

## Regular Council Meeting—July 11, 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 July 11, 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. Timothy George
- Mr. Jay Higginbotham
- Mrs. Tanya Overbey

### Council members

absent:

- Mr. Tracy Emerson

### Also present:

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

3. Pledge of Allegiance
4. Mayor Mattox asked if there were any questions or changes to the agenda.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the agenda as presented.

### 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

5. Recognitions and Presentations

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 June 13, 2017/Council's Work Session June 27, 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

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- iii. Reserve Balance/Investment Report
- c) Budget Amendments
- d) Lynchburg Daily Bread Property Use Agreement
- e) AOT “So Long Summer” Event—Street Closing Request

Mr. George, seconded by Mrs. Dalton, motioned to approve the consent agenda as presented.

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

### 8. Public Hearing

#### a. Special Use Permit—102 Frazier Road—Bed and Breakfast

Mr. Witt addressed Council in regards to the request for a Bed and Breakfast at 102 Frazier Road. He advised this was a two-step process. Initially a Bed and Breakfast was not allowed to be operated by a tenant only the property owner living at the residence. After researching, other localities within the region allowed tenants to operate a Bed and Breakfast, Council (at the Planning Commission’s recommendation), changed the code to allow this. Mr. Joseph Davis filed a Special Use Permit to operate a Bed and Breakfast at 102 Frazier Road. Mr. Witt noted staff properly advertised the public hearing for the Planning Commission and the Council meeting. Mr. Witt added no one spoke for or against the requested use. It is the recommendation of the Planning Commission to approve the application with developmental standards with conditions set forth in Section 86-507 (a) of the Altavista Town Code. Mr. Witt stated the Planning Commission recommends approval because they felt this use was consistent with the Town Code, the cosmetic improvements would be beneficial to the area, a Bed and Breakfast will provide a service to the community, specifically Autumn Care families, and operation of a Bed and Breakfast by a tenant is in line with other Region 2000 communities.

Mayor Mattox opened the public hearing at 7:05 p.m. and asked if anyone would like to comment. No one came forward. Mayor Mattox closed the public hearing at 7:06 p.m.

Mr. George, seconded by Mrs. Brumfield, motioned to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Joseph Davis for 102 Frazier Road (84-A-2A) to include the developmental standards for a Bed and Breakfast contained in Section 86-507 of the Town Code.

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

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### 9. New/Unfinished Business

#### a. Street/Alley Paving Award

Mr. Coggsdale advised at the June Town Council Work Session, Council reviewed staff's recommendation concerning street and alley paving which included the bids for the indicated work. This would also include paving at English Park that was included in the FY2018 Capital Improvement Plan. The cost of the paving will be split between Highway Funds (FY2017 Carryover and FY2018 Appropriated) and Town funds. He stated it is estimated that \$464,000 will be Highway Funds and up to \$66,650 is appropriated for the English Park paving as well as \$100,000 for the paving of alleys. The billing would be based on actual material and equipment used on the job. Mr. Coggsdale added it is staff's recommendation to award the paving, as outlined, to Lawhorne Brothers Paving.

Mr. George referred to some of the dead-end streets having no turnaround and asked if there are any long term plans to correct this.

Mayor Mattox asked that this item be added to a future work session; identifying the dead-end streets.

Mr. Higginbotham asked if streets and alleys have been identified that are in worst shape than others.

Mr. Garrett stated he had and was going around making the continuation of streets to be in the next cycle.

Mr. Higginbotham asked if the patching could be completed and overlaid this summer.

Mr. Garrett stated he plans to and will be meeting with the contractor once the paving plan is finalized.

Mrs. Overbey, seconded by Mr. George, motioned to approve the paving, as outlined, and award the contract to Lawhorne Brothers Paving.

Motion carried:

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

#### b. Planning Commission Update/Request

Mr. Coggsdale advised at the June Town Council Work Session, Council was briefed on the Planning Commission's review of a requested use relating to "non-profit" organizations that was not listed as a permitted use in the Zoning Ordinance. After review, the Planning Commission requested a draft ordinance, which they then reviewed and conducted a public hearing on at their last meeting. The Planning Commission is requesting that the Town Council schedule a public hearing concerning the proposed text amendment for their Tuesday, August 8<sup>th</sup> meeting. Mr. Coggsdale presented Council with supporting information related to the request and a copy of the draft text amendment.

Mr. Higginbotham, seconded by Mr. George, motioned to schedule a public hearing for the Tuesday, August 8<sup>th</sup> regular Town Council meeting concerning the proposed text amendment to the Zoning Ordinance as outlined.

Motion carried:

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

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Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

c. Purple Heart Community Designation

Mr. Coggsdale advised at the June Town Council Regular Meeting, Council heard a presentation about the Town being designated as a Purple Heart Community and it was further discussed at the June Work Session. Staff contacted Campbell County and they indicated that any items they did in association with the designation of being a Purple Heart Community were optional. They marked a parking space at the Citizen Services Building and provide tax relief to veterans. Mr. Coggsdale advised it is staff's recommendation to adopt the resolution and seek designation as a Purple Heart Community, as long as there are no financial obligations and noted each year Purple Heart Day is observed on August 7<sup>th</sup>.

Mr. Coggsdale added last year, Council was approached about having a Purple Heart Monument located near the War Memorial. He presented Council with a diagram for review. The monument would have the following dimensions; the die (upper section) would be 4' 8" x 8" x 4' and the base would be 5' x 1' 2" x 8". Staff sought permission to work with the appropriate individuals to have the monument placed at an agreed upon location.

Mr. Higginbotham, seconded by Mrs. Brumfield, motioned to adopt the resolution

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

**RESOLUTION**

**WHEREAS**, the Town of Altavista has always supported its military veteran population, and  
**WHEREAS**, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782, and  
**WHEREAS**, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or made the ultimate sacrifice in combat with a declared enemy of the United States of America, and  
**WHEREAS**, the mission of the Military Order of the Purple Heart is to foster an environment of good will among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure that we never forget, and  
**WHEREAS**, the Altavista area has a large, highly decorated veteran population, including many Purple Heart recipients, and  
**WHEREAS**, The Town of Altavista appreciates the sacrifices that this region's Purple Heart recipients have made in defending our freedoms and believes it is important that we acknowledge those veterans for their courage and sacrifice, and show them the honor and support that they have earned;  
**NOW, THEREFORE, BE IT RESOLVED THAT** the Altavista Town Council does hereby proclaim the Town of Altavista as a Purple Heart Community and calls upon its sister localities in Region 2000 to adopt similar resolutions and to designate this metropolitan area as a Purple Heart Region in recognition of the service and sacrifice of its combat-wounded veterans and in deep appreciation for their service to this community and their country.

Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_

Clerk of Council

It was the consensus of Council to allow staff to work with the appropriate persons in regards to installing a Purple Heart Monument near the War Memorial.

d. Council Strategic Planning Retreat Discussion

Mr. Coggsdale advised the Town Council Strategic Planning Retreat has been scheduled for Wednesday, August 30<sup>th</sup> at the Altavista Train Station. The retreat will begin at 1:00 p.m. and continue until 7:00 p.m. He added if Council decides not to include a dinner break then the ending time may be sooner. Mr. Kim Payne, former Lynchburg City Manager, will be facilitating the retreat.

Mr. Kim Payne, former Lynchburg City Manager, addressed Council noting this will be the third retreat he has facilitated since retirement. He stated his goal in the retreat is for Council to feel good about what has been accomplished on that date. Mr. Payne noted he will contact each Council member regarding the topics to be discussed at the retreat.

After discussing, it was decided that Mr. Payne would add a break time in the agenda to allow for snacks.

10. Reports

a. Town Manager's Report

**Strategic Planning Retreat**

Scheduled for Wednesday, August 30<sup>th</sup> at the Altavista Train Station.  
Mr. Kim Payne will be facilitating the Retreat.

**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 Peed & Bortz on the Utility Assessment for this project.  
Draft report due mid-July.

**Broadband Planning Study**

Staff working on additional information and implementation scenarios.  
Staff reviewing funding options.

**Campbell Avenue Drainage Project**

Engineer preparing bid documents.  
Staff evaluating funding options.

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

VDOT completing reviewing engineer contract. Once approved, engineer will begin the design phase of the project.  
Staff evaluating funding options for the Utility portion of the project.

**Water Plant Projects**

Water Treatment Plant Electrical Updates project (Southern Air)  
Submittals of electrical components at 85% review.  
Work on site should begin in next two weeks.  
SCADA Phase I project (Moore's Electric) completed.  
Facility Assessment and Improvement Plan (FAIP)  
Consultant meeting with staff on Water Treatment Plant and Distribution Technical Review  
Consultant reviewing Wastewater Treatment Plant and Collection information.

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Springs Fluoride Improvement Project  
Equipment purchased – Reimbursement request sent to VDH  
Engineering working on design plans.  
Capital Improvement Projects  
Clarifier Rebuild – Working on cost estimate for design drawings  
Tandem Dump Truck – Ordered  
Skid Steer - Getting bids on this item.  
Abbott meter and vault – Working with staff to build vault.  
Right of Way Clearing - working with contractor on removal of trees on Clarion  
Tank lot and continuing annual clearing of right of ways/easements.

### b. Departmental Reports

#### 11. Informational Items/Late Arriving Matters

##### a. Calendars-July/August

#### 12. Matters from Town Council

#### 13. 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)(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. George.

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

Council went into closed session at 7:25 P.M.

Notice was given that council was back in regular session 7:37 P.M.

#### FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, to adopt the certification of a closed meeting.

#### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

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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

14. Adjournment

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

The meeting was adjourned at 7:38 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk