

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

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Brett Witcher, Executive Director of Habitat for Humanity, 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
- Mr. Dennis Jarvis, Economic Dev. Director
- Mr. David Garrett, Public Works Director
- Mr. Tom Fore, Public Utilities Director
- Mr. Steve Bond, Wastewater Treatment Plant
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

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

A motion was made by Mrs. Dalton, seconded by Mr. George, 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	Abstained

Mrs. Overbey advised she would abstain from voting on the agenda and the consent agenda due to being new to Council.

4. Recognitions and Presentations

Mayor Mattox introduced and welcomed Mrs. Tanya Overbey who has been appointed to fill the unexpired term of Mr. Charles Edwards. Mayor Mattox requested staff prepare a resolution for Mr. Edwards to be presented at the February Town Council meeting.

a. AVOCA Annual Report

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2016 was a year of sufficient advances for the museum; noting the museum has expanded its educational programs. He commented the museum is a great gathering place for the community. Approximately 9,000 visitors attended the museum in 2016 for special events; from other parts of Virginia, 20 other states, Belgium, Canada, France, and Thailand. Mr. Hudson noted this year a discount will be offered to town residents who wish to hold their wedding at Avoca. The museum added \$100,000 to the local economy and positive exposure to the town. Avoca was featured in 15

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different medias last year and hosted 1,200 school children from different parts of Virginia. Mr. Hudson advised in 2016 Avoca had numerous building and beautification projects which have been completed. He stated it is his and the Board's commitment to not ask for funds from the town that is not needed and will not burden taxpayers with wasteful spending. Mr. Hudson advised several projects were completed with funds made available by the Timken Corporation and thanked them for their donation. Four new state of the art exhibits have been added to the galleries. Mr. Hudson advised Council of some past events and events planned for 2017. He thanked the volunteers who served the museum with a special thank you to Ms. Teresa Boyes, Special Events Coordinator, who makes sure the events are well organized and safe.

Mr. Higginbotham asked Mr. Hudson to what capacity was he.

Mr. Hudson stated he always has dreams for what can be done bigger and better noting his predecessor did a great job laying the framework. He advised a storage facility is needed and has been added to the five-year plan for consideration. He stated he can happily say he has looked at his list of objections for Avoca and all have been checked off. He has the fortunate task of identifying new things that can be done.

Mayor Mattox offered thanks to Mr. Hudson, the Board, his staff and the volunteers for their fine work.

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 December 13th, 2016/Called Meeting January 3rd, 2017
–The Council approved the minutes of the Council meeting and Called meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report

A motion was made by Mr. George, seconded by Mr. Emerson, 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	Abstained

7. Public Hearing

- a) Special Use Permit-Kidd's Family Properties, LLC-Used Car Lot

Mayor Mattox advised the purpose of this public hearing was to receive comment from the public in regards to a Special Use Permit request for a Used Car Lot at the Kidd's Family Properties.

Mr. Witt advised the county has not yet posted on their website but Mr. William Bulerin of 204 Prospect Road, Hurt, VA has purchased this property. Mr. Witt

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stated at their December 5, 2016 meeting the Planning Commission held a public hearing to get input from the public as they considered an application from Mr. Bulerin to operate a used car dealership on property he owns at 901 Main Street and 509 Charlotte Ave. This use, while located in the C2 General Commercial zoning district, requires the issuance of a special use permit. No one spoke for or against the proposed use at the Planning Commission hearing; Mr. Chad Shelton contacted staff, after receiving notice of the hearing, to voice his support of the request. Mr. Witt noted the Planning Commissioners voted 5-0 to recommend to Town Council approval of the special use permit application for property at 901 Main Street and 509 Charlotte Ave to be used for an automobile dealership with design guidelines set forth in Section 86-504 of the Town Code and with the following conditions:

1. All vehicles displayed for sale shall be in operating condition and have a valid inspection sticker.
2. No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
3. All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
4. The number of automobiles displayed shall be limited to the number presented in the special use permit application (10).

Mr. Witt explained the Planning Commissioners provided the following as reasons for recommending approval of the application:

1. The use is consistent with the intent for the C2 zoning district- The C-2 (general commercial) district covers those areas of the community intended for the conduct of a wide variety of businesses to which the public requires direct and frequent access and is characterized by frequent vehicular and pedestrian traffic. This C-2 district is the major business district of the town which is the focal point of where a business can be successful and grow in the community.
2. Mr. Bulerin is commended for his entrepreneurial spirit and the expansion of his successful tire business at the same location.
3. This business provides healthy competition, which is supported by the Commissioners.
4. This business brings customers that also support other businesses within the Town, specifically the Main Street district.

Mr. Higginbotham asked why Mr. Bulerin is restricted on the number of vehicles on the lot.

Mr. Witt explained the restriction is due to the size of the lot. He is required to have three parking spaces for customers for the car and tire dealership. He noted this is also what Mr. Bulerin asked for.

Mayor Mattox opened the public hearing at 7:21 p.m. and asked if anyone would like to speak on the requested special use permit. No one came forward. Mayor Mattox closed the public hearing at 7:22 p.m.

Mr. Bulerin addressed Council and advised that 10 vehicles were the minimum needed to obtain his dealer's license.

Mrs. Brumfield noted Council is okay with the minimum of 10 vehicles but didn't want him to feel limited.

A motion was made by Mrs. Dalton, seconded by Mr. George, to grant the request of the special use permit for a "Used" car lot at 901 Main Street and 509 Charlotte Ave.

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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 thanked Mr. & Mrs. Bulerin for expanding their business in Altavista.

8. New/Unfinished Business

a. Consideration of Canoe Launch Property

Mr. Coggsdale advised the Town received the Virginia Land Conservation Fund Grant (VLCF) from the Virginia Department of Conservation and Recreation for the purchase and associated costs of the recreational easement. The total amount awarded was \$23,312.50 with the total project cost of \$46,625 (50/50 matching grant). To date the land has been surveyed, appraised, and the Phase I environmental study is pending. He noted the Town paid \$1,000 to the Dalton family when it entered into an Option Agreement in May 2015 and extended it in May 2016. This money will go towards the purchase of the easement, so the balance owed is \$39,000. The Town has also paid \$1,800 for the appraisal and \$1,025 for the survey. Based on the appraisal, the grant will reimburse \$17,500 towards the purchase of the easement and 50% for each of the other approved items. Once the land is under contract, staff plans to move forward with a contract for the design of the site.

A motion was made by Mrs. Dalton, seconded by Mr. George, to purchase the easement from the Dalton family.

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. Consideration of Town Council Retreat

Mr. Coggsdale advised it has been 4+ years since the Town Council has engaged in a formal strategic planning process. He noted such a process is very instrumental in clarifying the Council's vision for the community and providing a clearer and more focused course of direction to the staff. An effective strategic planning process has the potential to strengthen the shared understanding and commitment of the Town's elected officials, employees, appointed boards and commissions and the community at large to the Council's vision and goals for the community. He stated staff has researched the process of strategic planning and analyzed examples of strategic plans from various communities across the country. Strategic plans vary in size and scope and commonly include:

- A vision statement for the community.
- A corresponding set of goals and strategies for achieving that vision. The underlying assumptions, based upon observed trends and conditions, may be highlighted to help explain and support the selected goals.

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- Measurable indicators that are central to determining if the desired vision is achieved.

Mr. Coggsdale stated staff is seeking from Council, their level of interest in conducting a Strategic Planning Retreat as a step toward creation of a Strategic Plan. Mr. Coggsdale stated if Council is agreeable, staff can work on drafting a possible timeline for the Retreat and potential costs.

Mayor Mattox stated only three members of the current Council (Dalton, Mattox and Higginbotham) were in attendance at the last retreat; the others had not been elected.

It was the consensus of Council to move forward with staff planning a Town Council Retreat and gathering the estimated cost.

Mr. Coggsdale asked Council members to start thinking about a timeframe that would work for them.

c. ACTS Transportation Development Plan

Mr. Witt advised each year staff is required to provide an update on the Town's Transit Development Plan (TDP). This is part of the application process for receiving funds from the Department of Rail and Public Transportation (DRPT) 5311 grant funding. The TDP is a 5-year planning tool that staff uses for budgeting, both operations and CIP, while providing and/or expanding services. He noted this is the first year there was a decline in ridership; a statewide occurrence. Mr. Witt advised ridership is back up thanks to a generous donation that allowed for free fares from September to December. Mr. Witt reported the revenue hours for FY2016 totaled 3,013. The base hourly rate for operations is approximately \$28.11 with an actual annual operations expenditure of \$84,690. He noted he would be applying for the grant which has already been approved by Council. Mr. Witt mentioned he will be purchasing a new bus this year. He expressed appreciation for the bus system on behalf of the daily riders and what a blessing the bus is to them. Mr. Witt mentioned he has been asked what does the bus system actually cost the town. A random check of \$4,000 plus has been received from DRPT (excess funds) and has been put towards the town's match for this fiscal year. The approximate cost was \$5,000 for the bus to operate this year.

Mr. Emerson asked if this amount included the fare revenue.

Mr. Witt advised the budget does include the fare revenue.

Mr. George asked if the bus serviced Staunton River Family Physicians in Hurt.

Mr. Witt advised several citizens had requested this deviation; it was approved by DRPT. The fare is \$.50 to go to Hurt and \$1.00 to come back.

Mr. Emerson asked if it was a requirement for the town to charge a fee to ride the bus.

Mr. Witt responded it was not.

Mr. Emerson asked if it only cost \$5,000 to operate the bus why are the citizens being charged a fare fee.

Mr. Witt stated in his opinion the anonymous donation has provided free fares every year since the transit system has been in business for June through

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September which will extend for a full year of free fares this year (May through September). The .50 does not break anyone but gives them the opportunity to take ownership of the transit system.

Mr. Emerson felt there would be an increase in riders if the fare was free.

Mayor Mattox suggested this be looked at during the budget process.

Mr. Witt mentioned with the creation of ACTS there was discussion of Altavista being a hub. He stated he has not pushed this notion as no one has asked. He has attempted to partner with the Town of Hurt; they said thanks but no thanks. Council advised Mr. Witt he would need to find a partner to pay part of the grant which he has been unsuccessful.

Mr. Coggsdale suggested this be a topic for discussion at the Council Retreat.

Mrs. Dalton stated there are dividends to be paid by going regional even if the pilot program is on the town's dime.

Mr. Witt felt T.K.'s Taxi Service has bridged the need for traveling outside of town.

It was the consensus of Council to accept the Town's Transit Development Plan (TDP).

d. Booker Building Update

Mr. Coggsdale advised previously staff submitted to Council a preliminary assessment of the Booker Building. In the preliminary assessment there are some questions that may be considered by Council in regard to the next steps for this potential project, the questions are listed below:

- Is the purpose to minimally renovate the structure to continue the current rental and use pattern?
- Does the past use of the building justify more than normal renovations/upgrades?
- Is the purpose to improve the facility to open up opportunities for additional rental and uses?
- Is the Council open to spending a significant amount of money on the building?
- Is there a different option? (i.e. new building, phased renovation, etc.)
- Are funds available to advance this Preliminary Assessment to a more advanced Planning Assessment?
- Are there groups in our community that would benefit from a renovated facility with more amenities?

Mr. Coggsdale added staff has reached out to the USDA, Lynchburg Office, in regard to any sources of planning grant funds for such projects.

Mayor Mattox suggested this topic be discussed at the Council Retreat and asked Council members to talk with fellow citizens to see what they would like in regards to renovations to the Booker Building.

Mr. Emerson felt Altavista on Track and other organizations should be involved in this process.

e. Consideration of Public Works Position Reallocation

Mr. Coggsdale reported staff has reviewed the employee allocation in the Public Works Department, as it related to the Utility Crew which is funded out of the Enterprise Fund. The Utility Crew is responsible for maintenance and repair of the utilities distribution (water) and collection (sewer) systems. Allocation of personnel was previously discussed with Council at the June Work Session and approved. With several recent vacancies in the Public Works Department, staff would like to hire a new Laborer for the Utility Crew, the previous employee was on the Building and Grounds Crew. This is in line with the approved employee allocation (June 28th Work Session) but will require that the funding source for the employee be changed from the General Fund to the Enterprise Fund. It is estimated that the cost, including all benefits, for the remainder of this fiscal year would be no more than \$19,000 and would be funded through the Enterprise Fund. Accordingly, there would be a like reduction in the Public Works budget (General Fund). These changes would also be incorporated in preparation of the FY2018 Budget.

A motion was made by Mrs. Dalton, seconded by Mrs. Overbey, that the funding for a Laborer position (Utility Crew), estimated at \$19,000 for FY2017, be allocated in the Enterprise Fund budget.

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. Reports

a. Town Manager's Report

Booker Building

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

WWTP EOP – PCB Remediation

Council voted not to proceed with the Plot #7 Sampling or the University of Iowa request.

Compensation/Classification Plan Study

The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

Broadband Planning Study

The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

Water Plant Projects

Water Model/GIS Mapping – Delivery date of December 30, 2016
Water Plant Electrical Upgrades – 90% plans submitted for review.

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SCADA*Check* – Working on scheduling a presentation to Town Council (Jan.or 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

Mr. Higginbotham questioned the “grey” water.

Mr. Coggsdale advised he has been in contact with Mr. John Hylton with Dominion Virginia Power and he has turned this matter over to someone within his group. Mr. Hylton will have someone contact the town with an update.

Mrs. Brumfield asked about the pre-sediment tank.

Mr. Coggsdale stated that Mr. Fore was working on this matter.

Mr. Higginbotham asked about the drainage issue on Charlotte Avenue.

Mr. Coggsdale stated now that Main Street has been updated, staff can look at the drainage in that area.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Calendars-January/February

11. Matters from Town Council

Mr. Higginbotham referred to a comment made by Mr. Charles Edwards regarding the Machinery and Tools Tax and asked if that was being looked at.

Mr. Coggsdale advised this could be considered during the budget process.

Mrs. Brumfield stated she has been talking with the Town Manager in regards to drug testing for all employees.

Mr. Coggsdale advised this process is in place.

Mr. George stated the lines are being cleared going to McMinnis Springs and asked if the lines were going to be replaced.

Mr. Garrett advised there is a culvert that has washed out and they are clearing the area so it can be replaced.

Mayor Mattox noted Mr. Emerson has faithfully served on the Altavista on Track Board; he stated Mrs. Overbey has agreed to serve on this Board. Mayor Mattox appointed Mrs. Overbey to the Altavista on Track Board.

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.

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

Motion carried:

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

Council went into closed session at 7:58 P.M.

Notice was given that council was back in regular session 8:05P.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
	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.

The meeting was adjourned at 8:05 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk