

Regular Council Meeting—February 14, 2017

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 14, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Dr. Dawn Compton, Mount Herman United Methodist Church, gave the invocation.

Council members

present:

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

Also present:

- Mr. J. Waverly Coggsdale, III, Town Manager
- Mr. Daniel Witt, Assistant Town Manager
- Mrs. Tobie Shelton, Finance Director
- Chief Michael Milnor, Police Department
- Mr. Dennis Jarvis, Economic Dev. Director
- Mr. David Garrett, Public Works Director
- Mr. Tom Fore, Public Utilities Director
- Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions or changes to the agenda.

Mr. Emerson, seconded by Mrs. Brumfield, made a motion to approve the agenda as presented.

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
	Mrs. Tanya Overbey	Yes

4. Recognitions and Presentations

- a. Resolution-Charles Edwards

Mayor Mattox read into the minutes a resolution recognizing former Councilman Charles Edwards who resigned December 31, 2016.

**A RESOLUTION OF APPRECIATION
RECOGNIZING THE SERVICE OF COUNCILMAN CHARLES R. EDWARDS
TO THE TOWN OF ALTAVISTA**

WHEREAS, Mr. Charles R. Edwards has served on the Altavista Town Council for several terms; September 1978 – December 1982; July 1990-June 1994; June 2000 – December 2002; and January 2011 – December 2016, totaling almost sixteen years of service; and

WHEREAS, during Mr. Edwards' terms, the Town of Altavista has undergone significant change in many positive ways; and

WHEREAS, during Mr. Edwards' terms, the Town initiated and completed numerous projects that have and will continue to improve the quality of life for the citizens of Altavista now and in the future; and

WHEREAS, after almost 16 years of loyal service to the residents of the Town, Mr. Edwards has chosen to retire from civic life; and

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~~NOW AND THEREFORE BE IT RESOLVED~~ by the Altavista Town Council of 2017 that the Council hereby honors and praises

CHARLES R. EDWARDS

for his outstanding service to the people of Altavista and the Council wishes to express their high regard, respect and appreciation for his committed dedication to the betterment of the Town of Altavista, Virginia.

~~BE IT FURTHER RESOLVED~~ that as an expression of appreciation a copy of this resolution of commendation be spread among the pages of the minutes of the Altavista Town Council as a permanent record of the contribution of our fellow servant.

Adopted this 14th day of February 2017.

Michael "Mike" Mattox, Mayor

Mrs. Dalton, seconded by Mr. Emerson, made a motion to adopt the resolution recognizing the service of former Councilman Charles Edwards.

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
	Mrs. Tanya Overbey	Yes

b. Planning Commission CY2017 Annual Report

Mr. Witt gave the Planning Commission Annual Report noting there were 10 meetings (9 regular and one joint work session with Town Council) held. There were 54 zoning permits issued. Mr. Witt reported in March Chairman Jerry Barbee resigned for personal reasons. Mr. John Jordan and Mr. John Woodson were elected as Chair and Vice-Chair, respectively, in April 2016. Mr. Witt noted one major accomplishment was the completion of the update to the Comprehensive Plan. He presented Council with copy of the Transportation portion (Chapter 7) and the Planning Commission's 2017 Work Plan.

Mrs. Dalton asked Mr. Witt to convey to the Planning Commissioners Council's gratitude for their hard work.

Mayor Mattox thanked Mr. Witt for his work as well.

5. Public Comment

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

Mrs. Carol Day, 1403 Bedford Avenue, addressed Council and requested they consider the "Pledge Alliance to the Flag" before conducting the Council meetings. She stated being married to a 25-year Air Force Chief Retiree patriotism is near and dear. With so many things going on in this country that the pledge should be added along with the prayer before the Council meetings.

Mayor Mattox felt this was a wonderful idea and asked Mr. Coggsdale to add this to a future discussion.

Mayor Mattox asked if anyone else would like to speak.

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No one came forward.

6. Consent Agenda

- a) Minutes- Regular Meeting January 10th, 2017/Work Session January 24th, 2017 – The Council approved the minutes of the Council meeting and Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Appointment to Altavista Economic Development Authority-Council approved the appointment of Mr. Walter Maddy to the EDA for a term of four years, expiring November 2020
- d) Approve Contract-Annual Auditing Services for Robinson, Farmer, Cox Associates-Council approved contract for services for three years with the option to renew for up to two additional one-year terms.

Mrs. Overbey, seconded by Mr. George, made a motion to approve the consent agenda as presented.

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
	Mrs. Tanya Overbey	Yes

7. Public Hearing

8. New/Unfinished Business

a. Consideration of Request of Campbell County for English Park

Mr. Coggsdale advised Council has been considering whether to make a request of Campbell County in regards to the conveyance of their English Park. The Board of Supervisors has given the County Administrator approval to take the necessary steps to conduct a public hearing on this item, if the Town makes a request. He noted the Altavista Recreation Committee has indicated to Town Council that it would be their wish to have the Town Council make this request. Mr. Coggsdale noted previously, there was discussion of a possible reservoir/water impoundment that may be feasible on the property if it is conveyed to the Town. He presented Council with a staff report detailing this issue, which indicates similar facility costs and the lengthy timeframe. He noted this option could be considered but is not the primary reason for the request.

Mr. George, seconded by Mr. Emerson, made a motion to request Campbell County for conveyance of their English Park to the Town.

Mr. Higginbotham stated it sounds good to have someone give you something but the problem with accepting English Park would be it would cut off funding from Campbell County. He noted that last year the Town received \$50,000 in funding from the County plus \$7,000 for maintenance of the fields. This year funding was cut to \$25,000 plus \$7,000 for maintenance. This request would cut off funding from Campbell County forever. He did not feel the Campbell County citizens would be forbidden to use the park but the Town would pay from this day forward. He asked what was the plan; a soccer field, splash park. He feels whatever is wanted, the town will do themselves. He feels the Town needs to approach the County and advise what is wanted and ask if they will contribute

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towards the project or continue funding. Does the town need the entire park (149 acres)? Mr. Higginbotham noted with the construction of the new bridge, the Route 29 bridge would be shut down a year to 18 months. It will not be safe to go in that area of the park. Mr. Higginbotham asked “Why now?” He stated there is nothing in the park while it is owned by Campbell County that the Town cannot go ahead and do now and if Council is supporting the Recreation Committee, vote for the money to go into the park and do it but do not cut off the funding from Campbell County.

Mr. George stated from his perspective, he has been on the Recreation Committee for over four years and has attended some of the County meetings and they stated that they don't have any money in the budget to spend on any of the parks. He felt the Board of Supervisors are looking for ways to fund the EMS and give raises to the teachers and did not feel there would be any money coming from the County for parks. If Altavista owned the park, they could control its destiny. He agreed with Mr. Higginbotham there are rough plans for the park but this will not happen until the completion of the new bridge. He felt the idea of having a reservoir for the Water Plant was a smart decision and Council should move forward with conveyance of the park.

Mrs. Overbey felt the park was a way to drive economic growth for the community. She has served on the Recreation Committee and they have a plan that is in the CIP of what they would like to see done in the park. She has noted in social media the desire to see the park developed. Since Campbell County is offering the park at this time, it make sense for Council to accept the park. She agreed that Campbell County's funds are stretched and felt it unrealistic to believe there would be monies available for the parks.

Mr. Emerson referred to the proposed Canoe Launch and stated the Town has asked the County to help with dirt removal, which was denied. He feels everything the town wants to do with the park would have to be approved by the Board of Supervisors. In his conversation with one of the supervisors, there is no funds available for recreation. He noted the park is part of the town whether the town owns it or not. He does not see future development there if left with the County.

Mayor Mattox stated opportunities do not always come exactly when you want them but this is an opportunity for the further growth of the community. He noted he would love to see his three-year-old grandson have the opportunity to play at this park. He noted he respects the Board of Supervisors for prioritizing health, safety, welfare and education. Times have been hard and they are operating on a lean budget. The Board is giving the Town an opportunity to develop an asset that will benefit the Town of Altavista, Campbell County and the region; Mayor Mattox thanked the Board of Supervisors for that opportunity. He noted that previously funding was every five years which means it could be another 25 years before the town would receive funding again. He stated Altavista has a “can do” philosophy and is willing to go out and make it happen.

Mr. Higginbotham offered a motion to ask Campbell County to continue funding the park.

Mr. Emerson asked if this would be a deal breaker.

Mayor Mattox stated from his understanding the Board of Supervisors feel this would be a significant gift to the community and do not feel it would be appropriate to have strings attached. He stated Council could still ask for funding of projects in the future.

Mr. Higginbotham noted they are contributing \$7,000 for mowing and the \$50,000 was cut back to \$25,000. If they are spending this money now, the town

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will not get these funds if they own the property. This is a benefit Mr. Higginbotham stated he did not want to lose. If something is going to be done, it will take money from the Council to do but does not want to lose the support and maintenance from Campbell County.

Mrs. Brumfield seconded Mr. Higginbotham's motion stating she wants the money from the County as well.

Mr. Higginbotham asked Mrs. Vicky Mattox (Recreation Committee) if more people from Campbell County signed the Canoe Launch petition than people from the town of Altavista.

Mrs. Mattox was unsure on the number.

Mrs. Brumfield stated the town is looking for a contract that says we will take the park but would also want the \$7,000 for the mowing.

Mayor Mattox did not feel the Board of Supervisors would agree. The reason they are offering the park to the town is that they are tight on money and want to relieve themselves of this obligation.

Mr. Higginbotham asked if it would hurt to ask in this manner.

Mayor Mattox stated it is very clear to us that this is clean agreement in which the Board of Supervisors is willing to give the property to the town.

Mrs. Brumfield withdrew her second because she did not want to break the deal with the County.

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	No
	Mrs. Tanya Overbey	Yes

b. FY2018 Budget-Agency Funding Request Presentations

Altavista YMCA-Mr. Shawn Stone, President of the Altavista Area YMCA, addressed Council thanking them for their past support of the YMCA with an over 40-year relationship. He noted operating a YMCA in a town the size of Altavista is challenging and the town's contribution is not taken for granted. It is hoped that the YMCA is a key selling point for attracting businesses to town and felt the YMCA was an asset to the citizens of the town.

Mr. Higginbotham told Mr. Stone, Council appreciated their contribution to the town.

Altavista Chamber of Commerce-Mrs. Heather Reynolds, President of the Altavista Chamber of Commerce, addressed Council stating the Board of Directors and staff is very appreciative of Council's support. She noted in 2016, the Chamber held 10 major community events, over 20 training seminars, networking events and mixers for business leaders, 10 ribbon cuttings, and anniversaries for existing businesses and other events. She reported the total membership is over 180 members and \$3,000 was awarded to local schools for new programming. She noted they have welcomed numerous tourists and new residents to Altavista and provided them with

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business connections, area attractions and activities through provided literature. She thanked the many organizations and volunteers that have helped throughout the year and asked Council to consider funding for \$20,000 to continue their support of the Altavista Chamber of Commerce.

Avoca Museum-Mr. Michael Hudson, Director of Avoca Museum, addressed Council. He stated in a time when museums are dying out in America, the local history museum is thriving and growing. He feels this is due to the excellent membership, corporate sponsors and charitable organizations that fund the museum year after year. He stated there are 150 volunteers at Avoca.

Mr. Higginbotham referring to Mr. Hudson stated there was a top-notch person at the top.

Mr. Hudson stated he was not requesting additional funding over and above what has been granted to Avoca Museum in the past; 30% of Avoca's funding comes from the town with 70% falling on Avoca. They are growing their endowment and at the same time, growing the museum. He did not see any reason to bring an additional funding request before Council. Mr. Hudson noted one issue that needs attention is the "Milk House"; this building is post revolution (built around the turn of the 19th Century). This building shows up in the CIP several years into the future. The roof and base of this building was showing deterioration and if not repaired soon, the building would be lost. Acting on instructions from the Board, he has had the roof replaced and the base restored. He mentioned a local contractor that did the work for Avoca and donated half of the \$7,000 cost. The Board is asking if the \$3,500 can be rolled into the 2017-2018 CIP.

Altavista on Track-Ms. Jamie Glass, President of Altavista on Track, addressed Council and thanked Council for their continued support noting this is their 10-year anniversary with a celebration planned for later in the year. She noted they have tried to find creative avenues to get more funding so as not to put a strain on the Town. She credited Ms. Emelyn Gwynn with obtaining grants that can be utilized. Ms. Glass stated a major grant of \$60,000 was obtained from the Governor's Office that funded the Pop-up program. She noted the funds from Council are used to help with operating expenses. This year they are requesting the \$5,000 plus \$1,000 for signage from Virginia Main Street.

Mrs. Overbey asked if Council would consider adopting a resolution honoring Altavista on Track for their 10 years of service to the town of Altavista.

c. Consideration of Rt. 29 Bridge Historic Mitigation Options

Mr. Coggsdale advised VDOT will be replacing the Main Street Bridge and the project has moved to the stage where it needs to acquire Right of Way and adjust utilities. However, prior to initiating that phase, VDOT is required to conclude the Section 106 process by executing a Memorandum of Agreement (MOA). The MOA will include commitments for mitigating the project effect on historic properties. In addition, 23 USC 144(o) requires that VDOT offer the bridge to a state, locality, or responsible private entity. Based on a letter from Mr. Randy Lichtenberger, the party must enter into an agreement to maintain and resume all financial responsibility for the bridge holding the state highway agency harmless in any liability action. He advised the entity must accept responsibility for the entire structure, not specific sections or even pieces of the structure. Reuse or acquisition of pieces of the bridge for historic significance and display would be negotiated between the eventual contractor and the Town. Staff has inquired about the cost of such an undertaking by the Town and while no exact cost has been attained, an example provided by VDOT for the rehabilitation of a previously relocated existing historic bridge that is smaller than the Main Street Bridge cost approximately \$300,000. The scope of the rehabilitation on that structure included painting, re-decking, and

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modest structural repairs; the structure was only 55' in length and 12.5' wide. Based on Mr. Lichtenberger's letter, the Town can opt to continue pursuit of ownership of the entire bridge or notify VDOT in writing to decline such an offer. Throughout the process, representatives from Preservation Virginia have advocated options for saving all or parts of this bridge. A goal of APVA is saving Virginia's historic places and structures. Mr. Coggsdale advised options contained in a document provided by Ms. Sonja Ingram were discussed; however, VDOT recommends that the reuse of all or part of the bridge is not economically feasible. VDOT does recommend other mitigation measures that are viable alternatives such as photographic documentation of the bridge and the installation of interpretive signage within the Town of Altavista Historic District.

Ms. Sonja Ingram, Preservation Virginia, presented Council with a power point presentation with possible options for preservation of the bridge. She noted several citizens in the locality that were concerned about the bridge contacted them. The bridge, built in the 1920's or 1930's, is not listed on the National Register but deemed important because it is Altavista's entranceway to the downtown historic district. She mentioned she has been in touch with the Federal Alternatives Grants Program and if Council chooses to relocate the bridge, a grant could be used to relocate the bridge and or some short of rehabilitation. She also spoke with Virginia Recreation Trails Program, which said the same thing, although there is minimal funding available. She felt placing one of the trusses or part of a truss in the park is a good idea and would save some of the historic fabric.

Mrs. Brumfield questioned if this truss would be placed on the road in the park.

Ms. Ingram felt it would be part of the trail system.

Mr. George asked if it was physically possible to pick up a large portion of the bridge and place it.

Mr. Higginbotham replied, "it could be done."

Ms. Ingram noted there are the pony trusses, which are smaller and can be moved a lot easier.

Mr. Randy Lichtenberger, Virginia Department of Transportation Regional Archaeologist addressed Council and said he was not going to tell Council it would not be a nice amenity to put parts of the bridge in the park. He went over with Council some ideas for solicitation of interest in order to place the bridge in the park.

Mr. Franklin Karnes, District Bridge Engineer, advised the Pony truss itself weighs over forty tons, through truss weighs over 60 tons with the concrete decking 136 tons for a total of 246 tons. He stated it will take large equipment to demolish this structure. Mr. Karnes mentioned the new bridge will have the same footprint as the old bridge.

Ms. Ingram noted there is the Transportation Alternatives Grant and advised a representative said there may be funds available to move parts of the bridge and asked if this could be investigated before Council made a decision.

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Mrs. Brumfield stated her first concern is safety and asked if Council wants to put something in the park that people can climb on and fall off it.

Mrs. Dalton, seconded by Mrs. Brumfield, motioned that the Town of Altavista not accept the bridge.

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
	Mrs. Tanya Overbey	Yes

Mrs. Overbey asked who would pay for the signage if Council chose to go take that route.

Mr. Lichtenberger responded that VDOT would pay for the photography and signage. The Memorandum of Agreement (MOA) includes commitment for mitigating the project efforts on historic properties.

Mr. Higginbotham, seconded by Mr. George, motioned to support the MOA, with no part of the bridge but with signage.

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
	Mrs. Tanya Overbey	Yes

d. Consideration of Letter of Intent Staunton River RIFA

Mr. Coggsdale advised previously in Closed Session, Town Council discussed with legal counsel the Letter of Intent in regards to exploring the possibility of creating the Staunton River Regional Industrial Facility Authority (RIFA). The property that would be included in the RIFA is the Southern Virginia Multimodal Park in the Town of Hurt, which contains the former Burlington/Klopman Mills site. The Pittsylvania County Economic Development Office is spearheading this project and other involved parties may include the Town of Hurt and the City of Danville. Previously, Council reached a consensus on moving forward with the Letter of Intent; staff is now seeking Council action on formally approving the Letter of Intent. Mr. Coggsdale noted if Council approves the Letter of Intent, the Mayor has been requested to participate in a “signing” ceremony on Thursday, February 23, 2017 at 1:00 p.m. at The Willows in Hurt, Virginia.

Mrs. Dalton, seconded by Mrs. Brumfield, made a motion to adopt the Letter of Intent for the Staunton River Regional Industrial Authority.

Motion carried:

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

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

e. Consideration of Police Department Requests

i. CIP Reallocation of Remaining Funds

Mr. Coggsdale advised Chief Milnor is seeking consideration of two items about the Police Department reallocation of unspent CIP funds due to the painting/carpeting project coming in under budget; the purchase of new office furniture (chairs/desk).

Chief Milnor advised \$8,800 was allocated for painting and carpeting the Police Department in the CIP. Due to an offer to paint the Police Department free as an act of appreciation to the department, extra funds are available. He requested that \$2,500 be used to purchase new office furniture.

Mr. Emerson, seconded by Mr. George, motioned to reallocate \$2,500 to the purchase of new office furniture for the Police Department.

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
	Mrs. Tanya Overbey	Yes

ii. Police Command Reorganization

Mayor Mattox advised Chief Milnor in regards to the Police Command Reorganization request some of the Council members would like to discuss with him this matter in detail. He asked that this item be delayed until Council can discuss further.

Chief Milnor gave an overview of his request noting the Captain/Deputy Chief position has been vacant for some time. He advised he has been evaluating the positions noting the department is rank heavy; some positions were all day light with no supervision on the night shift. He is proposing removing the Captain's position. The Chief and Lieutenant's positions would be exempt administration positions. He is asking for another three-stripe Sergeant position and a first Sergeant with these positions rotating shifts. This would allow for first line supervision on every shift. The financial impact would be a \$12,689 increase on the budget to make this shift. He is asking the Lieutenant's grade scale be moved to a Grade 20, the first Sergeant at a Grade 19 and the Three Stripe Sergeant would have a salary 10% over the patrol officers. The requested changes would give more coverage and is utilizing the current work force.

Mr. Emerson stated his first year on Council he received stats from the Police Department that he felt were false. He asked to see recent stats since the former Chief Walsh left.

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- f. Consideration of Proposal for Engineering Evaluation/Design Services for Charlotte Avenue Drainage Issue

Mr. Coggsdale advised over the past few years there has been discussion in regards to improving drainage in the Charlotte Avenue/5th Street area, as well as the alley that runs between Campbell Avenue and Franklin Avenue. With improvements made to the storm water system as part of the Main Street project, the system can now handle the additional projected flow. Staff has discussed the potential project with one of the Town's engineering firms and forwarded to Council the proposal that was received. The proposal is broken down into steps, with the total cost being \$17,142.

Mr. Higginbotham asked where the first drop inlet would go.

Mr. Garrett responded at Charlotte Avenue and Fifth Street on both sides.

Mr. Higginbotham asked would this go back to Main Street.

Mr. Garrett stated this is the directed path.

Mr. Higginbotham asked Mr. Garrett if he felt this was a fair price.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the proposal from Hurt & Proffitt with the total cost being \$17,142.

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
	Mrs. Tanya Overbey	Yes

- g. Consideration of Virginia Technical Institute Request

Mr. Coggsdale advised Mr. Tyke Tenney, Executive Director of the Virginia Technical Institute, has approached the Altavista Economic Development Authority and the Town of Altavista about funds for the expansion of VTI's Welding Program. He presented Council with the proposal that outlines the Welding Program Project. The original request to the AEDA and the Town is for \$25,000. The AEDA Board approved \$10,000 for this project at their last meeting. He advised Council wants to consider this request, they can determine if it would be in FY2017 or part of the FY2018 Budget consideration.

Mr. Tenney addressed Council advising Virginia Technical Institute is growing in a number of areas including the Welding Program; his proposal outlines the Welding Program Project. He noted through other grant sources, he is able to identify \$226,000. He gave Council an overview of the phases in which the Welding booths will be installed and equipped. He mentioned last year, they provided three classes for the Amthor employees and is looking at providing classes for Banker Steel. Mr. Tenney stated they are trying to meet the needs of both the students and industries.

Mrs. Dalton asked how many students attending VTI are actually from the Town of Altavista noting Council is dealing with the Town of Altavista taxpayers' dollars and this is why she is asking.

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Mr. Tenney stated the students may not be residents of the Town of Altavista but employed in the Town. He noted they have employees from Moore's Electric, BGF, and Graham Packaging.

Mayor Mattox asked that this be added to the request for funding and be reviewed during the budget process and thanked Mr. Tenney for his works with VTI.

h. Consideration of Renewal of Everbridge Notification System

Mr. Coggsdale advised the Town has utilized the Everbridge Notification System for the past few years, as a way to communicate with citizens and businesses. He reported not a large number of citizens/ businesses have signed up for the system and advised it is time to renew the system at a cost of \$5,000 for next twelve months. Based on conversations, Chief Milnor (APD) and Mr. Garrett (Director of Public Works) question the value of the system, unless a higher number of citizens/businesses sign up. He noted Chief Milnor nor Mr. Garrett have included funding in their FY2018 Budget requests.

Mr. Higginbotham asked Chief Milnor if he felt it had been effective.

Chief Milnor stated since he has been with the department he has only used the system once.

Mr. Higginbotham did not feel this was a very effective use of funds.

Mayor Mattox asked if anyone has reached out to Campbell County to see if this could be a countywide system.

Chief Milnor stated he would gladly have a discussion with Campbell County's Public Safety Director.

Mayor Mattox stated there is 20% of the population on board and they are expecting these notifications. He questioned the worth of \$5,000 if it saves a life.

Mr. George felt many people do not know about the system.

Mr. Herb Miller, Altavista on Track, referred to an article in the *News and Advance* that Campbell County has a new emergency alert service.

Mayor Mattox referred this item back to staff for further review.

i. Consideration of 7th Street Storm Water Issue (500 Block)

Mr. Coggsdale advised after recently verifying that storm water is leaking into a building (511 7th Street), staff consulted with Hurt & Proffitt to evaluate the situation and provide alternatives for resolution of the issue. This section of sidewalk was part of Project 6 of the Downtown Streetscape project that was completed some time ago. Following that project, some modifications were made to the sidewalk to create better flow of storm water away from this area. He noted it appears the biggest issue may be an area where new and old concrete meet in the entry of the building. Staff will need permission from the property owner, if Council decides to proceed with the majority, if not all, of the alternatives provided.

Mr. Higginbotham advised he had done some research on this matter and felt it was a bad design by Wiley & Wilson; the water runs back to the building. He noted there was conversation about a trench drain being installed and he

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felt this would be the solution. He felt a trench drain placed near the building would keep water from running against the buildings.

Mr. Coggsdale stated water pools at the entrance. There is a crack where the old and new concrete meet and believes this might be where the water is entering the building.

Mr. Higginbotham asked what Mr. Earl Dickerson recommended.

Mr. Garrett responded the recommendation is to go back to the door with one complete piece of concrete.

Mr. Coggsdale stated staff could work with the engineer to have a proposal drawn up to replace the pad.

Mr. Higginbotham asked would it be worthwhile to see the depth of the asphalt on Seventh Street and if the curb can be lowered.

Mr. Coggsdale stated staff would work with the engineer in regards to replacing the pad, installing a trench drain and the core asphalt testing. He stated staff would communicate with Dr. Charles West.

9. Reports

a. Town Manager's Report

Booker Building

Preliminary Report submitted to Council in November.
Contacted USDA regarding potential planning grant.

Comprehensive Plan Update

Staff will be presenting hard copies of the Transportation chapter to Council at the February 14, 2017 meeting. This will be put on a future Council meeting agenda.

WWTP EOP – PCB Remediation

Working with Dr. Lowman in regarding to update on this study.

Compensation/Classification Plan Study

Staff is working with the consultant based on Council's feedback at the January Work Session.

Broadband Planning Study

Staff is working with the consultant to analyze the "next steps".

Water Plant Projects

Water Model/GIS Mapping – Delivery date of December 30, 2016

Water Plant Electrical Upgrades – Project is out to bid.

SCADA*Check* – Working on scheduling a presentation to Town Council (Feb. Work Session)

SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)

Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone

Woodard & Curran representatives will make a presentation updating all projects at the February 28th Town Council Work Session.

b. Departmental Reports

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10. Informational Items/Late Arriving Matters

- a. Calendars-February/March
- b. Correspondence
 - i. Altavista EMS-“Let’s Be Prepared” letter

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,

Section 2.2-3711 (A)(1) Discussion, consideration, or interviews of prospective candidates for appointment to the Economic Development Authority and Recreation Committee.

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of 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 Mr. Emerson.

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
	Mrs. Tanya Overbey	Yes

Council went into closed session at 9:05 P.M.

Notice was given that council was back in regular session 9:32 P.M.

FOLLOWING CLOSED SESSION:

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

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

Mrs. Brumfield, second by Mrs. Overbey, motioned to appoint Mr. Dennis Janiak to the Altavista Economic Development Authority (term to expire November 2020).

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
	Mrs. Tanya Overbey	Yes

Mrs. Brumfield, second by Mrs. Overbey, motioned to appoint Mr. Steven Rabon to the Recreation Committee to fill the complete the unexpired term of Mrs. Tanya Overbey.

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
	Mrs. Tanya Overbey	Yes

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to continue the meeting until Thursday, February 23, 2017 at 1:00 p.m. at The Willows (540 Fairway Lane, Hurt, Virginia).

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
	Mrs. Tanya Overbey	Yes

13. Adjournment

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

At 9:35 p.m., the meeting was continued until Thursday, February 23, 2017 at 1:00.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk