

Regular Council Meeting—February 10, 2015

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on February 10, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Daniel Witt, Assistant Town Manager, gave the invocation.

Council members

present:

- Mayor Michael Mattox
- Mrs. Micki Brumfield
- Mrs. Beverley Dalton
- Mr. Charles Edwards
- Mr. Tracy Emerson
- Mr. Timothy George
- Mr. Jay Higginbotham

Also present:

- Mr. J. Waverly Coggsdale, III, Town Manager
- Mr. Daniel Witt, Assistant Town Manager
- Mrs. Tobie Shelton, Finance Director
- Chief Kenneth Walsh, Police Department
- Mr. David Garrett, Public Works/Utilities Director
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

3. Mayor Mattox advised of amendments to the agenda asked if there were any questions; Michael Hudson with Avoca's annual report and a personnel matter added to the Closed Session.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Recognitions and Presentations

a. Retirement of Jimmy Worley-Wastewater Department

Mayor Mattox advised Mr. Jimmy Worley, employee of the Wastewater Treatment Plant, has retired effective February 1, 2015 after 25 years of service and a resolution would be presented to him.

A motion was made by Mr. Emerson, seconded by Mr. George to adopt the resolution honoring Mr. Jimmy Worley in his retirement.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

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A RESOLUTION IN RECOGNITION OF THE RETIREMENT OF TOWN EMPLOYEE JIMMIE D. WORLEY

WHEREAS, Jimmie D. Worley was hired by the Town of Altavista on May 2, 1989 as a Wastewater Treatment Plant Trainee; and

WHEREAS, Jimmie Worley has been a loyal employee of the Town of Altavista for the past 25 years and retired effective February 1, 2015; and

WHEREAS, Mr. Worley has demonstrated extensive knowledge, skills and experience in the treatment of wastewater ultimately earning his Class III Wastewater Operator's license and providing the Town and its citizens with an efficient and well run system; and

WHEREAS, Jimmie Worley has worked at ensuring the safety of his coworkers and was passionate about getting the job done right the first time; and

NOW, THEREFORE, BE IT RESOLVED the Town Council of the Town of Altavista thanks Jimmie Worley for his years of service and recognizes the contributions he has made and wishes him a happy retirement.

Michael Mattox, Mayor

Attested: _____
J. Waverly Coggsdale, III, Town Manager

b. Employee Milestones

Mayor Mattox recognized Mrs. Tobie Shelton, Finance Director, for 15 years of service to the town as of February 7, 2015.

c. Avoca Museum Annual Report

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2014 was a year of advancements for the museum; a first rate gathering place for the community. He stated approximately 8,500 visitors attended the museum in 2014 for special events and tours; adding \$100,000 to the local economy and positive exposure.

Mayor Mattox offered thanks to Mr. Hudson from Council and the citizens of Altavista for his work, his staffs work and volunteers.

5. Public Comment

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

No one came forward.

6. Consent Agenda

Minutes- Special (Presentation) and Regular Meeting January 13th; Work Session January 27th

Monthly Finance Reports

- i. Invoices
- ii. Revenues & Expenditures Report
- iii. Reserve Balance/Investment Report

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Citizen Request Utility Fees
Extension of Contract for Auditing Services
Take Home Policy for Police Department Employees
Departmental Reports

A motion was made by Mr. George, seconded by Mrs. Dalton, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

7. Public Hearings

None at this time.

8. New/Unfinished Business

a. AOT Request for Classic Car Cruise In Events

Mr. Coggsdale advised for the past several years, Altavista on Track (AOT) has hosted the “Classic Car Cruise In” events during the spring through fall months. AOT is once again seeking authorization to have the “Classic Car Cruise In” events along Main Street. He noted the event area is designated as being along Main Street from Broad Street to Pittsylvania Avenue. AOT is seeking the Town’s permission to close Campbell Avenue at 7th Street; the alley behind Altavista Arts & Antiques off of 7th Street and the alleys that come from English Alley to Main Street. VDOT must approve the closure of Main Street and the Town has to sign off on the appropriate forms that are required for their consideration. The 2015 event dates are May 2nd; July 4th; August 1st; September 5th; and October 3rd.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that AOT be authorized to close the requested street/alleys in the Town for the monthly “Classic Car Cruise In” events and proper approval from VDOT for Main Street is obtained.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b. Downtown Revitalization Overlay (DRO) District Text Amendments

Mr. Coggsdale advised Town Council conducted a Public Hearing at their regular January 13, 2015 meeting in regards to the Downtown Revitalization Overlay (DRO) District text amendments. Following the public hearing, Council decided to place this item on their regular February meeting agenda and to conduct a Work Session in the mean time to further discuss the issue with the Planning

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Commission. The item was put on the January 27th Town Council Work Session. Following discussion, Council decided to keep the item on the February 10th Town Council's agenda for disposition. At their February 2, 2015 meeting, the Planning Commission further discussed this issue and the attached letter from Chairman Barbee was submitted for Council's consideration.

Mayor Mattox read this letter into the minutes:

February 3, 2015

Dear Mayor Mattox:

As you know, the current DRO Guidelines ordinance amendment recommendation from the Planning Commission was developed after much effort and research but with very little input from the property and business owners. Since then, you and I personally visited many of those stakeholders and listened to their opinions and views. In addition, we heard from them at the Public Hearing on January 13th and at the work session with Town Council on January 27th, as well as impromptu occasions. At that same session we also heard the views of Council members on the subject. We heard that there are some valuable components in the program but we also heard that there are some highly objectionable elements as well. The Planning Commission sincerely believes that acknowledging, understanding, and incorporating those views and opinions are essential to making the soundest recommendation possible.

In consideration of this additional input and valuable information and after a great deal of discussion and debate, the Planning Commission, at our February 2, 2015 meeting, voted unanimously to withdraw our current recommendation for the DRO Guidelines ordinance amendment and request Town Council's authorization to restructure the program so that it would retain the merits of the program but eliminate the objectionable elements, most notably the mandatory requirement. Accordingly, our revised program would be based strictly on a voluntary model only. As we restructure the administrative process for the guidelines, we also plan to consider alternatives suggested by council members in the January 27th work session such as the possibility of some form of incentive program.

We look forward with confidence that, within a reasonable period of time, we will return to Town Council a recommendation that still achieves many of our original goals and objectives, focused on economic development potential, and is also more palatable and beneficial to all parties.

Sincerely,

Jerry Barbee
Chairman, Altavista Planning Commission

A motion was made by Mr. George, seconded by Mrs. Dalton, that the Downtown Revitalization Overlay (DRO) District Text Amendments be referred back to the Planning Commission for further review.

Mr. Higginbotham noted the businesses have spoken against this and felt it would be appropriate for Council to vote to deny the amendments and bring back up in one year.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

c. IALR's PCB Remediation Project Update

Mr. Coggsdale advised at the regular January 2015 Town Council meeting, Mr. Michael Duncan addressed Council in regard to a request for a berm to be constructed in the PCB pond to assist with IALR's research. Staff was asked to work with Mr. Duncan to work up a proposal and to bring that to the January 27th Town Council Work Session. Dr. Scott Lowman was present at the Work Session and briefed Council on the issue. Staff submitted the estimate for construction of the berm, which was estimated at \$19,500. No decision was made in regard to the berm. Mr. Coggsdale presented correspondence from Dr.

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Lowman updating Council on IALR's research. He also provided a brief update from Dr. Lowman on the IALR research project. Dr. Lowman has retrieved six (6) samples from the pond and it appears that he feels the use of the existing berm will meet his needs for the initial pot experiment.

Mr. Higginbotham questioned the location of sampling asking if he was sampling around the pond.

Mr. Coggsdale felt this was correct.

Mr. Higginbotham proposed that sampling be done on the south side as done on Berm 7 to determine what the concentrations are and felt this would be a start on analyzing the south side and how to move forward. He noted the planting season would start soon and this needed to be done as soon as possible.

Mrs. Dalton suggested a comprehensive testing program that would include a time frame and a grid size for a number of samples; replicating the other grid sample.

Mr. Higginbotham stated that grid is a very wide pattern and this would be a narrow pattern and would give more data about what is going on at the edge of the pond.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to test on the south side (same grid pattern as used before) to determine the concentrations.

Mr. George asked if it wouldn't be more prudent to wait until after the work session with Gay and Neel before Council votes to spend more money.

Mayor Mattox noted this would give staff time to gather estimates to grid the entire pond if needed.

Mrs. Brumfield noted the growing season for the switch grass would be missed.

Mrs. Dalton stated the growing of the switch grass is in progress and is not dependant on the new testing.

Mr. Edwards spoke in favor of the testing. He stated the switch grass may be a separate program. He felt Council should be pushing for the trees to be planted because there is reason to believe they have a lot to offer and the growing season on them is coming up soon. He mentioned at a previous meeting some on Council were in agreement to fill the pond with rocks; some are agreeable with remediation. He asked if a vote should be taken as to whether Council wants to remediate.

Mr. George noted Council voted to allow Gay & Neel to continue with a comprehensive plan at a previous meeting and felt it would be logical to wait until the work session on February 23, 2015 to decide on testing.

Mr. Higginbotham stated it affects the growing season for the trees. Gay and Neel at the previous meeting suggested Council consider filling the pond with stone. He suggested moving forward with the testing.

Mr. Emerson stated he agreed with Mr. Edwards, he did not feel Council knew what direction to go in; he did not know why Council didn't step back and let the experts take over.

Mr. Higginbotham felt some of the best phyto experts with EPA's support were working with this project and felt testing needed to be done.

Mayor Mattox stated after the Gay and Neel work session, a number of questions should be answered by the experts and felt testing should come after the work session.

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Motion carried:

VOTE:	Mr. Michael Mattox	No
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	No
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes

Mr. Higginbotham clarified the testing should be the same grid pattern on the southern side as Plot 7.

Mr. George questioned the SediMite testing.

Mr. Coggsdale advised Dr. Sowers was scheduled to be in Town February 9th, but due to the weather conditions canceled.

d. Everbridge “Mass Notification” System Contract

Mr. Coggsdale advised prior to last month’s regular Town Council meeting, a presentation was presented by Everbridge in regard to a Mass Notification System that was being proposed by staff. Following the presentation, Council requested that staff work with Everbridge on development of a contract for the services. A copy of the submitted quotation/agreement with an annual fee of \$6,000 was presented to Council. The document has been reviewed by the Town Attorney and approved as to form.

A motion was made by Mr. Edwards, seconded by Mr. Emerson, that the Town Manager be authorized to execute the quotation/agreement with Everbridge for a Mass Notification System as presented and funds from the FY2015 General Fund Reserves be appropriated for said purpose.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

e. Police Department Vehicle Purchase Request

Mr. Coggsdale advised during last year’s budget deliberations Council appropriated funds for replacing a vehicle in the Police Department and it was agreed that staff bring the item before Council prior to purchasing. Chief Walsh has indicated that over the past year, three (3) vehicles have been removed from the PD’s fleet without replacement. Chief indicates that he would like to purchase a new vehicle. The cost of the 2015 Ford SUV Police Interceptor on the State Contract is \$28,267, with the modifications from Patriot Safety Supply totaling \$3,299.43; the complete budget costs would be \$31,566.43. The FY2015 Budget has \$32,000 included for the purchase of a new vehicle for the police department.

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A motion was made by Mrs. Dalton, seconded by Mr. Edwards, that the funds appropriated in the FY2015 budget be utilized for the purchase of a new vehicle for the Altavista Police Department, as outlined.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

9. Reports

a. Town Manager's Report

Mr. Coggsdale advised the Virginia Department of Transportation has begun a study of the intersection of Lynch Mill Road and Frazier Road.

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

i. Davis Letter-806 12th Street Property

11. Matters from Council

Mr. Higginbotham questioned if the drainage issue on Main Street had been addressed.

Mr. Coggsdale advised some short order improvements have been made; the pipe on Main Street has been deemed the problem.

Mr. Edwards referred to the ditch on Charlotte Avenue approaching 5th Street and asked if anything could be done in that area.

Mr. Garrett stated once the pipe on Main Street is opened up; he would explore the options on the dip at Charlotte Avenue and 5th Street.

Mr. Higginbotham asked about the Code of Conduct.

Mr. Coggsdale advised it was discussed that this would be more of a retreat issue and staff is working on creating a draft that should be available soon.

12. Closed Session

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950 as amended, for the following purposes:

Section 2.2-3711 (A)(1) regarding discussion, consideration or interviews of prospective candidates for appointment to the Economic Development Authority and Board of Zoning Appeals; discussion of a personnel matter regarding specific town employee(s).

A motion was made by Mrs. Dalton and seconded by Mr. Emerson.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes

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Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

Council went into closed session at 7:46 P.M.

Notice was given that council was back in regular session 8:09 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to appoint Mrs. Elaine "Laney" Thompson to the Board of Zoning Appeals for a five year term ending February 2020 and Mr. Charles Eubanks to the Board of Zoning Appeals to fill the unexpired term of Mr. David Sease, Jr. with his term ending September 2017.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to appoint Mr. C.W. Gillespie, Jr. to the Altavista Economic Development Authority for a four year term ending November 2019.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

Mayor Mattox continued the meeting to February 23, 2015 at 5:00 p.m in Council Chambers at town hall.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk