

Regular Council Meeting—November 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 November 10, 2015 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Daniel Wray, Lane Memorial Church, 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:
Manager

Mr. J. Waverly Coggsdale, III, Town

Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works/Utilities

Director

Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox advised asked if there were any questions regarding the agenda.

Mr. Higginbotham asked that the WWTP EOP-University of Iowa Berm Request be removed from the agenda as staff is still gathering information and that it be moved to the November 24th work session.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, 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. Employee Milestones

Mayor Mattox, Council and the Town of Altavista thanked Mr. Gary David, Water Treatment Plant for 5 years of service and Mr. Bill Reed, Wastewater Treatment Plant, for 20 years of service to the town.

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

Regular Council Meeting—November 10, 2015

- a) Minutes- Regular Meeting October 13th; Work Session October 27th
–The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Departmental Reports-Council approved the departmental reports

A motion was made by Mrs. Dalton, seconded by Mr. George, 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

8. New/Unfinished Business

a. Broad Street (1000 Block) Sidewalk Improvements

Mr. Coggsdale advised the Town has received complaints in regard to the uneven nature of the sidewalk in the 1000 block of Broad Street causing trip hazards. Following an investigation of the area it was noted that several sections of sidewalk along Broad Street were in need of repair, primarily due to the roots of large trees between the curb and the sidewalk, as well as wear/tear and age. Town staff blocked off the section of sidewalk until a “temporary fix” could be implemented. Town staff presented a plan by which to address the sidewalk in this area. Mr. Coggsdale noted special attention was needed for the “memorial” wall at St. Peters Episcopal Church and the attempt to salvage the wall. This area is one of the worst in regard to the sidewalk condition but is complicated by the wall and its condition. He advised each year the Town’s budget includes funds received from the Virginia Department of Transportation for maintenance issues related to the roads and right of ways which are under our domain. Sidewalk repair is one of the categories listed for use of such funds. It is anticipated that the necessary funds would be available in the State/Highway Reimbursement Fund (Fund 20) of the FY2016 Budget.

Mr. Higginbotham referred to the intersection of Broad and 9th Street and stated there was a water line replacement and a drop inlet at the corner. A pipe was ran under the street and because there was no drainage on the other side, it had to taper out into the road; there is a cast iron pipe on both sides. Storm drainage needs to be addressed in that area to keep someone from popping a tire or someone tripping before the sidewalks are replaced.

Mr. Coggsdale stated the storm drainage issue could be looked at and brought back to the November work session.

Regular Council Meeting—November 10, 2015

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, that staff look at the sidewalk issues on Broad Street and include the storm water drainage.

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. Lynch Road Sewer Extension

Mr. Coggsdale advised the Town was contacted in regard to the extension of sewer service to a citizen on Lynch Road that was having issues with their failing private septic system (septic tank/drain fields). Public Works staff has been working on exploring alternatives to this situation as the property in question is not currently served by Town sewer. Council was presented with a memo that reviews the situation and the four options to consider.

Mr. Higginbotham asked if the sewer line that runs along Lynch Creek could be used.

Mr. Garrett stated this sewer line is 600 feet north of the house which would call for a grinder station to be installed; the home owner would have to install the grinder pump station.

Mr. Higginbotham asked if the line could go straight across.

Mr. Garrett advised this could be done with the sewer line being 575 feet and would need two/three man holes and easements from landowners.

Mr. Higginbotham asked if another alternative would be to come down West Road.

Mr. Garrett stated the fourth option is to run the line parallel to Lynch Road placing it along the pavement.

Mr. Higginbotham asked Mr. Garrett for his recommendation.

Mr. Garrett referred to Option 4 which would be the Town could construct 462 linear feet of 8" SDR 35 sewer pipe parallel to Lynch Road. This option would be the most optimal because the sewer line depth would be 4' and above, trench boxes would not be required and the new sewer line could be extended to serve future connections in this area.

Mayor Mattox asked what the cost estimate is.

Mr. Garrett responded the cost estimate is \$80,000.

Mrs. Dalton questioned the town ordinance.

Mr. Eller advised (Section 78-163) an agreement could be put into place and if all the landowners agreed, the amount could be

Regular Council Meeting—November 10, 2015

shared 50/50 or if three fourths of the landowners petition then Council would have to decide on the improvements.

Mrs. Dalton asked if this information has been articulated to the landowner.

Mr. Coggsdale responded the landowner has not been made aware of the cost.

Mr. Edwards asked what the cost would be to put in a 1,000 gallon tank and drain it.

Mr. Garrett stated this was an option with a cost of approximately \$4,000. The Health Department would have to work with the landowner on this.

Mr. Higginbotham felt the town should provide the sewer and as the area develops residents could hook on to it.

Mrs. Dalton noted this could be a burden to the present landowner of \$40,000.

Mrs. Brumfield asked if the landowner has to be made to pay this.

Mrs. Dalton asked if this would be making precedence.

Mr. Higginbotham asked if the landowner would be paying a connection fee.

Mr. Coggsdale advised the landowner would pay availability and connection fees.

Mr. Higginbotham felt if this is polluting the town something needs to be done.

Mayor Mattox asked if the landowner could get any help from the Health Department.

Mr. Coggsdale stated this has not been explored yet.

A motion was made by Mr. Higginbotham, seconded by Mrs. Brumfield, to charge the landowner the availability and connection fees.

Mrs. Dalton noted this would be an exception to the ordinance.

Mr. George asked for a report on the number of homes without sewer in the town before making a decision.

Mayor Mattox stated he supports helping the landowner but didn't want to set precedence by waiving fees. He suggested gathering more information to see what the potential liability or exposure would be.

Mrs. Dalton suggested the Town Manager contact the landowner and make them aware of the associated cost and what the ordinance states. If the homeowner makes a request beyond the ordinance then allow Council to consider that one.

Mrs. Brumfield withdrew her second.

Regular Council Meeting—November 10, 2015

This item was referred to the November 24th work session.

c. FY2017 Budget Calendar

Council was presented with the draft FY2017 Budget Calendar. Mayor Mattox asked if there were any conflicts.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the FY2017 Budget Calendar as presented.

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

d. ACTS Bus Wrap

Mr. Coggsdale advised the ACTS will be purchasing a new bus during this fiscal year and would like to “wrap” the exterior of the bus with “local” scenes.

Mr. Witt advised when he purchased the first two buses, the Advisory Board requested a “wrap” for the buses; the budget did not allow for this. With this budget the funding for a wrap was included. Mr. Witt asked Council for their blessings and some ideas on what they envision the wrap should contain. He advised one of the buses would be sold and these monies would go back into ACTS’ CIP items according to the DRPT requirements. He felt the “wrap” would be a good way to show off the town.

Mr. Higginbotham asked how much fare box revenue was produced on the transit last year.

Mr. Coggsdale advised \$6,036.00.

Mrs. Dalton asked if the “wrap” was not used, what other possibilities for this money was available.

Mr. Witt advised this money would be returned to DRPT.

Mr. George clarified the “wrap” would not cost the town anything.

Mr. Witt advised the cost of the bus is in the budget in the amount of \$63,150; the cost to the town was \$2,526, the remainder was paid out of state and federal grant money.

Mr. Emerson asked why Council would not wrap the bus noting it looks like a church bus.

A motion was made by Mr. George, seconded by Mr. Emerson, to “wrap” the new ACTS bus.

Regular Council Meeting—November 10, 2015

Mr. George clarified this would not cost the Altavista taxpayers any additional money.

Mr. Witt advised no additional funds are needed as the bus was approved in the CIP. The money allocated is specifically for the bus and any monies left from the purchase of the bus have to be returned to DRPT. Once the old bus is sold, this money is required to go towards a CIP item.

Motion failed:

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

e. Planning Commission Recommendations

Mr. Coggsdale advised the Planning Commission is recommending proposed amendments to the Town's Zoning Ordinance in regard to keeping chickens within the town limits.

Mr. Higginbotham pointed out an error in the advertisement which delayed the "first reading" on the proposed amendments.

Mr. Coggsdale advised the Planning Commission requests that Town Council schedule a public hearing on a Special Use Permit application for 1051 Main Street for their December 8, 2015 Regular Meeting. The Planning Commission continued their regular meeting (November 2nd) to November 16th in order to conduct their public hearing. If the Planning Commission reaches a recommendation at that meeting, staff is seeking approval by Council to schedule its public hearing on December 8th.

A motion was made by Mr. Higginbotham, seconded by Mrs. Brumfield, to schedule a public hearing for December 8th, 2015 to receive comment on the Special Use Permit application for a proposed business at 1051 Main Street.

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

f. Main Street Waterline

Mr. Coggsdale advised for several months, the Town has been in the process of bidding out the Main Street Waterline (Project 1B). After receiving the original bids several months ago, it was recommended and agreed upon that Council reject the bids due to the bids being in excess of the estimated project budget. After discussing bid options, Council opted to include a

Regular Council Meeting—November 10, 2015

proposed storm water project along Main Street as an “Additive Alternate” to the project utilizing unit prices. On October 29, 2015, the bids were opened for the project and based on the documents the bid was deemed to be awarded on the “Base Bid” of the Main Street Waterline Project. Council was presented with correspondence from the project engineer (WW Associates) providing a recommendation for bid award and the bid tabulation results. Based on the engineer’s recommendation, staff requested that the Main Street Waterline (Project 1B) be awarded to E.C. Pace Company Inc. in the amount of \$2,145,303.91; in addition staff requested approval of a 5% project contingency (\$107,265) and a budget for inspection services of \$100,000. In regard to the “Additive Alternate” bid items (storm water project), staff sought authorization to negotiate with E.C. Pace Company, Inc. with a not to exceed amount equal to the Additive Alternate bid items (\$311,643) and a 10% project contingency (\$31,164). The higher contingency amount for the storm water project is due to it being a unit price bid.

Mayor Mattox asked Mr. Garrett what the plans are to keep the businesses open on Main Street during the construction.

Mr. Garrett responded he plans to work with the business owners daily, letting them know what is being done and when the construction would be in front of their business, present a plan as to how their business can be accessed.

Mrs. Dalton asked if he anticipated any time that a business would have to shut completely down.

Mr. Garrett stated the plan is if a business only has one entrance to shut down only half of the entrance at a time.

Mayor Mattox asked if night work is being considered.

Mr. Garrett stated that is an option if there is no other choice on how to keep the entrance open.

A motion was made by Mr. Higginbotham, seconded by Mr. Edwards, to award the Main Street Waterline Project to E.C. Pace Company, Inc. in the amount of \$2,145,303.91 with 5% contingency in the budget.

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. Higginbotham, seconded by Mrs. Brumfield, to authorize the Town Manager to negotiate with E.C. Pace Company, in regard to the Additive Alternate Bid Items No.

Regular Council Meeting—November 10, 2015

1-5 (18 inch storm water improvements/Main Street) at a not to exceed budget of the bid totals and 10% contingency.

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. Higginbotham, seconded by Mrs. Dalton, to authorize the Town Manager to procure “Inspection Services” for this project in an amount not to exceed \$100,000.

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

g. Staunton River Canoe Launch

Mr. Coggsdale advised at last month’s Work Session, Mr. Tim Guthrie (Gay & Neel) made a presentation about the boat ramp/canoe launch proposed for Staunton River. Following the discussion, Council asked that the proposal be “scaled down” to a canoe/kayak launch only. Council was presented with the layout drawing and the cost estimates for the scaled down version. He asked Council for direction on how to proceed with this project.

Mayor Mattox asked if there was any objection to staff continuing to look for grants and other possible funding sources.

Mr. Higginbotham felt this had to be done because he could not justify spending \$245,000 of the town’s money for a canoe launch in the county. He did not have a problem with purchasing the land and felt Campbell County would help contribute stone and other resources. He felt this was a great concept and the option price was good but needs to be phased in over time. With the water plant issues, Council needs to be careful with the taxpayers’ dollars.

Mr. George stated while in the process of applying for grants, he would like to see the area paved and asked for the cost.

Mr. Coggsdale advised according to the estimate the gravel lot is \$32,000 and pavement would increase the cost to \$65,000 to \$70,000. He noted many items are conceptual at this time and asked Council to advise their feedback so these items can be put into place.

Mr. George suggested moving forward with concrete and if there isn’t enough funding then drop back to something less.

Regular Council Meeting—November 10, 2015

It was the consensus of Council to continue on the path of looking for grants and potential funding sources.

Mayor Mattox recognized Mr. Larry Dalton, property owner of proposed canoe site and asked for his thoughts on the changes.

Mr. Dalton stated he was not particularly comfortable with gravel; when he made the offer it was for a boat ramp. A gravel parking lot is not going to stay there and will not add to the community. In his opinion Appalachian Power has had 55 years to put in a ramp and this is probably not going to happen. He noted he has given quite a bit by reducing the price 20%, increasing the land purchased amount from one acre to three acres with the concept of a boat ramp, and he doesn't really want to see it whittled back to a parking lot.

Mayor Mattox mentioned there is a potential for Campbell County to do some of the earthwork.

A motion was made by Mr. Emerson, seconded by Mr. George, to have staff contact Campbell County to see if they are willing to help in regards to the Staunton River Canoe Launch.

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

h. WWTP EOP-University of Iowa Berm Request

Removed from agenda.

i. Economic Development Marketing Update

Mr. Jarvis addressed Council with a marketing update. He advised the final votes were cast on Friday, October 16 for the proposed tagline for the town of Altavista; noting 106 voters participated. The final respondents selected a town resident submission of *"Treasured past, innovative future"*.

Mr. Jarvis told Council whether they approved the tagline or not, would not change the marketing efforts.

Mr. Higginbotham asked what the cost would be to make this change.

Mr. Jarvis stated he knew it would call for a potential change to letterhead, business cards, water tanks, etc and it would be at the Council's discretion if it's to be changed.

Mrs. Dalton stated her thought was the changes could be made as the need arises, when the truck has to be painted or the letterhead runs out.

Mr. Higginbotham felt the tagline should stay as is and didn't think it made much difference to citizens of Altavista.

Regular Council Meeting—November 10, 2015

Mrs. Dalton suggested this was new information and that Council be given _____ time to think on it before making a decision.

Mayor Mattox asked that this item be added to the next regularly scheduled Council meeting.

Mr. Jarvis presented Council with an example of the marketing brochure he is currently working on.

Mr. Jarvis mentioned he has been working with a site selection consultant on specifically customer service sector, telecommunications, and data centers. He presented Council with a target mailer that will be sent to 85 to 100 companies that have been identified.

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

Inspection of the project was conducted on Tuesday, November 3rd; a punch list is being created for completion.

Main Street Waterline Project (Project 1B)

Bids Received (This item addressed under New Business)

WWTP EOP – PCB Remediation

USEPA was forwarded a copy of the information submitted by the University _____ of Iowa in regard to their proposed research project.

Dr. Scott Lowman (IALR) provided updates at the October 27th Work Session _____ in regard to the re-characterization of the pond and the IALR's "pot study".

The DEQ Informal Fact finding proceeding will be held on Monday, November 30th in Richmond.

Broadband Grant Award

Governor McAuliffe announced that the Town of Altavista was one of _____ several communities to receive a grant to the Virginia Telecommunications Planning Initiative (VATPI). The VATPI program provides funding for communities to develop a comprehensive community-based telecommunication plan. The Towns award, as a Tier III recipient totals \$30,000. Mr. Coggsdale will give further update at the next meeting.

Mr. Coggsdale mentioned in regards to the Main Street Waterline project staff will be working with the banks on bids and bring that information to Council.

EMS-Letter-Contribution

Regular Council Meeting—November 10, 2015

b. Calendars-November & December

10. Informational Items/Late Arriving Matters

a. Correspondence/Articles

11. Matters from Town Council

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 purpose:

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

A motion was made by Mrs. Dalton, and seconded by Mr. George.

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

Council went into closed session at 8:15 P.M.

Notice was given that council was back in regular session 8:35 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. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Regular Council Meeting—November 10, 2015

13. Adjournment

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

The meeting was adjourned at 8:36 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk