

Regular Council Meeting—July 12, 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 July 12, 2016 at 7:00 p.m.

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

Council members
present:

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

Council members
absent:

Mr. Tracy Emerson

Also present:
Manager

Mr. J. Waverly Coggsdale, III, Town
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Altavista Police
Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox amended the agenda (adding Moorefield Survey and Lane Home Use Concept) and asked if there were any questions regarding the agenda.

A motion was made by Mr. Higginbotham, seconded by Mrs. Brumfield, 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. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

4. Recognitions and Presentations

- a. Altavista Chamber of Commerce

Mrs. Heather Reynolds advised this past June marked the 67th anniversary of the Uncle Billy's Day festivities. The Altavista Chamber of Commerce coordinated the event. She thanked Council and the Town of Altavista for their support. She noted that over 100 food, craft, commercial and nonprofit vendors participated. Mrs. Reynolds thanked Altavista on Track, Altavista Band Boosters, Altavista/ Campbell County Habitat for Humanity, Altavista Arts Council, Hurt Volunteer Fire Department, Staunton River Women's Club and the many others that participated. Mrs. Reynolds recognized the Chamber Board of Directors, Mr. Mike King, Mr. David Garrett, Mr. James Moore, Mr. Robert Adkins and Mr. Chuck Newman, Mrs. Tobie Shelton, Mr. Waverly Coggsdale, Mr. Dan Witt,

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Mr. Dennis Jarvis, Mr. Phillip Popek and Chief Mike Milnor, Lt. Moorefield and the Altavista Police Department, Hurt Police Department and Campbell County Sheriff's office, Virginia State Police and Virginia Department of Game and Inland Fisheries Altavista EMS, Citizen's EMS and numerous other agencies and volunteers for their support. She noted over 450 volunteer hours were logged in in two days.

Mayor Mattox thanked Mrs. Reynolds and the Altavista Chamber of Commerce for coordinating the event.

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 June 14th; Work Session June 28th
-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) Delinquent Utility Write-Offs-Council approved the Utility Write-Offs as presented.

A motion was made by Mrs. Brumfield, 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. Timothy George | Yes |
| | Mr. Jay Higginbotham | Yes |

7. Public Hearings

8. New/Unfinished Business

a. Canoe Launch Update/Request

Mr. Coggsdale advised staff continues to work on seeking grants for the Canoe Launch project. He noted staff is seeking adoption of the resolution for the Recreational Trail Program.

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the Recreational Trail Program Grant resolution.

Motion carried:

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

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Recreational Trails Program Authorizing Resolution

A resolution authorizing an application for federal funding assistance from the Recreational Trails Program (RTP) to the Virginia Department of Conservation & Recreation (DCR).

WHEREAS, under the provisions of RTPF, federal funding assistance is requested to aid in financing the cost of trail/trailhead/trailside construction and/or rehabilitation within Campbell County, Virginia and

WHEREAS, the Altavista Town Council considers it in the best public interest to complete the project described in the RTP application;

NOW, THEREFORE, BE IT RESOLVED that:

- 1. The Altavista Town Manager be authorized to make formal application to DCR for funding assistance;*
- 2. Any fund assistance received be used for implementation and completion of access to the canoe launch on the Staunton River within the specified time frame;*
- 3. The Altavista Town Council hereby certifies that project funding is **currently available and is committed for the completion of this project while seeking periodic reimbursement through the Recreational Trails Program.***
- 4. We are aware that the RTP funding, if approved, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR.*
- 5. We acknowledge that the assisted trail project will have an assigned life expectancy assigned to it and that the facility must be maintained to standards suitable for public use.*
- 6. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act, Executive Orders 11988 and 11990 (Floodplain Management and Wetlands Protection) and all other applicable state and federal laws;*
- 7. We acknowledge that appropriate opportunity for public comment will be provided on this application and evidence of such is a required component for approval.*
- 8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation.*

This resolution was adopted by the Altavista Town Council during the meeting held: on July 12, 2016 at the J.R. (Rudy) Burgess Town Hall, located at 510 7th Street, Altavista VA.

Signed and approved by the following authorized representative:

Signed: _____ Title:

Date: _____

b. Consideration of Incentives/Performance Agreement-The Standard Insurance

Mr. Coggsdale advised there was an announcement in regard to The Standard Insurance Company deciding to establish a presence on the East Coast in Altavista. Parameters of the investment to be made by The Standard Insurance Company and the incentives offered by staff was presented to Council. Mr. Coggsdale noted the incentives are consistent with the town's policy.

The total investment by Standard will be:

Net new investment of \$1.7 million dollars
Capitalized investment in taxable personal property:
\$1,552,650
Capitalized investment in building improvements \$161,585
New employment of 178 jobs within 36 months, and 235 jobs by 2020
Average, W-2 salary for new employees: \$43,497.

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Town of Altavista incentive package \$32,000

\$22,000 for net new capital investment

\$10,000 for net new employment

The town will pay the Standard four equal payments of \$8,000
The payments will start when the Standard completes the build out and offers 235 jobs within the 48 months with an average salary of \$16.80 per hour.

Mayor Mattox thanked Mr. Jarvis for his efforts in bringing new jobs to the town of Altavista.

Mr. Jarvis advised the Standard is hoping to have 75 jobs filled by the end of the month and construction has begun on the building improvements. He thanked the Region 2000 Workforce Investment Board for helping make the project move forward. Mr. Jarvis also thanked the property owner, Mr. Turner Perrow. A motion was made by Mrs. Dalton, seconded by Mr. George, that the incentives as presented for The Standard Insurance Company be approved and the Town Manager be authorized to execute the Performance Agreement on behalf of the Town of Altavista.

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 |

c. Deer Management/Town Property Hunting Policy

Mr. Coggsdale advised at the June Town Council Work Session, a proposed Deer Management/Town Property Hunting policy was discussed. During the discussion, Council members felt the hunting of town property should be available to Town citizens and Town employees before offering to others. He noted it was the consensus of Council at the work session to proceed with the development of a policy based on this concept.

Mr. Higginbotham asked if Mr. Witt could contact the Department of Game and Inland Fisheries in regards to a professional group coming in to thin the deer population.

A motion was made by Mr. Edwards, seconded by Mr. George, that staff develop a Deer Management/Town Property Hunting policy based on the concept presented.

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 |

Mayor Mattox stated he was in agreement with Mr. Higginbotham and asked Mr. Witt if needed to look at other options.

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d. Virginia Commission for the Arts Local Government Challenge Grant FY2017

Mr. Coggsdale advised during Council's February Work Session, Ms. Emelyn Gwynn, Altavista on Track/Main Street Coordinator, briefed Council on the Virginia Commission for the Arts "Local Government Challenge Grant". It was the consensus of Council that Altavista on Track make application with the understanding that the Town would be required to match the grant. He also mentioned the Altavista Arts Council (YMCA) was a partner in this grant and will operate as the sub-grantee (an arts organization must be involved in the process). Mr. Coggsdale advised the Town of Altavista has received correspondence that a Local Government Challenge Grant in the amount of \$5,000 will be awarded. In accordance with the agreement, the Town will need to allocate the matching funds for the grant in the amount of \$5,000. Ms. Gwynn will work with a small committee to finalize the art project that will be undertaken with the grant funds and match. He noted once a project has been identified the information will be brought back for Council's review.

Mr. Edwards asked what type of art is involved.

Mr. Coggsdale stated there have been preliminary discussions but they have not gotten to this point; their talks have included murals, sculptures, things of that nature. He advised Ms. Gwynn will create a small group including the Arts Council and bring back some thoughts and ideas of what this money can be used for.

Mr. Edwards asked if this item could be postponed until these items are brought before Council.

Mrs. Dalton suggested if anyone had any suggestions on what kind of art or how the monies should be used to contact Ms. Gwynn.

This item was tabled until further information is presented.

e. Council Consideration of a Plat

Mr. Witt advised on or about June 21, 2016 he received a draft plat from Ms. Elizabeth Rosser with Southeast Survey for his review and approval for Ms. Carol Moorefield. Mr. Witt stated the survey would create two non-conforming lots; the foundation of the bases of the presented plat was a deed of partition that was done at settlement of a divorce between Mr. Gene Moorefield and Ms. Carol Moorefield. Mr. Witt advised as Zoning Administrator, he cannot approve a survey that is creating nonconforming lots. There is a statement in the Town Code Section 66-132 giving Council authority to override the Zoning Administrator's decision. Mr. Witt noted in 2004, staff approved the subdivision of Parcel 83A-11-63-2 into two lots 2A and 2B, both conforming to the Town Code. The subdivision also established an easement that Lot 2A would have the right to use a portion of Lot 2B for ingress and egress in addition to the use of a shed outbuilding. Mr. Witt advised in 2013 as part of the divorce settlement, Lot 2B was divided by Deed of Partition.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to allow Lot 2A and the easement part of Lot 2B to

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become a single parcel, creating a single nonconforming lot that has an existing home.

Motion carried:

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|-------|----------------------|-----|
| 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 |

f. Lane Home Concept

Mr. Coggsdale advised he had the privilege of meeting with Mr. Rick Lane, family member of Mrs. Minnie Lane, who discussed the concept of using the Lane home on Myrtle Lane as a place where people can stay while visiting the town at no charge. Mr. Lane questioned if this would be a concept that would be received in Altavista. Mr. Coggsdale felt this may be a possibility when Economic Development prospects were in town. Visitors could walk and get a good feel of what the community is like and enact with people instead of sitting in a hotel room.

Mr. Edwards was in attendance; he felt Mr. Lane was looking for a letter of support from Council. Mr. Lane would like to see the home used in the manner Mr. Coggsdale referred to as well as for churches. Mr. Edwards stated he questioned who would determine who would stay in the home. Mr. Lane related that he would oversee this or designate someone. Mr. Edwards questioned payment. Mr. Lane responded he would be responsible for 90 to 100% of the payment noting payment from the town would create problems for him. Mr. Edwards stated Mr. Lane might need payment for a housekeeper occasionally. This would call for no commitment on the part of the Town of Altavista.

Mayor Mattox asked if there would be any zoning issues.

Mr. Coggsdale responded he did not see problems.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, that the Town Manager draft a letter of support for the use of the Lane home.

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 |

9. Reports

a. Town Manager's Report

Bedford Avenue Waterline Project (Project 1A)

Final items are being completed, so retainage can be released. Myrtle Lane Paving and Woodland Avenue parking at park are in the process of being paved.

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Main Street Waterline Project (Project 1B)

Progress meeting held on June 6, 2016.
Waterline along Main Street is being installed.
Storm water along Main Street is being installed.

Booker Building

Photo documentation of building.
USDA has been contacted in regard to possible “planning” grant.
Meeting 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

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.

Mr. Higginbotham questioned the game plan for preparing a spot for Dr. Lowman’s and Dr. Schnoor’s research.

Mr. Coggsdale stated this goes back to a previous conversation; what is Council’s desire to do? He noted there should be reports coming back from the previous research.

Mr. Higginbotham noted phytoremediation can’t be done without having a dry spot to plant on.

Mayor Mattox stated the majority of Council agreed that science would pay for science and the town would pay for remediation.

Mr. Coggsdale stated he would be reaching out to Dr. Schnoor, Dr. Lowman and Dr. Sowers for an update and if there is a future need or progress this needs to be demonstrated to Council.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

- a. Correspondence/Articles
- b. Calendars-June & July

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,

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Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

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 7:55 P.M.

Notice was given that council was back in regular session at 8:17 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. 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 8:18 p.m.

Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk