

## Regular Council Meeting—November 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 November 14, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. David Bayse, Altavista Ministerial Association, 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 Mike Milnor, Altavista Police
- Mr. David Garrett, Public Works Director
- Mr. Tom Fore, Public Utilities Director
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox advised of changes to the agenda. The “Housing Study Committee Recommendation” was removed and “Reynolds Spring & McMinnis Spring Fluoridation Improvement Bids” were added.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as amended.

### 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 |

5. Recognitions and Presentation
6. Public Comment

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

No one came forward.

7. Consent Agenda
  - a) Minutes- Work Session September 26, 2017, Regular Meeting October 10, 2017, Council’s Work Session October 24, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
  - b) Monthly Finance Reports-Council approved the monthly reports
    - i. Invoices
    - ii. Revenues & Expenditures Report
    - iii. Reserve Balance/Investment Report

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- c) FY2018 Budget Amendments/Department Transfers
- d) Adoption of CY2018 Town Council Meeting Calendar
- e) Acceptance of the FY2017 Financial Report (Audit)

Mrs. Dalton, seconded by Mr. George, motioned 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 |

8. Public Hearing

None

9. New/Unfinished Business

- a. Housing Study Committee Recommendation
- b. “Blessing Box” Location Consideration

Mr. Coggsdale advised that staff was recently approached by Mr. Tony Mayhew regarding the placement of a “Blessing Box” on town property. A “Blessing Box” is a box similar to the “little free libraries” concept where individuals can place non-perishable food for those in need to pick up for their use. The box would be built and installed by the Order of the Confederate Rose (Women’s Auxiliary of the Sons of Confederate Veteran’s Camp 2117 Campbell Guard). The preferred location would be in the proximity of Town Hall. An exact location would need to be determined.

Mr. Emerson, seconded by Mr. Higginbotham, motioned that staff work with Mr. Mayhew to determine an acceptable location for the “Blessing Box”.

Mrs. Brumfield suggested the side door entrance of town hall as this is used the most.

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 |

- c. FY2019 Budget and CIP Discussion

Mr. Coggsdale provided Council with the draft FY2019 Budget Calendar for Council’s review and felt this would be an appropriate time for Council to provide any feedback/thoughts on goals and objectives that they would like staff to pursue during the departmental and revenue consideration of the draft budget. Also included was the Altavista Community Transit System (ACTS) proposed budget for review noting staff will make a presentation and entertain Council’s questions at the November Work Session. Mr. Coggsdale noted in order to have ample time to meet the grant deadlines, staff asks that Council consider adoption of the ACTS budget at their December 12th Regular Meeting.

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Mrs. Dalton, seconded by Mr. George, motioned to approve the draft FY2019 Budget Calendar.

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 |

Mayor Mattox asked Council for thoughts on goals and objectives that they would like for staff to pursue.

Mr. Emerson asked staff to bring back information on the purchase of a trolley type bus. He noted a trolley bus would be more practical, easier for people to get on and off of, and last longer. He asked if this is something the rest of Council is interested in because he is.

Mr. George stated he did not have any objections but asked if the Town would receive the same level of support from DRPT.

Mr. Witt stated DRPT would have to approve the purchase. The Town would have to justify the ridership. At the direction of Council, Mr. Witt advised he would start the conversation with DRPT and added funding on the state level for CIP items is getting tight.

Mrs. Brumfield asked if the bus stops at the Town parks.

Mr. Witt advised it is not part of the route but if someone asked to be dropped off at the park, the driver will accommodate.

It was the consensus of Council for staff to investigate the purchase of a trolley type bus.

Mrs. Overbey asked that Broadband and Water/Sewer infrastructure be revisited (Mr. Fore and staff prioritize where to start with the infrastructure).

Mr. Higginbotham asked about the “effluent” water and if any progress was being made noting Virginia Energy is going to revamp their intake station.

Mr. Coggsdale stated correspondence has been received from Virginia Energy and he is in the process of setting up a meeting with them on this matter.

Mr. Higginbotham asked that the PCB pond be scheduled for retesting in 2018.

Mrs. Brumfield stated she is still interested in using the “backwash” water; she noted a plant in Radford uses this process. This is another way to save some money and pass the savings on to the taxpayers.

Mayor Mattox requested a listing of the organizations the Town makes donations and pays dues to.

d. GO Virginia Project Letter of Support

Mr. Coggsdale advised the Region 2000 Local Government Council (LGC) has submitted a letter indicating interest in funding GO Virginia Region 2 for a worker training program. He added Altavista is part of Region 2. This is an initiative for Virginia Senior Business leaders to offer private sector growth in

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job creation through state incentives. The letter received from the LGC to the Office of Economic Development at Virginia Tech (fiscal agent for GO Virginia Region 2) sets forth the intention to apply for \$300,000. Mrs. Dalton serves on the Region 2000 Go Virginia Board.

Mrs. Dalton stated it was her pleasure to serve on this board noting it is a program established between private business leaders and the state.

Mrs. Dalton, seconded by Mr. Emerson, to adopt the Go Virginia Project Resolution of Support.

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 |

At the regular meeting of the Altavista Town Council held on the 14th day of November 2017 in the Council's Chambers of the J.R. Burgess Municipal Building, Altavista, Virginia:

WHEREAS GO Virginia is a statewide initiative to advance economic development through regional collaboration; and

WHEREAS economic development entities throughout the GO Virginia Region 2, which includes the Town of Altavista, have developed a proposal to further stimulate the region's economic growth; and

WHEREAS, that proposal includes closing the skills and interest gap in middle-to-high skilled occupations in Manufacturing, Healthcare and Information Technology; and

WHEREAS, the proposal specifically calls for an existing worker training program and a skills and interest campaign; and

WHEREAS, the Altavista Town Council has a commitment to the continued economic vitality of the region; and

WHEREAS, the programs outlined in the proposal stand to benefit Town of Altavista industry as well as industry throughout the GO Virginia Region 2;

NOW THEREFORE BE IT RESOLVED, that the Altavista Town Council does hereby lend its support to the GO Virginia funding request and encourages the award of funding for the programs proposed.

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J. Waverly Coggsdale, III, Clerk  
Altavista Town Council

e. Nuisance Property Update

Mr. Coggsdale advised the Altavista Town Council directed staff to move forward with addressing nuisance properties in town. Council was presented with a memo updating them on the progress of the first properties. He noted staff would like to identify and proceed with up to five more properties and understand what role Council would like to play in the process.

Mr. Witt advised three of the previously discussed properties are being demolished.

Mr. Higginbotham asked how much money has been contributed to get things rolling.

Mr. Witt responded no monies have been used to date but the owner of the Hughes Street property and the owner of the Lynch Road property have

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indicated they would like assistance. He added the other three properties are being renovated to be rented out.

Mr. George asked if the town had any control over the railroad property noting a shack on Third Street with broken windows and a caved roof.

Mr. Coggsdale advised he would contact the railroad in regards to the shed.

Mr. Witt reported the property on Broad Street has been cleaned up. He asked Council moving forward how they would like for him to handle nuisance properties.

After discussing, it was the consensus of Council that staff identify properties and contact the property owners to seek a resolution. If the problem is not abated then it be brought before Council.

Mrs. Overbey asked where in the process of updating the Code are we?

Mr. Eller advised him, Mr. Coggsdale and Mr. Witt have met and discussed the changes made thus far. This item is scheduled to be discussed at the November 28<sup>th</sup> Town Council Work Session.

### f. Appointment-Board of Zoning Appeals

Mr. Coggsdale advised a member of the Board of Zoning Appeals term has expired and asked if Council would like for staff to approach the individual currently serving in this capacity for reappointment. If he/she desires not to be reappointed, staff will return with a listing of names for consideration.

It was consensus of Council that staff follow this process for all appointments.

### g. VDOT Comprehensive Roadside Management Program

Mr. Coggsdale advised staff has been reviewing the feasibility of having landscaped areas (existing or proposed) in the street right of way. VDOT has a program that covers their right-of ways and a local government, private business, individual, or civic organization can participate. Staff is exploring to see if Council is interested in developing a complementary program that would provide the same opportunity for local businesses, individuals or civic organizations to contribute to the landscaping costs of areas owned by the Town or the right-of-way that is under the Town's control and not covered under VDOT's program. He advised if Council is interested, staff would seek assistance in identifying which areas should be included and create the necessary document that would be needed to promote the program. He noted if the areas fall within the VDOT right of way, then the existing VDOT program would be used for those areas.

It was the consensus of Council for staff to move forward with the VDOT Comprehensive Roadside Management Program.

### h. Reynolds Spring & McMinnis Spring Fluoridation Improvement Bids

Mr. Coggsdale advised previously, staff received a grant from the Virginia Department of Health for improvements at the Town's two springs (Reynolds and McMinnis). The first part of the grant allowed the town to purchase the equipment needed. The second part allows for the installation of the equipment. Staff has received two quotes:

Anderson Construction:       \$175,300

Littleton & Associates       \$ 52,000

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He advised it is the recommendation of Woodard & Curran, project engineer, to award the project to Littleton & Associates per their submitted quote. The grant provided for up to \$70,000 for this work. It would be the intent to issue a Notice to Proceed by December 1, 2017 and the project is anticipated to be completed within 6 – 8 weeks from that time.

Mr. Fore advised he has spoken to the engineer and advised he would like a “Bid Bond” added to this contract.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the award of the Reynolds Spring and McMinnis Spring Fluoridation Improvements to Littleton & Associates as the lowest responsible and responsive bidder in the amount of \$52,000 with a contingency.

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 |

### 10. Reports

#### a. Town Manager’s Report

##### **Staunton River RIFA**

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.

Staff working with legal counsel in regard to the document associated with formation of the RIFA.

Staff working with Peed & Bortz on the Utility Assessment for this project. Report was presented to Town Council at their October Work Session.

Staff is working with other jurisdictions and the property owner to decide on “next steps”.

##### **Campbell Avenue Drainage Project**

Project is underway.

##### **Rt. 43 Gateway Project (Streetscape/Utilities)**

Plan progress meeting held with Hurt & Proffitt to go over the project. Plans are being reviewed by staff and additional information is being supplied to the engineer. Application filed for additional funds through the VDOT “TAP” process.

##### **English Park**

Property has been transferred to the Town from the County.

Master Planning (Park and Trails) – Public Input Meeting on Tuesday, November 14<sup>th</sup> 4:00 – 6:30 p.m. at the YMCA (gym).

##### **Utility Projects**

Facility Assessment and Improvement Plan (FAIP)

Staff continues to work with Woodard & Curran to complete this document.

Woodard & Curran is gathering data to begin the Rate Study.

Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.

Abbott meter and vault – Working with staff to build vault.

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Mr. Coggsdale advised he has met with VDOT and they are scheduled to begin construction of the Main Street bridge on the south end of town February 2019.

Mr. Coggsdale mentioned the Town Parks and Master Plan public information meeting and felt there was a good turnout.

### b. Departmental Reports

## 11. Informational Items/Late Arriving Matters

- a. Calendars-November/December
- b. Correspondence

## 12. Matters from Town Council

Mayor Mattox suggested a letter of appreciation or resolution be sent to the Altavista Rotary Club thanking them for the United States of America flags that are being displayed throughout the Town. Council was in agreement with this suggestion.

Mr. Coggsdale updated Council on the canoe launch project stating Mr. Witt is working with DCR on the grant and asked if they would like for Mr. Witt to proceed with the grant application.

It was the consensus of Council for Mr. Witt to move forward with the grant application.

Mr. Emerson asked if anyone has met with the gentleman that has concerns with the canoe launch project.

Mr. Witt advised he has met with Mr. Chism and Mr. Keese and they listed three items of concern; hours of operation, safety and policing of the site (they are requesting a gate), and restroom facilities on site. Mr. Witt stated he and Mr. Coggsdale are going to draft what they consider reasonable guidelines for Council's review.

Mr. Coggsdale stated the one request that he did not feel Council should be as proactive on is the gate; how this will be locked and unlocked is questionable.

Mr. Emerson felt once a few tickets are written for trespassing the word will get out and the problem will go away.

Mr. Coggsdale advised staff will continue the conversation with the concerned citizens.

Mayor Mattox stated he would like information on how similar boat launch sites are handled.

Mr. Emerson suggested making the concerned citizens aware that notice would be given to the Virginia State Police, Virginia Game and Inland Fisheries, Altavista Police Department and Campbell County who will be enforcing the laws at this site.

Mr. Emerson suggested approaching the Campbell County Board of Supervisors for in-kind services at the Canoe Launch in January.

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13. Closed Session

14. Adjournment

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

The meeting was adjourned at 7:50 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk