

Regular Council Meeting—June 13, 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 June 13, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Tom Fore, Public Utilities Director, 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. Tom Fore, Public Utilities Director
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox noted there was an amendment to the May 23rd Council Work Session meeting minutes and asked if there were any questions or changes to the agenda.

Mrs. Dalton, seconded by Mr. George, 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 |

Mayor Mattox recognized a “Hero” to the community that recently passed away, Mr. John Ross Laronda. Mr. Laronda was Captain of the Altavista Fire Company and a small business owner in the Town of Altavista.

5. Recognitions and Presentations
 - a. Purple Heart Community Designation

Mayor Mattox introduced Chapter 1607 Commander Gary Witt, along with Senior Vice Commander Dennis Janiak and Mr. Steve Bozeman all Purple Heart recipients.

Commander Gary Witt addressed Council and thanked them for their interest in participating in the “Purple Heart” community. He noted he, Mr. Janiak and Mr. Bozeman are all Vietnam veterans and when they returned from the War they were not very welcomed or liked as a veteran. They want the veterans that return home to feel welcomed and instituted back into the community as done by being a “Purple Heart” community. He noted Altavista is already veteran oriented with the “War Memorial” located at

Regular Council Meeting—June 13, 2017

Shreve Park. He mentioned Altavista's desire to place a "Purple Heart" monument and offered to help with this project. Commander Witt recalled two servicemen from the area Marine Staff Sgt. Craig Copes who was killed in Afghanistan and Army Staff Sgt. Chris Walker injured in Afghanistan. Commander Gary Witt also mentioned the Veterans that come back with the tremors of War that affect them mentally; those that have been in a War Zone suffer. He presented Council with signs designating Altavista as a "Purple Heart Community" if the resolution is approved along with parking signs.

Mayor Mattox thanked Chapter 1607 Commander Gary Witt, Commander Dennis Janiak and Mr. Steve Bozeman stating we would not be meeting here if it were not for the Soldiers, Airmen, Marines, Navy and the sacrifices made.

Commander Gary Witt presented Council with Purple Heart pins.

Mayor Mattox asked that this item be moved to the June 27 work session.

6. Public Comment

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

Mr. Matthew Bell, 621A Broad Street addressed Council in regards to parking on Broad Street. He asked Council to imagine going home you have no driveway and the only place you have to park is limited to two hour parking. He stated this was the reality for tenants and business owners along Broad Street. He stated the law that is in place has no protection for those that live on Broad Street. He noted he, his wife and business owners have been ticketed and this is huge oversight for an area that has zoning for apartments and businesses that have places for people to work. He stated if small businesses are not protected, they are going to leave. Younger folks are choosing to live in apartments above businesses. He has spoken to some of the business owners who support having some type of parking available for the tenants that live along Broad Street including business owners. Mr. Bell stated it is time for Altavista to be aggressive in its marketing of the downtown area and having available parking for tenants is a major step forward. One thing Altavista has done in the last year is sign on for the Staunton River RIFA; this area is being marketed very carefully for larger businesses and places that will grow the economy. He asked Council to carefully review the parking situation at their next work session.

Mr. Higginbotham asked Mr. Bell what he was proposing as a solution.

Mr. Bell stated one solution that he sees is a parking voucher system. The tenant would apply for a parking voucher. He noted this was a solution the City of Danville offered but decided not to move forward with because they opened a parking garage. He noted he has a pending parking ticket but would rather pay \$10.00 for a parking voucher than \$10.00 for a parking ticket. He felt this system would work. He stated he has sat in his apartment and watched people going in and out of businesses who are spending no more than 20 to 25 minutes in a business. He felt there was always ample parking.

Mrs. Brumfield asked Mr. Bell where he has been parking.

Mr. Bell stated he has been parking in front of his apartment. On his days off, he had to move his vehicle between 8:00 and 10:00 a.m. (stop what he is doing and move somewhere off the block), which has caused issues. Taking time out your day to move your vehicle.

Mrs. Brumfield asked if parking around the library would be available.

Mr. Coggsdale advised there are public lots between the library and the Altavista Chamber lot and a public lot at the lower end Broad Street.

Regular Council Meeting—June 13, 2017

Mr. George asked what times the 2-hour parking was enforced.

Mr. Bell responded from 8:00 a.m. to 6:00 p.m.

Mr. George stated some of the apartments have designated parking behind First National Bank.

Mr. Coggsdale stated with the upper story housing part of the Community Development Block Grant program, property owners were offered the ability to get a reserved space in one of the town owned lots. Some property owners opted for this and some did not.

Mr. Herb Miller addressed Council advising he would be leaving Altavista on Track at the end of June after serving on the Board for 10 years. He thanked Council for their support during his tenure on the Altavista on Track Board.

Mayor Mattox thanked Mr. Miller for his work on the Altavista on Track Board.

Ms. Melinda Irby, 1761 Easome Road, Hurt, VA and owner of Pretty Please on Broad, approached Council in regards to the parking. She stated as a customer before she owned a business she was not a fan of the parking limitations in town. She referred to using the parking placard while getting her hair done at a Salon on 7th Street. She stated this worked well but often forgot to return the placard and would have to go back to the salon to return. She felt this was a pain as a customer to shop in the town. As a business owner, she feels the same way. She is located beside the Styling Boutique and watches customers go in and out of the Styling Boutique. She doesn't want an elderly person to have to walk from the library to that location to get their hair done. She mentioned her mother has health problems and comes to stay at her shop; Ms. Irby moves her mother's vehicle to avoid a parking ticket. She asked as a business owner what does Council want from her. She has had petitions signed noting her customers are not happy with the parking situation.

Mayor Mattox suggested Ms. Gwynn and Ms. Jami Glass with Altavista on Track get involved noting it is a tough balance when the customers need parking but the business owners want to be close to their business. He added there is limited parking spaces on Broad Street but over 100 parking spaces on the town lots. He suggested AOT survey the business owners to see if they are willing to give up customer parking for their own parking.

Ms. Irby stated she doesn't like having a 2 hour parking limit per block; it does not encourage people to come and shop the block.

Mr. Higginbotham asked what she suggested if it was not 2 hours.

Ms. Irby said a lot of business owners have talked about having a parking pass for the hair salons then she expressed the desire for the 2 hour parking to go away on Broad Street. She stated the business owners have been brainstorming and she has approximately 40 signatures on a petition; customers and business owners. She asked what Council wants from the business community that would sway you one way or the other?

Mrs. Dalton stated this is not a problem idiosyncratic to Altavista and checking with other communities to see what they do is a helpful start. She felt this could be put on the work session agenda but Ms. Gwynn and Altavista on Track is the place to work through.

Mayor Mattox suggested the Chief of Police be involved in this process as well and added when Ms. Gwynn and the Chief are ready to give Council some ideas then it can come to the work session.

Ms. Irby stated she would work with some of the business owners on Broad Street to get some viable options.

Regular Council Meeting—June 13, 2017

Mayor Mattox asked if anyone else would like to speak. No one came forward.

7. Consent Agenda

- a) Minutes- Regular Meeting May 9, 2017/Council's Work Session May 23, 2017 – The Council approved the amended 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
- c) ACTS Grants/Financial Management Policy Adoption
- d) Staunton River Memorial Library Renovation Project
- e) Town Hall Generator Purchase
- f) Budget Amendments

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

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

None Scheduled

9. New/Unfinished Business

a. Adoption of FY2018 Operating Budget and CIP

Mr. Coggsdale advised the fiscal year 2017-2018 budget was presented to Town Council at several work sessions/regular meetings and one public hearing. The budget was also advertised as required by State law. He added tonight Council would consider adoption of the FY2018 Budget and FY2018-2022 Capital Improvement Program (CIP). The budget is the financial plan for the coming year's expenditures, and the appropriations resolution authorizes the use of the funds identified in the budget. He noted the budget and appropriations resolution as presented provide for continued investment in economic development and quality of life while maintaining high levels of government services. The budget, as presented, meets all applicable Town policies.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to adopt the FY 2017-2018 budget and corresponding appropriations resolution

Mr. Higginbotham asked if the time and service raise (.5 per year of service) is a one-time adjustment.

Mr. Coggsdale advised that it would be a one-time adjustment that impacts salaries in the FY2018 budget.

Motion carried:

| | | |
|-------|----------------------|-----|
| VOTE: | Mr. Michael Mattox | Yes |
| | Mrs. Micki Brumfield | Yes |
| | Mrs. Beverley Dalton | Yes |

Regular Council Meeting—June 13, 2017

| | |
|----------------------|-----|
| Mr. Timothy George | Yes |
| Mr. Jay Higginbotham | No |
| Mrs. Tanya Overbey | Yes |

Mrs. Dalton, seconded by Mr. George, motioned to approve the Ordinance relating to the FY2017-2018 Master Tax and Fee Schedule.

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 |

b. English Park & Trail Master Planning Discussion

Mr. Coggsdale advised Town Council discussed the subject of Master Planning for both English Park and a Town-wide trails system at their May 23, 2017 Work Session. While there was a consensus of Council on proceeding with the Master Planning process for English Park and a Trails System; there was discussion regarding whether to proceed with a separate “request for proposals” for construction of the trail that would begin just before the entrance of Green Hill Cemetery (in the proximity of the mausoleum). He noted a total sum of \$60,000 (\$40,000 for Park Master Planning and \$20,000 for Trail Construction) was approved in the FY2017 (current year) budget. At this time those funds have not been expended. With tonight’s adoption of the budget, an additional \$40,000 is included for the Trail Master Planning. With the Campbell County Board of Supervisors agreeing to convey their portion of English Park to the Town, it would be advisable to have a process by which to agree to what the future of that property, as well as any changes/modifications Council would like to see in the existing Town portion of English Park. He added this could be achieved through a master planning process for the properties and that it may be practical to have one consultant to do both of these tasks at the same time. Mr. Coggsdale advised the outstanding issue is whether to proceed with issuance of another RFP for construction of the previously mentioned trail (Green Hill Cemetery area) or wait until the Trail Master Plan is complete and asked how staff should move forward with procurement of these services. Mr. Coggsdale advised he has been in touch with one of the contracted engineering firms who could assemble a team and talk to sub consultants that do natural planning of parks and trails. This firm indicates they can have this done in a 9-month period at an estimated cost of \$60,000 to \$80,000. Mr. Coggsdale noted an RFP would not have to be procured.

Mrs. Brumfield asked what the savings would be.

Mr. Coggsdale responded it would save 30 to 60 days time wise but was unsure on the money.

Mr. George asked if this is the same consultant that did the County’s Master Plan.

Mr. Coggsdale advised they would be one of the sub consultants. He advised another option would be for staff to create a RFP. The first process could take 30 days; the second process could take approximately 60 days.

Mr. George asked if Council would lead the engineers down the road of what we should have or will they tell Council what they think we should have.

Mr. Coggsdale stated he hoped it would be a partnership. They will come in and meet with Council, Planning Commission, Recreation Committee and citizens.

Regular Council Meeting—June 13, 2017

Mrs. Dalton stated because there are a variety of firms out there; she inquired as to the process to know we are getting the best firm. She asked staff for a process on which they would lean on that would give Council several firms that have resulted in a nice product.

Mr. Coggsdale stated firms would submit their RFPs and qualifications; staff would go through a process of reviewing and selecting the firm to work with.

Mrs. Dalton asked before putting out the RFP, if staff could talk with other community leaders.

Mrs. Dalton, seconded by Mr. George, motioned for staff to begin the RFP process, looking at other towns and cities, and include the citizens in the process.

Mr. George suggested conducting surveys with the Parks and Recreation Committee, along with gathering ideas, to find out what is wanted first then hire a company to make it happen.

Mrs. Dalton felt this was a great idea, but felt this is what the firm would do.

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 |

c. Planning Commission Report/Request

Mayor Mattox advised staff is requesting a public hearing be set for Tuesday, July 11th, 2017 in regards to the application filed by Joseph Davis for a Special Use Permit at 102 Frazier Road for establishment of a “bed and breakfast” in a Residential (R-2) District.

Mr. Coggsdale advised the Planning Commission held a public hearing to consider a SUP application submitted by Mr. Joseph Davis to operate a B&B at 102 Frazier Road. Staff properly advertised the hearing and no one spoke for or against the requested use.

Mrs. Dalton, seconded by Mrs. Brumfield, motioned to set a public hearing to consider a SUP application submitted by Mr. Joseph Davis to operate a B&B at 102 Frazier Road for July 11th, 2017 at 7:00 p.m.

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 |

d. University of Iowa Request-EOP Sampling

Mr. Coggsdale advised staff received an email from Dr. Jerry Schnoor seeking approval to gather additional samples from the Town’s WWTP Emergency

Regular Council Meeting—June 13, 2017

Overflow Pond for their research on PCBs. He noted staff previously forwarded the latest report provided by Dr. Schnoor.

Mrs. Overbey, seconded by Mrs. Brumfield, motioned to allow Dr. Jerry Schnoor to gather additional samples from the Town's WWTP Emergency Overflow Pond for their research on PCBs.

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 |

Mayor Mattox verified Dr. Schnoor's request does not require funding from the town.

Mr. Coggsdale responded that Dr. Schnoor has not requested any funding.

e. Little Free Library Request

Mr. Coggsdale advised he has received a request from Mrs. Beth Worth to locate a Little Free Library at Shreve Park in memory of Mrs. Betty Jean Hamlett Worth. She will absorb all the cost associated with this.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to approve Mrs. Worth's request to locate a Little Free Library at Shreve Park in memory of Mrs. Betty Jean Hamlett Worth.

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 |

f. Urban Archery Regulations Review

Mayor Mattox noted Mr. Emerson is in Ireland, but reviewed the presented information and agrees that these regulations are worthwhile and have value to the community.

Mr. Coggsdale advised each year, the Department of Games and Inland Fisheries (DGIF) request that we provide them input as to any changes that need to be made to our Urban Archery regulations. He presented Council with a memo from Mr. Witt with an update on the most recent season, as well as items that have been discussed in the past about possible changes to the Town's regulations. Two items discussed in the past:

1) The 100-yard buffer requirement from occupied buildings.

Staff believes this could be changed to read, as follows: *“Except for target shooting, discharge of archery equipment is not permitted within one hundred (100) feet of any dwelling except with written consent of the owner of said structure.”*

Mr. Witt noted the Game Department states this change is very reasonable.

Regular Council Meeting—June 13, 2017

- 2) Hunting from elevated tree stands.

Staff believes this could be changed to read, as follows: *“Except for target shooting, archery equipment can only be discharged from elevated stands unless written permission to hunt from the ground is given by the property owner.”*

Mr. Coggsdale advised the DGIF is implementing two new policies for all those participating in the urban program.

- 1) All towns and cities (except Chesapeake, Suffolk, and Virginia Beach) will now have the Earn A Buck (EAB) requirement to motivate hunters to take antlerless deer (does). For population control, the removal of antlerless deer is much more important than the removal of bucks. EAB has been effective where implemented.
- 2) VDGIF has developed model ordinances for localities to adopt, if interested, to prohibit the feeding of deer within their jurisdictions. This is one of the most important actions local governments can take to address human-deer conflicts.

Mrs. Dalton, seconded by Mr. George, motioned to approve the changes to the Urban Archery Regulations 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 |

10. Reports

- a. Town Manager’s Report

Booker Building

Will place this item on the July Work Session for further direction from Council

Strategic Planning Retreat

Staff is working with finding an acceptable date for Council.
Working with facilitator on creating a draft agenda.

Staunton River RIFA

Staff continuing to work with other jurisdictions in regards 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 in mid-July.

Broadband Planning Study

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

Water Plant Projects

Water Treatment Plant Electrical Updates project (Southern Air) Kick off meeting conducted on May 4th.
SCADA Phase I project (Moore’s Electric) underway.

Regular Council Meeting—June 13, 2017

Water Model/GIS Mapping – Completed
Dominion Effluent Reuse – Dominion has indicated that they will be meeting internally about this item.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-June/July

12. Matters from Town Council

13. Closed Session

14. Adjournment

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

The meeting was adjourned at 7:52 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk