

Regular Council Meeting—October 10, 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 October 10, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Ed Soto, Jr., Altavista Presbyterian 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 Mike Milnor, Altavista Police
Mr. Dennis Jarvis, Economic Dev. Director
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 two additions to the agenda.

9f—Avoca Museum Request-Duct Work

9g—VDOT Rt. 29 Bridge Replacement Project-Right of Way

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- Regular Meeting September 12, 2017–The Council approved the minutes of the Council meeting.
 - b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report

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- iii. Reserve Balance/Investment Report
- c) Altavista on Track-10 Year Anniversary Main Street Designation Resolution
- d) FY2017 Year End Carryovers
- e) FY2018 Budget Amendments/Departmental Transfers
- f) Approval of Information Technology Upgrades for Police Department
- g) Approval of Purchase of Seven (7) Radar Units by Police Department

Mrs. Brumfield, seconded by Mr. Emerson, 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

WHEREAS, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

WHEREAS, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

WHEREAS, Altavista’s downtown district became a nationally recognized historic district in 2010 keeping with the Main Street’s premise of being a historic preservation based economic and community development program that follows the National Main Center’s Main Street Approach; and

WHEREAS, Altavista On Track utilizes the National Main Street Center’s Four-Point Approach through utilization of four sub-committees – Organization, Design, Economic Vitality and Promotions; and

WHEREAS, Altavista On Track has assisted with the improvement of the physical appearance of downtown through streetscape projects, improved signage and a business façade rehabilitation project through DHCD; and

WHEREAS, the businesses in the Main Street District have benefited from the marketing and promotions coordinated by AOT. Altavista On Track has spearheaded promotions and fundraisers such as Vista Flix, Gibley Jog, Scarecrow Stroll, Town-wide Trick or Treat, Classic Car Cruise Ins and Pop Up Altavista; and

WHEREAS, Altavista On Track , through its many volunteers, board of directors and executive director, provides countless hours of service to the promotion and improvement of the Main Street District; and

NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL, that Altavista On Track is hereby acknowledged for the positive benefits to our community and congratulated for their 10 years of service to our community.

Mike Mattox, Mayor
Town of Altavista

Attest: _____
Clerk

8. Public Hearing

a. Special Use Permit-Claire Parker Foundation

Council was provided with information regarding the application filed by Mr. Jordan Parker for a Special Use Permit at 1019 9th Street for establishment of a “non-profit” facility in an R-2 (Medium-Density Residential) District. The facility would be used as the base of operations for the “Claire Parker Foundation”. The Planning Commission held a public hearing to consider a Special Use Permit (SUP) application submitted by Mr. Parker to allow the operation of a “non-profit” facility at 1019 9th Street. Mr. Coggsdale advised staff properly advertised the hearing and no one spoke for or against the requested use. The Planning Commission recommends approval of the application with developmental standards with conditions set forth in Section 86-482 of the Altavista Town Code.

Mayor Mattox opened the public hearing at 7:04 p.m. and asked if anyone would like to come forward and speak. No one came forward. Mayor Mattox closed the public hearing at 7:05 p.m.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the Special Use Permit at 1019 9th Street for establishment of a “non-profit” facility in an R-2 (Medium-Density Residential) District.

Mr. George stated he was excited for this new establishment; an attraction to the neighborhood.

Mayor Mattox stated he has known the family for a long time and thanked them for coming into town and adding to the community.

Mr. Emerson expressed excitement over the new facility.

Mrs. Overbey told Mr. Parker she appreciated the work he is doing.

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

9. New/Unfinished Business

a. VDOT TAP Grant Application Consideration

Mr. Coggsdale advised the Town is considering applying for the Virginia Department of Transportation (VDOT) “Transportation Alternatives Program” (TAP) grant funding for two projects. At this time the Town is considering submitting two projects for TAP funding consideration; Route 43 Gateway Project (Streetscape) and Route 29 Bridge Lighting Project. He mentioned a Public Input session is scheduled for October 24, 2017 at 5:00 p.m. and staff continues to work on the grant application process. Mr. Coggsdale advised staff has been contacted by VDOT who advised there is an allocation of Urban Funds that could be used on an existing project. The locality match for the Urban Fund would be 2%.

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Mr. Coggsdale stated it is staff's recommendation to utilize the existing VDOT allocation of Urban Funds to complete the Route 29 Bridge lighting project.

It was the consensus of Council to authorize staff to continue the process with VDOT for utilization of the Urban Funds for the Rt. 29 Bridge Lighting Project.

b. Altavista Area Chamber of Commerce-Christmas Parade Request

Mrs. Reynolds, Altavista Area Chamber of Commerce, addressed Council advising the 2017 Altavista Christmas Parade is scheduled for December 2nd at 5:00 p.m. with the theme being "Sounds of Christmas". She noted there are no changes to the parade route. The Altavista Area Chamber of Commerce, the Altavista Rotary and Altavista on Track are partnering to put on this event.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the road closures associated with the Christmas Parade.

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. Master Plan Services for Parks & Town-wide Multi-Use Trails

Mr. Coggsdale presented Council with the contract from LPDA in regard to the Master Planning Services for Parks and the Town-wide Multi-use trails. A total of \$80,000 was budgeted for this item. LPDA was selected following interviews of three firms that submitted proposals. During the discussions with each firm, it was indicated that the town would also like to look at the feasibility of creating a potential public/private partnership in regard to the Booker Building and potentially other adjacent areas of the park. LPDA is working on a proposal for those services that would be added to their Master Planning services. He noted one of the first objectives would be to develop an understanding of Council's goals related to this endeavor.

Mr. George stated he, Mr. Coggsdale, Mr. Witt and Mr. Stephen Rabon sat on the selection committee and he is very impressed with LPDA

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the contract with LPDA in regard to the Master Planning services as outlined.

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. Approval of Hillcrest Street to Paving Contract

Mr. Coggsdale advised Town Council has previously indicated that Hillcrest Street would be added to the current year's paving; at the September Work Session when a motion was made/seconded and

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approved, there was a slight technicality. He requested that Council approve this item to clear the matter up.

Mr. George, seconded by Mrs. Brumfield, motioned to approve the addition of Hillcrest Street to the current paving contract.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Abstained
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstained
	Mrs. Tanya Overbey	Yes

e. Rotary Club Flag Project Funding Request

Mr. Ed McCann, President of the Altavista Rotary, addressed Council. He advised the Altavista Rotary had originally contemplated asking Council for funds to complete their “Flag” project. They are planning to place flags on all the decorative light poles on Main Street, Broad Street and Seventh Street. He stated this idea comes from Mr. Jarvis. He thanked Mr. Steve Farmer for his work in gathering the cost information. The total cost is \$6,100. The first \$2,300 was contributed by the Altavista Rotary for the first 50 flags. He added the Altavista Rotary has been very fortunate to raise the remaining amount.

Mayor Mattox stated he felt it was a wonderful idea and thanked the Altavista Rotary and all those that contributed to this project.

f. Avoca Museum Request-Duct Work

Mr. Michael Hudson, Avoca Museum Executive Director, addressed Council and read the following:

Esteemed members of Town Council,

Over the past four years and, indeed, prior to my tenure as your museum’s director, Avoca Museum has sought to manage its own yearly finances with less than one-third of its budget supplied by the Town of Altavista. The museum’s leadership has consistently found cost-efficient means to serve its guests and meet its organizational goals without continuous requests brought to the Town for additional funding. In short, we have made it a matter of policy to request additional funding only when it is absolutely necessary and when all other available possibilities have been explored.

The Board of Directors join me in gratitude for the town’s support and we reach out now to propose a solution for an emergency matter that has arisen here at the museum. Avoca Museum is contending with an issue involving its HVAC ducts and this issue has caused the museum to lose personnel time and incur heating/cooling expenses due to the fragile nature of the mansion’s ductwork located in the cellar. The museum currently uses flex ducts in the cellar and those ducts are little more than wire and brittle metallic paper. This system was poorly installed many years ago and it has led to an untold amount of lost funds due to the inefficiency of its design. The flex duct was allowed to sag between points where it was attached to the structure, causing a sluggish movement of air and heat, making proper air conditioning or heating of the house quite difficult. Unfortunately, repairs using duct tape have met with limited success. The connections found in the duct work lines have “blown out” in many places and have led to a failure of conditioned air to reach the interior of the mansion where it is needed. To exacerbate the matter, small animals have chewed many holes in the ductwork. Two large blow-outs in the lines portend that the issue will continue to get much worse as the fall season prolongs. The Board of Directors and I fear that continued loss of energy will result in higher energy bills. The problem may also bring about a situation in which pipes

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could freeze in the winter and cause disastrous leaks inside the house. As a result of these challenges as they stand now, the museum is estimated to be losing about 40% of its heating/cooling capability. The Board joins me in a conviction that the situation must be remedied as soon as possible.

The Board of Directors has requested that I propose to Town Council that these insufficient ducts be replaced with sheet metal “hard pipes”. We feel that this approach to ducting is most appropriate as it is designed and specifically cut to fit the area where it is needed. The fact that it is made of sheet metal will make hard pipe be more efficient as the ductwork we currently use sags from joint to joint, increasing resistance to air flow. Most importantly, hard pipes do not need to be constantly repaired or replaced. Once hard pipes are installed, resistance and pest issues are sure to be eliminated.

It would cost the museum \$3,000 to \$3,500 to repair the issues we currently have with the flex duct system. While a significant downturn in the efficiency of the system has called my attention to the matter, I did not learn of the most recent issues until last week. As a result, Avoca Museum is still collecting repair estimates. We anticipate that we will have three or four contractor bids to install hard pipes by Tuesday evening.

The museum has kept to a strict budget for FY '17-'18 and we intend to continue maintaining a strict adherence to it. Thus far, the museum has stayed within its budgetary means, but we have not anticipated an issue this costly. Further compounding our difficulty, the museum did not receive the grant funds this year that it had previously counted upon. With estimates expected to range \$6,000 to \$9,000, Avoca Museum is respectfully requesting assistance that the Town absorb these costs so that the museum will still be able to meet its FY '17-'18 financial obligations.

Please review the estimates we will provide on Tuesday evening and consider whether the Town of Altavista will be able to absorb the cost of installing the hard pipes. We feel that such a decision would be economical, minimize the possibility of continued problems in the years moving forward, and provide an energy-efficient solution to what could grow to a costly issue in the future. Most importantly, it will provide all of us the best means to protect the priceless investment we all have in the mansion.

We thank you for your time and attention to this very important matter.

Unfortunately, emergencies arise from time to time. While Avoca Museum seeks to handle as many as we can independently, this emergency is beyond our ability to address in any reasonable amount of time.

Respectfully,
Michael Hudson
Executive Director, Avoca Museum

Mr. Higginbotham asked Mr. Hudson if he had obtained any quotes on the installation.

Mr. Hudson advised he has reached out to three contractors with two responding. He would provide this information to Council in an email. He stated the lowest estimate has come in at just over \$9,000.

Mr. Emerson asked why Council needs to wait on this item because it needs to be fixed.

Mrs. Dalton stated it is hard to know what the energy bills will adjust to once the duct work is more efficient.

Mr. Hudson stated the contractors have told him Avoca is losing 40 to 50% yield; noting the heating and cooling bills could be cut in half next year.

Mrs. Dalton stated the town has a vested interest as the town owns the building.

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Mrs. Dalton, seconded by Mr. Emerson, motioned that Avoca work with Town staff on which quote to accept and proceed with replacing Avoca's ductwork in an amount not to exceed \$10,000.

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

Mr. Hudson noted the contractor who bid approximately \$9,000 for the job is offering a life time warranty.

g. VDOT Rt. 29 Bridge Replacement Project-Right of Way

Mr. Coggsdale advised staff has been working with VDOT representatives regarding the Route 29 Bridge replacement right of way. He noted the right of way will be for both: temporary for construction and permanent for drainage. He advised VDOT will be making an offer to the town in the next few weeks and requested authorization for him and the Town Attorney to negotiate the Right of Way issue with VDOT.

Mrs. Dalton, seconded by Mr. Emerson, motioned that the Town Manager and Town Attorney negotiate the Right of Way issue for the Rt. 29 Bridge Replacement Project with VDOT.

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 will be presented to Town Council at their October Work Session.

Campbell Avenue Drainage Project

Contract executed. This project was bid along with the 7th Street Sidewalk project, which will be done first.

Rt. 43 Gateway Project (Streetscape/Utilities)

Meeting held with VDOT and Hurt & Proffitt to go over the project.

Council considering the filing of an application for additional funds through the VDOT "TAP" process.

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English Park

Railroad deed being forwarded to Town.
RFP for Master Planning (Park and Trails): Contract for services presented to Town Council.

Utility Projects

Facility Assessment and Improvement Plan (FAIP)
Presentation by Woodard & Curran held at the Town Council September Work Session.

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.

Right of Way Clearing - Trees cleared at Clarion Tank lot and continuing annual clearing of right of ways/easements.

Mr. Coggsdale advised Mr. Garrett is preparing to remodel the bathrooms at English and Shreve Parks and asked Council for their thoughts on the climate control. He noted this would be done only if within the existing budget.

Mr. George stated he liked the idea of the bathrooms being heated and cooled.

Mr. Higginbotham asked what the cost would be to heat and cool. He asked if a split unit is being considered.

Mr. Coggsdale advised they are looking into this.

Mr. Higginbotham asked what the electricity would cost annually.

Mr. Garrett responded it would be approximately \$600. He noted a possible issue with a split unit is it would be subject to vandals.

Mr. Higginbotham asked for an alternative.

Mr. Garrett stated a unit could be placed outside with air ducts in the ceiling.

It was the consensus of Council for Mr. Garrett to look at heating and cooling sources for English and Shreve Parks.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-October/November

12. Matters from Town Council

Mrs. Brumfield referred back to the bathrooms stating she is concerned about remodeling the bathrooms and they be vandalized. She asked if someone could make a sweep during the day to check the bathrooms.

Mr. Coggsdale advised staff is periodically in the structures daily whether it is maintenance or daily cleanup.

Mr. Higginbotham felt the cheapest and easiest thing would be to bring in porta-potties and hire an outside contractor to clean them.

Mrs. Overbey stated she would like to believe if the bathrooms are updated, people will take pride in the structure and treat it with respect. She stated the bathrooms may be disrespected because they are at the point of disrepair.

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Mayor Mattox asked Mrs. Brumfield if she is proposing that this item should be re-evaluated.

Mrs. Dalton stated this item has already been approved for remodeling.

Mr. Emerson stated \$80,000 is being spent on the Master Plan and felt porta-potties would be going backwards. He stated he understands the concern but any building could be vandalized.

Mrs. Brumfield suggested porta-potties be placed on the trails as well.

Mr. George referred to the work session and the discussion regarding hunting in the cemetery and asked if this should be stopped. With the acquisition of the additional acreage being part of the park, he did not know if hunting should be allowed in this part of town.

Mr. Emerson stated he has had citizens approach him stating they have seen people shooting bows/crossbows towards the grave stones. He did not feel anything should be shot back inside the cemetery.

Mrs. Dalton felt the hunters who have hunting permits with the town should be contacted to make them aware.

Mayor Mattox asked if it was Council's consensus to ask staff to send out letters to the hunters with hunting permits.

Mr. Coggsdale stated hunting is one issue; access is the other. He felt this may need to be addressed as well.

Mayor Mattox asked staff to research this matter further and bring back options to the October 24 work session.

Mr. Higginbotham asked Chief Milnor what the Police Department could do to help cull the deer population.

Chief Milnor stated as discussed before he was not sure he liked the idea of uniformed officers shooting the deer in town. He asked if Lynchburg PD has been contacted.

Mr. Witt advised they would not do it.

Mr. George asked if there were a lot of accidents involving deer.

Chief Milnor stated there are very few accidents inside of town limits.

Mr. George asked if Council wants to run the risk of someone walking the trails and getting hit by an arrow. He stated he couldn't think of any parks in the area where hunting is allowed.

Mayor Mattox asked staff to be prepared to discuss this at the work session.

Mr. Witt suggested he draft a letter to the ones with hunting permits in the town making them aware of the concerns and the shooting direction.

It was the consensus of Council that Mr. Witt draft a letter to the hunters.

Mr. Emerson asked for an update on the grants for the boat ramp.

Mr. Witt stated the final site plan was sent to Campbell County today. He noted he has been in touch with Ms. Cynthia Waymack with DCR, who advised we are eligible for the Recreation Trails Program grant. The application cycle will start between December 15th and the first of January. Ms. Waymack feels the town has a strong

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application but it is competitive. Mr. Witt advised he has asked the engineers their thoughts on submitting bid documents but not accepting the bids until the grant is awarded.

Mr. Emerson asked what the turnaround time would be if the Town paid it themselves.

Mr. Witt stated he asked for a timeline today and was given six months.

Mr. Emerson stated at some point Council has to decide how much longer they are going to wait on grants noting another year of waiting on grants is not acceptable if we are going to move forward with this project.

Mr. Coggsdale noted this item will be on the October 24 work session.

13. Closed Session

14. Adjournment

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

The meeting was adjourned at 7:58 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk