation. The same questions were asked, and the same answers were given. She feels the answers need to be given to the congregation, pastor, and Council in writing through our Town Attorney.

**Town Attorney Helm** said we could go through the process of taking over historic locations, specifically where Civil War bodies are buried. **Mayor Boies** said she feels localities are dealing with things like this all over. This is just respect for the people. Are localities taking over these?

**Council Member Monahan** said the church congregation is aging and it is getting harder for them to take care of it. They are looking for a little help to keep it looking good. They probably don't have the people to take care of the trees. They are looking for some help from the town to keep it

looking good. **Mayor Boies** thinks it is a good community service type of thing, but there needs to be a leadership behind that.

**Town Attorney Helm** said all of this comes down to a political decision. They have never come and asked for help but it has been more of you don't like us so you are being abusive towards us.

**Vice Mayor McCornyn** suggested approaching the Heritage Association or the Museum for assistance.

**Council Member Carter** thinks it would be a good project for some organizations.

**Mayor Boies** said the high school has a Community Clean-up Club and this could be a good project for them.

**Vice Mayor McCornyn** isn't sure they need help with cleaning up the graveyard, but they need the help of trimming the trees over the graves.

**Asst. Town Manager Shipe** will talk to **BOS Taylor** about the Strasburg Heritage Association working on this.

**Town Manager Coggsdale** said this comes back every few years. The person who currently owns the old tank lot wants to do a boundary lot adjustment. Surveys have been done and there are some items that aren't sitting right. They are working on that. There is a lot of this and that and no show me. There has to be someone that professionally can make the decisions. He would like it to be that instead of coming and telling how bad we are, tell us what they want. The only definitive thing we know is that the limbs need to be trimmed. The ownership of the graveyard is unknown. We can now tell them that with self-help, they can go and cut them. The subdivision and sale of the land, he can't find anything that we did wrong. It is just his opinion of how things went down. We went through the process as **Town Attorney Helm** has stated. There keeps being a statement about a statute of limitations on the sale of the land and he doesn't want it to expire. We feel we did it right, so we are not going to be the one doing anything about it.

**Council Member Carter** asked if the congregation should seek legal guidance. **Town Attorney Helm** said they should get an attorney, do the surveys, and if something was done wrong, show us. That is logical, but he doesn't believe that is the concern.

**Council Member Woodson** said he knows most localities don't have people who trim trees. **Town Attorney Helm** said the reason they sent the notice three years ago is because **Rev. Gess** thought the town owns the property. A title search was done, and it couldn't be figured out. The town doesn't own it and there could be claims that the church owns it.

**Mayor Boies** asked if Council was in support of **Town Attorney Helm** writing out the facts as we know them and then have someone talk to the congregation and pastor and let them know that we will try to find people to help.

### 3) FY2025 Draft Budget Presentation (Cont'd from Discussion Items/updates)

**Town Manager Coggsdale** handed out the draft budget. We will have a budget work session on March 18. He asked all to look over the document and ask questions. He thanked staff for their hard work. He knows there are things that need to be discussed at the next work session. This is important work. Make notes, ask questions, come up with ideas. There will be a presentation at the work session. There are bigger picture items that need to be addressed now for future years.

Mayor Boies said there will be a Budget Work Session on Monday, March 18, at 7 p.m.

### 4) Water bill non-payment-liens (Discussion Items/updates)

**Town Manager Coggsdale** said we recently updated the Town Code to be consistent with the



Code of Virginia.

In 2012, there were new regulations that came out regarding landlords and tenants and water bills. You could place liens on landlords' property for unpaid bills by tenants. At that time, Council opted to not allow that. **Town Attorney Helm** is now saying that the language that allowed that is no longer in the State Code. The rules have changed. It sets forth how the liens can be placed on the property. We are asking if we want to stay with the resolution of 2012 or allow liens to be placed on the properties.

The process is that a lease has to be presented when water is put in a tenant's name. When the bill goes in arrears, the town has to communicate with the tenant, but a copy of the bill must be sent to the landowner. They then know that if it is not addressed, a lien can be placed on the property. The landowner must be notified. In some situations, the landowner is the bill holder.

**Council Member Lowder** said we are penalizing a landowner for the tenant who doesn't pay the bill. **Council Member Monahan** said it is not the town's responsibility to make sure they get good tenants.

**Council Member Hooser** said in any business, you take risks.

The Code requires a deposit of no less than three months and no more than five months of the average utility bill. We will have a deposit of three months. Once the deposit is gone, the town can't just keep supplying water.

**Mayor Boies** said there are some renters who bounce from house to house to house. The owner is taking some of the responsibility.

**Town Manager Coggsdale** said next month, we will be presented with a list of write-offs and most of the write-offs are tenants.

It was asked why this is before Council tonight. Council changed the policy to match the State Code. Another Council made a policy to not allow liens to be placed on the landlords' property. Staff is asking for this policy to be reconsidered and be consistent with State Code.

**This item will be added to the regular agenda for March 12.**

**Council Member Carter** asked if this goes for commercial and residential and staff sees no difference. **Town Manager Coggsdale** will check with **Town Attorney Helm** to be sure. There is no language that states it is residential only.

- **Fulton Drive Presentation (cont'd from Presentations/Reports)**

**Mayor Boies** said Fulton Drive, when originally planned, was to go through to the Island Farm and this is not going to happen. The builder of a house on Fulton Drive is offering to build a hammerhead so they can turn around. In lieu of this, the builder is asking us to waive his connection fees. The builder is saying he will be paying \$40,000. The benefit is to have a finished road.

**DP&PS Otis** said in 2014 the decision was made to not develop the Island Farm. It was thought to put the cul-de-sac in. In 2022, they got an application for the house. One of the changes to the plan is that the driveway has moved from the original plan. He is proposing to come back 20' on the existing asphalt.

A cost estimate was shown for a total job cost of \$48,984.00

**Council Member Monahan** asked if we have to do anything. **Mayor Boies** said there is nothing in writing that says we have to do anything. There are homes that go to the end of Fulton Drive and then people drive down to a dirt road and party. This would give turnaround access points. It would be the town getting this turnaround.

**Council Member Hooser** said he was skeptical at first, but with the topography, he thinks it would be too steep to do the full cul-de-sac.

**Mayor Boies** said all this is to do is finish the end of a road. Do we want to have the road finished for citizens?

**Council Member Monahan** asked why we are giving up the tap fees. How does that help our citizens? **Mayor Boies** said it is a small section of population that would be helped. It might not be an even trade. It is clear that the road ends there.

**Council Member Carter** said it is for emergency services.

**Town Manager Coggsdale** asked if we want this last piece of the road to be to VDOT specs and taken into their system. If so, there needs to be plans or at least a reference to the specs.

**Mayor Boies** said we want it done right. **Town Manager Coggsdale** asked if there is any new curb and sidewalks. **Mayor Boies** said if Council decides to move forward, it has to be to VDOT standards. This would be part of the motion and the language specified in the motion.

**This will be added to the regular agenda for the next Council meeting.**

**Committee of the Whole (listed Areas of Focus will be discussed):**

**1.) Strategic Initiative: (Parks and Recreation) – Liaison, Council Member Council Member Kimmons**

- *Strasburg Little League Agreement*

All parties are in agreement with this. Staff is looking for approval from Council and then signatures will be obtained.

**This will be added to the Consent Agenda for the March 12 meeting.**

- *Pool agreement*

This agreement has been approved by **Town Attorney Helm**. Staff is looking for approval from Council and then signatures will be obtained.

**This will be added to the Consent Agenda for the March 12 meeting.**

- *Proper swimwear*

**Council Member Kimmons** sent the proper swimwear visual aid to Council. This just needs to have Council's approval. **Town Attorney Helm** has approved this.

**Council Member Hooser** asked if this is an updated version. It was noted that wording has been changed and no people are in the pictures now.

**This will be added to the Consent Agenda for the March 12 meeting.**

- *Fireworks update*

**Council Member Kimmons** said **Town Attorney Helm** is working on an agreement. There are two parts to it – buying the equipment and the town having the operators trained. It would be good for six years and then be renewed. It will be our equipment and they will basically be employees of the town to operate our equipment.

**This will be added to the Regular Agenda for the March 12 meeting.**

- *Hometown Park*

**Council Member Kimmons** said staff had brought to his attention the possibility of a grant from T-Mobile for refurbishing pocket parks. Our pocket park is in bad shape. The grant could be up to \$50,000. We would have to integrate T-Mobile in some way. The grant is done every quarter, so we are looking at the end of June to apply.

**Mayor Boies** said there have been suggestions for more picnic tables.

**Council Member Woodson** said there is a placard at the park so we need to be sensitive of this. He added that the tables should be non-movable.

**Mayor Boies** feels we should rethink this space.

**Vice Mayor McCornyn** asked if we are thinking of new grass. **Council Member Kimmons** said part of the park is owned by the Fire Department. It was thought tables and shade would be nice. All are to send ideas to **Council Member Kimmons**.

**Vice Mayor McCornyn** would like to keep the checkerboard but if it doesn't work out, that is fine to let it go.

**Council Member Woodson** wants it to reduce the maintenance as much as possible. **Council Member Hooser** suggested working with **Ally Ponn** to get native plantings.

**Asst. Town Manager Shipe** said the trees block the parking lot, so you don't have to see the lot. She added we would like to have a T-Mobile hot spot and electrical outlets.

## 2.) Police and Public Safety – Liaison, Vice Mayor Vice Mayor McCornyn

- *Report by Liaison*

**Vice Mayor Vice Mayor McCornyn** said earlier this year a police car was totaled. **Chief Sager** has asked that this car be replace. A drunk driver hit the car while it was parked in Woodstock. We have a quote for the car's cost. The cost to replace is \$43,638.80 with an uplift of \$10,000. We received \$13,644.33 from insurance for the totaled car, so we are looking at \$39,994.47 to replace the vehicle. Several police cars are on the surplus list but we do not know how much we will get on the vehicles.

**Vice Mayor McCornyn** said when a car is available for purchase, they don't stay around very long. **Chief Sager** said you have to act quickly when a car becomes available. We currently have a full take-home vehicle program, so we have 18 officers and 23 vehicles. Two of those are to be surplus so we would only have one extra vehicle.

The best plan would be to put in for the 30 day window and then purchase. Funding could be decided after that, but Council should just remember that staff might come back for a budget amendment or some other way to fund.

**This will be added to the Consent Agenda for the March 12 meeting.**

**Council Member Hooser** asked if we have a vehicle replacement program. He sees we have a 1990 vehicle and it can't have any value.

**Chief Sager** said they are watching the mileage on the cars, etc. Twelve cars were bought within a two year timeframe, so we don't want to have to replace all at once.

**Council Member Kimmons** asked for the average life span of a police car and **Chief Sager** said 100,000 mile is the best practice.

The take-home vehicle also gives ownership/pride with the officers.

- *Message Board/Sign Grant*

The department has been wanting to purchase this for several years. This is a competitive grant of 75/25. This could be shared with other departments. They are versatile and help get the message out to the public. The cost is \$17,996.56 with our cost being \$4,499.14. This would be for FY2025 budget. If we receive the funding, we will be notified in May 2024, but it can't be purchased until July 1, 2025. Approval would be needed before March 14, 2024.

**Town Manager Coggsdale** said the break-down is great. \$4,500 is a good investment. Carryover

might be available. He said if we apply and get it and then don't have the money, we will have to determine where the money will come from.

**Unanimous consensus to apply for the grant with a vote later to decide on the funding.**

**Council Member Comments:**

**Mayor Boies** reviewed the dates of upcoming meetings.

**Closed Meeting (if needed):**

**Adjournment**

**Being no other business, the work session adjourned at 10:41 p.m.**