

Regular Council Meeting—August 9, 2016

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 August 9, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Sam Knaus, Southern Baptist 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:

- Mr. J. Waverly Coggsdale, III, Town Manager
- Mr. Daniel Witt, Assistant Town Manager
- Mrs. Tobie Shelton, Finance Director
- Mr. Dennis Jarvis, Economic Dev. Director
- Mr. Steve Bond, Wastewater Treatment Plant
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

3. Mayor Mattox amended the agenda (adding Consideration of Small Purchase Update to the Code and Consideration of Participation in VML's Executive Mansion Holiday Tree Ornament Project) and asked if there were any questions regarding the agenda.

A motion was made by Mr. Emerson, 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. Altavista on Track Annual Report

Ms. Jamie Glass, Altavista on Track President, addressed Council. She and Ms. Emelyn Gwynn, Main Street Coordinator, presented them with their 2016 annual report and copy of the Pop Up Altavista 2.0 program. Ms. Glass highlighted three businesses that were in the first Pop-Up program: Altavista Medical and Oncology Massage Therapy, Mitchell's Salon on 7th and Vahseer Meadworks. She noted with the past participants there was \$12.60 of private dollars invested for every \$1 of AOT funding, 14 jobs, with an increase in sales. Ms. Glass noted the Pop-Up 2.0 starts in September with 15 people signed up. She advised AOT has brought back Vista Flix for family entertainment and they are in the planning stages of the Gibley Jog for Thanksgiving Day. Ms. Glass stated a lot of time has been spent marketing with the office of Economic Development; social media continues to grow with 254 new Facebook likes and a new Instagram account. She referred to the income and expenses noting it is a mixture of town contributions, AOT fundraisers and grant funding with the expenses coming from programs and events. Ms. Glass stated highway directional signage is a priority for FY2017

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and they have allocated money in the budget to purchase signage directing traffic to the town from Highway 29.

Mayor Mattox thanked Ms. Glass for her good work.

Ms. Gwynn addressed Council advising Solex is conducting a feasibility study at 616 Broad Street which should be completed by the end of August. She noted there are only 10 to 12 available properties on the market with two available properties in the Main Street district. Under consideration for 616 Broad Street is apartment housing with commercial in the front. She referred to the Pop-Up 2.0 stating there are 20 people interested and/or signed up for the class and it has only been marketed for a week. AOT has been working to market Altavista and the unique things in the town. Altavista Office of Economic Development has provided marketing funds to AOT for ads. Ms. Gwynn noted an e-Blast newsletter will be available this fall. She mentioned AOT would like to make more appearances at Council meetings.

Mayor Mattox thanked Ms. Gwynn for her efforts.

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

- a) Minutes- Regular Meeting July 12th; Work Session July 26th –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) FY2016 Budget Amendments/Departmental Transfers-Council approved the FY2016 Budget Amendments/Departmental Transfers as presented.

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. Mobile Home Park Non-Conforming Regulations

Mr. Coggsdale advised at the May 24, 2016 Town Council Work Session, the issue in regard to a Mobile Home Park non-conforming determination was discussed. The non-conforming determination focused on Section 86-702 (B)(6) of the Town Code and addressed the number of times a manufactured home or mobile home could be replaced on site. At that time, Council heard from staff as well as the ownership of the Commonwealth Mobile Home Park and asked staff to research options and put on a future Town Council Work Session agenda.

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He advised this item was placed on the June 28th Town Council Work Session agenda. Due to the fact that this was a zoning determination and a possible solution would be a change to the zoning ordinance, it was decided to forward the issue to the Planning Commission for their review and consideration. The Planning Commission considered the matter at their August 1, 2016 meeting and offer a recommendation.

Mrs. Dalton stated one of the recommendation is to defer action and requested Council take that route until the next meeting.

It was the consensus of Council to defer action until the September meeting.

b. Transportation Matters

i. SmartScale Projects

Mr. Coggsdale advised last year VDOT began a project evaluation process that was at that time called HB2. The process has been renamed SmartScale and focuses on “investing tax dollars in the right projects that meet the most critical transportation needs in Virginia”. According to the Smart Scale website, projects are “scored based on an objective, outcome-based process that is transparent to the public and allows decision-makers to be held accountable to taxpayers”. Mr. Witt provided Council with a memo addressing the Town’s proposed projects. These projects align with the Town’s Small Urban Area 2010 Plan and its Comprehensive Plan in regard to transportation improvement needs. The projects are:

Lynch Mill Road @ Altavista Elementary School Lynch Mill Road/Clarion Road Intersection

VDOT is identifying feasible alternatives to submit for a Smart Scale application. Alternatives may include turn lanes, intersection realignment or a roundabout. There is a third project that has been discussed for possible inclusion, which would be the Main Street/Bedford Avenue area which would feature the “peanut-roundabout”. Mr. Coggsdale advised this area has been awarded funds from the “Transportation Alternatives Program” for the past few years for the “Rt. 43 Gateway Project, which features sidewalks, pedestrian crosswalks and signals and updated signalization for Main Street and Bedford Avenue. This project would pick up in the downtown area on Main Street and 7th Street, where previous Streetscape projects ended. Previously, Council indicated to staff to proceed with the design of this project. The peanut roundabout, according to VDOT, would be a long range project, while the funded “Rt. 43 Gateway Project” would address the existing pedestrian concerns. Mr. Coggsdale advised during the past three annual award cycles the Town has received funding from VDOT in the amount of \$518,652. The total project cost estimate is \$648,315, leaving a Town match of \$129,663. The Town has \$85,700 either budgeted or earmarked, leaving a deficit of \$43,963 that will need to be appropriated. He noted in accordance with VDOT’s policy, the project must be completed and the VDOT funds expended by October 1, 2018. TAP funds would not be eligible for the actual roundabout construction.

Mrs. Dalton asked Mr. Coggsdale to clarify that the “peanut roundabout” would be a future possibility.

Mr. Coggsdale responded that it could be but without funding being identified there is a lot of work to be done.

Mr. Higginbotham suggested the public be shown what the “peanut roundabout” is, noting that initially he is not impressed with it at all.

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Mayor Mattox noted the next work session will be designated to transportation.

Mr. Coggsdale stated the two projects on Lynch Mill Road are what is needed for SmartScale if it is Council's desire noting other than \$43,963 match monies are available for the "Rt. 43 Gateway Project".

Mr. Higginbotham asked if a "peanut roundabout" would tear up the proposed pedestrian work.

Mr. Coggsdale responded in eight to ten years there is a possibility but can't hold on to the funds for that length of time to see.

Mayor Mattox recalled a meeting with VDOT in which they said the "peanut roundabout" may be more safe but is more expensive. Council will have to make that judgement and decision on how to move forward.

Mrs. Dalton suggested having Mr. Rick Youngblood present at the Work Session.

A motion was made Mrs. Dalton, seconded by Mr. George, that the resolution in support of SmartScale Application for the Town of Altavista be adopted and staff work on the submission of the Lynch Mill Road projects (Elementary School and Clarion Road).

Mr. Higginbotham questioned why it is \$2.3 million to put the turn lane in at the elementary school.

Mayor Mattox responded there are utilities buried and the estimate includes moving utilities.

Mr. George asked if there was a road beside of the school for drop off.

Mr. Coggsdale stated that was another concept they had but is not included in this concept. Concept 1 is a 250' turn lane in front of the school.

Mr. Emerson referred to the set up at Rustburg Elementary School stating it is safer and makes more sense; a turning lane is not going to solve what is going on at Altavista Elementary School.

Mr. George mentioned Rustburg Elementary has the advantage of being 600 to 700' off the road.

Mr. Emerson suggested looping around the bus parking lot near the playground.

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

RESOLUTION IN SUPPORT OF SMART SCALE APPLICATION
FOR THE TOWN OF ALTAVISTA:

LYNCH MILL ROAD & ALTAVISTA ELEMENTARY SCHOOL TURN LANES
LYNCH MILL ROAD & CLARION ROAD INTERSECTION IMPROVEMENTS

WHEREAS, Lynch Mill Road is a major collector road for the Town of Altavista; and

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WHEREAS, the section of Lynch Mill at the Altavista Elementary School has two intersections, truck and bus traffic in addition to car traffic transporting students to school creating an unsafe roadway for travelers; and

WHEREAS, the intersection of Lynch Mill Road and Clarion Road is identified as an intersection that needs improvements for line-of-sight and turning radius to assist with the flow of traffic; and

WHEREAS, the Town's Comprehensive Plan has as two of its goals to (1) maintain and improve the primary and secondary road system and (2) upgrade existing roadways as required by increased traffic volumes and other changing conditions; and

WHEREAS, conditions have changed due to the Altavista Commons commercial development and continued industrial development along Frazier and Ogden Roads; and

WHEREAS, both projects were identified and contained in the Town of Altavista 2035 Transportation Plan dating back to 2008; and

WHEREAS, it is the opinion of the local governing body for Lynch Mill Road to be a safe road at all times for truck, bus and passenger cars these two projects are necessary;

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL that it supports the HB2 application for the improvements at both stated locations.

Adopted the 9th day of August, 2016.

Michael Mattox, Mayor
Town of Altavista

Attested:

J. Waverly Coggsdale, III, Clerk

c. Housing Study Consideration

Mr. Coggsdale advised at Town Council's July 26th Work Session, individuals from Virginia Tech discussed the potential for conducting a "housing study" for the Town of Altavista. Council asked that this item be put on the agenda of the regular August meeting for additional consideration. Mr. Coggsdale presented Council with an updated proposal for the housing study presented by Virginia Tech.

Mr. George asked if Altavista on Track's study on Broad Street could be removed from this study.

Mr. Jarvis responded yes in the proposal there is a facet that talks about engaging and conducting analysis on the downtown district which would be a duplication of the assessment at a price tag of \$5,000. The total price with the add on would be \$35,069. He suggested not taking the add on and take off the \$5,000 analysis for overlay downtown to get the cost in line with what was presented a year ago.

Mrs. Agnes Dowdy with Agnes Dowdy Realty was presented. Mayor Mattox asked if he and the Town Manager could meet with her to discuss her concerns.

d. Comprehensive Plan Update

Mr. Coggsdale advised the Planning Commission has been working on updating the Town's Comprehensive Plan during the last year. He stated staff will be providing a copy of the revised Plan with a compilation of the recommended changes and asked that Town Council agree to place this item on their September 27th Work Session.

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e. Altavista Band Boosters “Blue Ribbon Project”

Mr. Coggsdale advised at Town Council’s July Work Session, it was mentioned that a representative of the Altavista Combined School Band Boosters had contacted a Council member in regard to a “Blue Ribbon” project in support of law enforcement. Staff has talked with a representative of the organization and they would like to work with local businesses in regard to displaying blue ribbons on the Town’s decorative light poles for this purpose. He noted this may be used as a fundraiser by the organization and because it involves display on the Town’s light poles, Council may want to consider the request.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to approve the request of the Altavista Band Boosters allowing them to place blue ribbons on the decorative light poles in support of law enforcement.

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. 7th Street Alley Waterline

Mr. Coggsdale advised previously, the Town experienced water leaks in the alley between 7th and Main Streets (500 block) and they were repaired. It was discovered that the lines were in very poor condition and it was decided that the repair would suffice until the lines could be replaced. Staff is working with the contractor on the Main Street water line project in regard to providing a price on this project. It is estimated that this project will probably be in the \$75,000 range. He noted there is the potential, based on use of contingency of the Main Street project, that funds from the borrowing may be available to pay for this project. If those funds are not available; funds can be utilized from the Enterprise Fund Reserve or the Enterprise Policy Funds.

Mr. Garrett noted the intention was for town staff to complete this project but due to the work load and being short staffed it will be difficult to complete before winter. Due to being ahead of schedule on the Main Street project with \$100,000 to \$140,000 contingency funds available, staff is considering allowing EC Pace complete the project.

Mr. Higginbotham asked if Virginia Carolina put in a sewer line.

Mr. Garrett responded Virginia Carolina installed the sewer line but did not install a water line.

Mr. Higginbotham asked the price.

Mr. Garrett stated he has a quote from EC Pace of \$61,784 and the project would be completed in approximately three weeks.

Mr. George mentioned he has received a few complaints of people speeding in the alley and suggested speed bumps.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, approving the agreement with E.C. Pace in regard to replacing the water line in the alley between 7th and Main Streets (500 block), as a Change Order to the existing contract.

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Mrs. Dalton suggested reaching out to the business owners in regards to the speed bumps.

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. WWTP Permit and PMP Update

Mr. Coggsdale referred to the reissuance of VPDES Permit No. VA0020451 – Altavista WWTP and advised the Town has been working with the Virginia Department of Environmental Quality (VDEQ) in regard to reissuance of our “Virginia Pollutant Discharge Elimination System” (VPDES) permit for the last several months. Recently, the Town was informed that our permit has been reissued. He noted Section B “Other Requirements or Special Conditions” as it relates to item #14 “PCB Pollution Minimization Plan (PMP)”. The Town has previously provided a PMP to DEQ, per the newly reissued permit, the Town is required to submit to the DEQ Blue Ridge Regional Office – Lynchburg an Annual PMP Report by February 10th of each year (beginning in 2017). Staff will review this item and bring back information on what needs to be included in the annual report to meet DEQ’s requirements.

Mr. Coggsdale expressed appreciation to Mr. Steve Bond for his help in obtaining the permit.

h. Consideration of Small Purchase Update to the Code

Mr. Coggsdale advised the General Assembly made changes, which were effective July 1, 2016, in regard to the methods of procurement available to localities. The amendments to §2.2-4303 of the Code of Virginia:

G. A public body may establish purchase procedures, if adopted in writing, not requiring competitive sealed bids or competitive negotiations for single or term contracts for:

1. Goods and services other than professional services and non-transportation-related construction, if the aggregate or the sum of all phases is not expected to exceed \$100,000; and
2. Transportation-related constructions, if the aggregate or sum of all phases is not expected to exceed \$25,000.

However, such small purchase procedures shall provide for competition wherever practicable.

Such purchase procedures may allow for single or term contracts for professional services without requiring competitive negotiation, provided the aggregate or the sum of all phases is not expected to exceed \$60,000.

Mr. Coggsdale stated staff would like to amend the Town’s “Small Purchase” ordinance (Section 2-236) to mirror the new language allowed by the Code of Virginia.

Mr. Eller noted when the population of the town went under 3,500 the town is not required to have a procurement ordinance.

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A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to make amendments to §2.2-4303 of the Code of Virginia 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

i. Consideration of Participation in VML’s Executive Mansion Holiday Tree Ornament Project

Mr. Coggsdale advised VML is again seeking communities to participate in providing holiday tree ornaments for the Executive Mansion in Richmond. The Town could put the “call” out for local artists to provide ornaments and one could be selected to forward to VML for display in Virginia’s Executive Mansion. He stated there can only be one from the Town, the others could be displayed on the town’s Christmas tree in the lobby of Town Hall.

It was the consensus of Council to participate in VML’s Executive Mansion Holiday Tree Ornament Project.

9. Reports

a. Town Manager’s Report

Bedford Avenue Waterline Project (Project 1A)

Final items are being completed, so retainage can be released.

Main Street Waterline Project (Project 1B)

Waterline along Main Street is being installed.
Storm water along Main Street is being installed.
Staff will invite VDOT to the August Work Session discuss paving project.

Booker Building

Photo documentation of building.
USDA has been contacted in regard to possible “planning” grant.
Met with Mr. Law to review building and renovation possibilities.
Preliminary Report will be submitted to Council in August.

WWTP EOP – PCB Remediation

Quarterly Update to the Department of Environmental Quality (DEQ) submitted.
Dr. Sowers (UMBC) visited the site to gather samples in March 2016.
Staff anticipates information being received from “partners” in September in regard to project updates.

YMCA Family Center Roof Replacement

Core drilling indicates that there are two existing roofs on the structure. This will require removal of the roofing material. This will increase the cost beyond the \$30,000 threshold and require public bidding.
Staff will update Council on this project at the meeting.

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Compensation/Classification Plan Study

Kick off meetings with Department Heads and all employees were conducted on August 2nd and 3rd.

The process will take up to four (4) months.

- b. Departmental Reports

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles

Mr. Coggsdale referred to correspondence in the package pertaining to Local Health insurance. Mrs. Shelton will be participating in a webinar on this matter.

- b. Calendars-August/September

11. Matters from Town Council

Mayor Mattox advised the November Town Council meeting is scheduled on the same day as “Election Day” and asked Council for their thoughts on moving to another evening. He asked that this matter be placed on the next Council meeting agenda.

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,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Utilities)

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

Motion carried:

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

Council went into closed session at 8:04 P.M.

Notice was given that council was back in regular session at 8:18 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, 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

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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 Mrs. Dalton, seconded by Mrs. Brumfield, that the High Range of Grade Levels 12 and 13 be increased by 10%.

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

13. Adjournment

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

The meeting was adjourned at 8:19 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk