

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

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Ben Horrocks, Lane Memorial United Methodist Church, gave the invocation.

Council members

present:

Mayor Michael Mattox
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members

absent:

Mrs. Micki Brumfield

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.

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

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

4. Recognitions and Presentations

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 February 14, 2017/Council's Continued Meeting February 23, 2017/Council's Work Session February 28, 2017 –The Council approved the minutes of the Council meeting, Continued Meeting and Work Session.
- b) Monthly Finance Reports-Council approved the monthly reports
- c) The Local Choice Health Insurance Renewal-Council approved the renewal of the Health Insurance

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

Motion carried:

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

7. Public Hearing

8. New/Unfinished Business

a. Chamber of Commerce-UBD Update-Adult Beverage Area Request

Mr. Coggsdale advised that each year the Chamber of Commerce is responsible for the Uncle Billy's Day festival the first weekend of June. As part of the event, the Chamber establishes an "Adult Beverage Area" for "legal age" festival attendees on Friday and Saturday night. Due to fact that alcoholic beverages are not generally permitted in English Park, approval is required from Town Council.

Mr. Jeff Janiak, Uncle Billy's Day Chairman, approached Council and advised the Chamber of Commerce is seeking approval to operate an "Adult Beverage Area" as part of the Uncle Billy's Day festival on Friday, June 2nd and Saturday, June 3rd from 6:00 p.m. to 10:30 p.m. in the same location as last year.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the operation of an "Adult Beverage Area" as part of the Uncle Billy's Day festival on Friday, June 2nd and Saturday, June 3rd from 6:00 p.m. to 10:30 p.m.

Mrs. Dalton asked how long the Chamber had been operating a beer garden at the Uncle Billy's Day festivities.

Mr. Janiak responded three plus years.

Mrs. Dalton asked if there had been any incidents.

Mr. Janiak stated there had been some minor incidents but the Altavista Police Department and the Sheriff's Office has keep it under control in a timely manner.

Motion carried:

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

b. Consideration of Police Department Reorganization

Mr. Coggsdale advised last month this item was presented to Town Council and following a brief discussion, it was noted that several Council members wanted to further discuss the Police Department Reorganization with staff. He presented Council with the Chief's memo along with job descriptions for each of the positions. He noted the First Sergeant position would be new to the organization. This position would be a grade 19 under the Town's existing structure. Mr. Coggsdale advised of a revised implementation of the proposal that would have an estimated \$1,800 impact (salaries only) on the budget for the remainder of the current fiscal year. In addition, this proposed reorganization would reduce the Salaries/Wages total by approximately \$8,000 when the FY2017 Budgeted

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amount is compared to the FY2018 Requested amount (salaries/wages only). He added this figure does not include the fiscal impact of potential implementation of the Springsted compensation study.

Mr. Emerson, seconded by Mrs. Dalton, motioned to add a First Sergeant position and adopt the reorganization proposal based on the submitted information.

Mr. George asked if this would include the Clerk's position.

Chief Milnor stated that it does not include the administration position; the proposed reorganization includes no new positions. He added the department is now fully staffed.

Mr. Coggsdale advised two of the Police Department's employees are presently in the academy.

Chief Milnor added the two should come out of the academy, complete field training and be on the street by October 2017.

Mr. Higginbotham questioned the \$10,000 in the draft budget for the Firing Range.

Chief Milnor stated this line item is for maintenance of the existing firing range.

Mr. Higginbotham stated Liberty University is installing a firing range and will be allowing Campbell County to use this range free. He asked if this is the case could this maintenance wait until next year to see if the town could be included.

Chief Milnor stated his thought process is the Liberty University range will be a busy range and advised of the benefits of having our own range; most departments larger than the Altavista Department would be very jealous, as we would not be competing with any other entities. One problem with an entity our size is finding the time in the overtime budget to get people to the range. He noted having a range within 5 minutes of the Police Station allows taking everyone there and finishing in a minimal amount of time.

Mr. Higginbotham asked why a range shack is needed if there is a trailer.

Chief Milnor responded what is at the site now is barely a 25 yard range and there needs to be a 100 yard range to create a safer environment plus.

Mr. Higginbotham stated he would like to see what is available.

Mrs. Dalton requested that this matter be held until the budget discussion.

Mayor Mattox told Chief Milnor that he has heard his concerns about staffing and he appreciates his concerns, not only for the officers but also for the citizens of the community. He also thanked Chief Milnor for what he and his officers do every day.

Motion carried:

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

Chief Milnor noted that he and Campbell County Sheriff Steve Hutcherson has discussed the Liberty University Range and the county may be interested in using the town's range before using Liberty's range.

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Mr. Emerson noted Campbell County Sheriff's Office has tried to put ranges in two or three places; nobody wants to hear the noise. If this range is in place, it will take 3 to 5 minutes to get there. The condition of the range is fair but needs some work. The ability to go to the town's range in 3 to 5 minutes, qualify and back in 20 minutes would not happen using the Liberty University range. He stated Liberty University is doing the county a favorite by allowing them to use the range but the county and town would have to work on Liberty's schedule. Mr. Emerson felt if Council could appropriate the funds for the range, they should.

Mr. Higginbotham asked what the \$10,000 is for.

Chief Milnor stated the \$10,000 is for grading, graveling and to expand the range from a 25-yard range to a 100-yard range. There is no structure in the proposed budget line item. He noted a classroom has been added to the Capital Improvements Plan two years out.

c. Consideration of WTP Electrical Improvement Bids

Mr. Coggsdale advised the Water Treatment Plant (WTP) Electrical Upgrades Project was sent out to bid with bids received and opened on March 2nd. Woodard & Curran completed the design for this project. He noted Woodard & Curran recommends award of this project to the lowest responsible and responsive bidder, Southern Air, Inc. The Town has funding for this project set aside (earmarked) in Reserves in the full amount and staff recommends approval of contractor and the amount of \$430,500 (includes 5% contingency) The actual bid amount is \$410,000.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to award the Water Treatment Plant Electrical Upgrades Project to Southern Air, Inc. for \$410,000 with a 5% contingency provided.

Mr. Higginbotham asked if this was "Design Build".

Mr. Coggsdale advised they had a set of plans.

Motion carried:

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

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

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Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore’s Electrical & Mechanical for \$13,326.

Motion carried:

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

e. Consideration of Woodward & Curan Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month’s Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a “comprehensive review of the Town’s utility facilities”; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council’s desire to move the proposals forward, it can either do so at this time or consider the funding in the FY2018 Budget. If the Town chooses to move forward at this time, it would be staff’s recommendation to split the funding of the Water and Wastewater proposals between the current fiscal year (FY2017) and next year (FY2018). This would require \$82,500 be appropriated in FY2017 and would add the like amount of \$82,500 to the draft FY2018 budget. The Rate Study proposal would be funded in FY2018, but those funds are currently included in the draft budget.

Mr. Higginbotham stated he was not sure what we would be getting with a rate study and asked can we figure out what to add if we are short.

Mr. Coggsdale stated he knows Mr. Fore has gone through similar things in his career. The rate study also addresses the issue of how to fund. In regards to rate structure, this covers an analysis to tell if the rates are reasonable or not. It also covers rate surcharges, connection fees, and availability fees.

Mr. Fore noted this is basically a road map for the next 20 years. He stated it is still Council’s choice annually as to whether to adjust the rates or not. A document shows a process in determining the rates. If this does go to court, this document shows the rationale of how the rates are set.

Mrs. Dalton felt the rate study should include what the goals are; these should cover not only operations but also some of the CIP items if not all of them and the rebuilding of infrastructure. She felt a road map would help in putting all the pieces together.

Mayor Mattox felt it was a good planning document for industry, how are we going to look at the future, how competitive are we going to be for economic development. If there is a plan in place, we can use this to show what we are looking at for the next 20 years and it may entice someone to come to our community with a new business.

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Mrs. Dalton, seconded by Mr. George, motioned to proceed with the proposals during FY2017 and appropriate the funds in this year's budget along with the addition of expenditures (\$82,500) in the draft FY2018 Budget.

Motion carried:

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

f. VDH LT2 Rule Sampling Information

Mr. Coggsdale advised the Town of Altavista is required to establish a Source Water Monitoring Plan to conduct the second round (Round 2) of water source monitoring under the Long Term 2 Enhanced Surface Water Treatment Rule (LT2 Rule). There are two options: Sampling for *E. coli*, or sampling for *Cryptosporidium*. He advised of correspondence from Mr. Tom Fore, Director of Utilities, to the Virginia Department of Health regarding the creation of our Source Water Monitoring Plan to address the LT2 Rule.

g. Consideration of 7th Street Storm Water Issue (500 Block)

Mr. Coggsdale advised at last month's meeting, Town Council was updated on the alternatives suggested by Hurt & Proffitt in regards to addressing the drainage issue on the sidewalk in the 500 block of 7th Street. Staff has worked with Hurt & Proffitt, based on Council's discussion and direction, and provided Council with correspondence relating to their recommendation on this item. He noted if Council is interested in pursuing this alternative, staff will communicate to the property owner and provide a briefing on the planned activities; the property owner will have to buy-in to fully implement the recommendation. He noted the desire is to not cut up 7th Street but would rather have a fixed problem with a patch than not to fix the problem. The estimate provided by Hurt & Proffitt, the bidding and contract awarding is estimated at \$2,000 to \$5,000 depending on the engineer's involvement.

Mr. Higginbotham stated it took 10 years to get the line up by Fellers and Charlotte Avenue squared away; he did not see a problem with putting 12 to 18 inch pipe in the ground along with two-drop inlets.

Mr. Garrett noted looking at the water volume, hydraulics, the 15-inch pipe would be sufficient to handle the water. The drop-inlet would be just below Dr. West's office and cut across.

Mrs. Dalton, seconded by Mr. Emerson, motioned to move forward with Hurt & Proffitt's recommendation in regards to addressing the drainage issue on the sidewalk in the 500 block of 7th Street.

Mayor Mattox asked if there was any idea of the cost.

Mr. Coggsdale stated the construction would be approximately \$30,000.

Motion carried:

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

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h. Avondale Drive Streetlight Request Follow-up

Mr. Coggsdale advised at last month's Town Council Work Session, staff provided information regarding a streetlight request. A streetlight was relocated as part of a Dominion Power's project and the citizen would like to see if the streetlight can be relocated to its former site or a new one put in. He noted staff was asked to get field measurements and report to Council. Mr. Coggsdale advised while there is considerable space between the existing streetlights, there are no viable poles on which to place a new streetlight; except possibly along the stretch of the street in front of the first few houses on the left. The poles further down the street on the right are located up to 50 feet off the edge of the road, which negates the lighting of the street. Mr. Coggsdale offered it would appear that the only option to address the citizen's concern would be to seek having the streetlight moved back to its previous location, which to the best of staff's knowledge is no longer serviced by Dominion Power. He noted this may cause concern by another citizen in the area.

Mayor Mattox stated he and Mr. Emerson might have a solution that they would like to investigate.

i. FY2018 Budget Discussion

Mr. Coggsdale advised last month Town Council was provided with the Draft FY2018 Budget and Capital Improvement Plan and noted time is being provided on tonight's agenda for discussion about the budget and CIP. The March 28th Work Session will have time devoted to Budget discussion.

Mr. Coggsdale suggested that proposed changes be finalized at the March 28th Work Session, as Town Council will be asked to conduct a "First Reading" on the FY2018 Budget and CIP at its April 11, 2017 meeting and schedule a public hearing on the Budget/CIP at its May 9, 2017 meeting.

Mr. Higginbotham questioned information on the Springsted, LLC noting Ms. Ann Antonsen, Vice President, said she would reanalyze some of the information.

Mr. Coggsdale advised he would have this information for the next work session.

Mr. Higginbotham requested that Blackstone and Rocky Mount be contacted.

Mr. Emerson suggested Lynchburg and BWXT be contacted as well noting this may be solely for the Police Department stats noting these are two places that personnel can be lost too.

Mr. Higginbotham asked for additional information on the skid steer.

Mr. Emerson asked the trolley bus be consider for the proposed CIP.

Mr. Higginbotham stated he did not see the logic behind a trolley bus.

Mr. Emerson felt a more attractive bus would be inviting to younger crowds. Stepping on the trolley will be easier for the older riders and could be used for events in the town. He added people don't like to ride on a church bus. If there is little difference in the cost, he did not see why Council would not approve.

Mayor Mattox asked Mr. Witt to determine where this would be located on the CIP.

Mr. Witt noted he would have to get this approved through the DRPT and this will require him to hire only CDL drivers.

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Mrs. Overbey stated at one time, the concept of free bus service was discussed; is this still a consideration?

Mr. Coggsdale stated this could be added to the topics of discussion at the retreat.

Mayor Mattox stated at the meeting on March 28th Council will review the proposed budget and CIP. He encouraged Council to send the Town Manager and email regarding any questions or concerns they have on the budget beforehand.

9. Reports

a. Town Manager's Report

Booker Building

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

Strategic Planning Retreat

Working with facilitator on creating a draft agenda.
Mr. Coggsdale noted the facilitator is free and he is working towards a date suitable for Council. After discussing, Council agreed to hold the retreat on a Wednesday.

Comprehensive Plan Update

Discussion on March Work Session
Schedule date for Public Hearing of the Comprehensive Plan Update.

WWTP EOP – PCB Remediation

Working with Dr. Lowman in regard to an update on this study.

Compensation/Classification Plan Study

Staff is working with the consultant based on Council's feedback at the January Work Session.

Staunton River RIFA

Utility Study “kick off” meeting being scheduled.
Pittsylvania County working on approving “legal counsel” for authority documents.

Broadband Planning Study

Staff is working with the consultant to analyze the “next steps”.

Water Plant Projects

Water Plant Electrical Updates Bids received.
SCADA Phase I bids received.
Water Model/GIS Mapping – Completed
SCADA Check – Completed.
Melinda Tank High Pressure Zone – waiting on water model to do a final analysis concerning the High Pressure Zone

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Mr. Coggsdale presented Council with a resolution for making application to the Virginia Tobacco Revitalization Commission for funds to be used towards the "Route 43-Downtown Gateway".

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the Virginia Tobacco Region Revitalization Commission Project Endorsement Resolution.

Motion carried:

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

**A RESOLUTION OF THE ALTAVISTA TOWN COUNCIL TOWN
OF ALTAVISTA, VIRGINIA**

**VIRGINIA TOBACCO REGION REVITALIZATION COMMISSION
PROJECT ENDORSEMENT RESOLUTION**

WHEREAS, the Virginia Tobacco Region Revitalization Commission was created to help foster economic development in the tobacco dependent communities of Southside and Southwest Virginia; and

WHEREAS, the Town of Altavista Town Council would like to submit a grant application in the amount of \$172,644 to the Virginia Tobacco Region Revitalization Commission utilizing the Southside Economic Development Tobacco Grant allocations; and

WHEREAS, Tobacco Commission application submittal deadline date is Friday, March 17, 2017; and

WHEREAS, funds will be used towards "Streetscape Improvements" along the 7th Street, Bedford Avenue, and Main Street, known as the "Route 43-Downtown Gateway" in the Town of Altavista, Virginia; and

WHEREAS, for this phase of the "Route 43-Downtown Gateway" project, the estimated design and engineering fee is estimated at \$173,965; and

WHEREAS, the projected design and engineering services cost can be partially funded by the utilization of the \$172,644 from the Tobacco Commission Southside Economic Development Grant program; and

WHEREAS, the \$172,644 of required 1:1 matching funds will be matched through the receipt of three (3) Virginia Department of Transportation Alternatives Program (TAP) grants totaling \$518,652, which has already been awarded to the Town of Altavista; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Council for the Town of Altavista, Virginia does hereby support a grant application in the amount of \$172,644 to the Virginia Tobacco Region Revitalization Commission for improvements to the "Streetscape" along the 7th Street, Bedford Avenue, and Main Street corridor in the Town of Altavista, Virginia; and

BE IT FURTHER RESOLVED, that the Town Council for the Town of Altavista, Virginia does hereby authorize the Town Manager and/or designee to sign any and all necessary grant documents to execute the application, grant contract, and grant reports.

Certification

I hereby certify that the foregoing resolution was duly considered by the Town Council, at a regular board meeting in the Town of Altavista, Virginia, at which a quorum was present and that same was passed the _____ day of March, 2017.

ATTEST:

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b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Calendars-March/April

Mr. Coggsdale noted Mrs. Shelton is working on the Phone System as listed in the CIP and is close to finalizing that process.

11. Matters from Town Council

Mr. Emerson stated he has been in touch with Mr. Coggsdale in regards to the Booker Building and asked that this be added to a work session or the retreat for discussion of what Council would like to see for the Booker Building.

Mr. Higginbotham stated the Booker Building was a garage; the floors can be refinished and the bathrooms remodeled and if this is to go into the budget, cost estimates are needed. Restrooms and a clean floor can go along ways.

Mr. Coggsdale noted Mr. Emerson has mentioned a catering type kitchen.

Mr. Emerson stated anything that can be done will be a help. It needs some major overhauls if the Town continues to rent the building out.

Mayor Mattox asked that this item be placed on the Retreat agenda.

Mr. George suggested a committee be formed for the Booker Building.

Mr. Coggsdale noted Mr. Maurice Law has helped with the preliminary assessment.

Mayor Mattox asked how the emergency notification system was going.

Mr. Coggsdale stated the town could use the county's system at no cost.

Chief Milnor noted the county's system can drill down notifications to particular houses at no cost to the town of Altavista.

12. Closed Session

13. Adjournment

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

The meeting was adjourned at 7:57 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk