

Regular Council Meeting—August 14, 2018

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 August 14, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.

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
Deputy Chief Kenneth Moorefield, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

2. Invocation/Pledge of Allegiance

Rev. Eduardo Soto, Jr., Altavista Presbyterian Church, gave the invocation.

3. Approval of the Agenda

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

Vice-Mayor Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

VOTE:

Mr. Mike 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

4. Recognitions and Presentations

Mrs. Shelton shared with Council the changes within the Administrative Staff of the Town Office. Mrs. Hall will no longer be sharing her time between the two offices of the Town Hall and the Police Department, but as of July 1st of 2018, will now be full-time with the Police Department. Miss Kayla Donigan has been promoted from a part-time Office Assistant, to Mrs. Hall's previous full-time administrative position. Mrs. Crystal Hailey has been hired as the part-time Administrative Assistant to help with these transitions, so that the Town Administration Office may continue to run efficiently. Mrs. Shelton stated that she feels all of the new changes will assist in better serving our offices and the community.

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5. Citizen's Time

No one came forward on this date.

6. Consent Agenda

- a. Approval of Council Minutes—July 10th Regular Meeting and July 24th Work Session
- b. Acceptance of Monthly Finance Reports
- c. Appointment – Board of Zoning Appeals
Approved Mr. Wilson Dickerson's re-appointment to the BZA Board for another five-year term (ending August 2023).
- d. Approval of Proposal for Bedford Avenue Tennis Court Reconstruction-
Council approved awarding this project to Boxley Materials in the amount of \$75,533.
- e. Approve *Altavista Advantage* Guidelines Modification-Council approved amendments.
- f. Approve Declaration of Surplus-ACTS Bus-Council declared the 2011 Ford bus as surplus.
- g. Approve FY2018 Budget Amendments-Council approved the FY2018 Budget Amendments as presented.
- h. Approve (retroactive) HVAC Quotes for Avoca Office—Council approved the quote of Select Air for the replacement of the Avoca Office HVAC unit.

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

Motion carried:

VOTE:	Mr. Mike 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

7. Public Hearing

None scheduled for this date.

8. New and Unfinished Business

- a. Consider Avoca Request for Digital Sign Placement

Mr. Coggsdale stated the information concerning this request is in tonight's agenda packets for the Council members to reference.

The first item of information is a copy of the email from Mr. Morgan Allen, a member of the Avoca Board of Directors, with the request for consideration and permission from Council to place a digital sign near the Main Street entrance of the Avoca property.

Mr. Coggsdale reminded Council that the request comes to them as the Avoca property is owned by the Town of Altavista. Therefore, all revisions and/or construction to the property can be planned and discussed by the Avoca Board members, but must be brought to the Council for permission and approval.

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The second item to reference concerning this request is a picture of the proposed sign as it will look in its completion if permission is granted.

Mr. Mike Hudson, Director of Avoca, came forward to speak on the benefits of the sign, not only for Avoca, but also for the community because of local organizations being able to also use the sign.

Mr. Hudson shared the cost for the sign as \$25,000, which will come out of Avoca's own funding, not requiring funds from the Town.

Mr. Hudson requested that any monies acquired from the sponsorships/usage of the sign by community organizations other than Avoca be put back into Avoca's own individual account to help recover cost of the sign. Mr. Hudson states this account's funds are acquired by functions and fund raising by Avoca to be used for such investments.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve the request for the sign's construction and placement.

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

b. Consider AEDA's Recommendation in Regards to Economic Development Strategic Planning Services

Mr. Coggsdale opened with a summary of the time and work that has gone into considering the services of and entering into a contract with a Planning Service for the Town of Altavista's economic growth and development.

In the summary, Mr. Coggsdale reminded Council of the AEDA Chairman Bill Gillespie's update at the July work session regarding the consideration of these services.

Mrs. Dalton elaborated on Mr. Coggsdale's comments, stating that the AEDA spent considerable time and consideration investigating not only the need for this service, but also which consulting company to choose to best suit the needs of the unique town of Altavista and this community, which brought the EDA to its choice of Camoin Associates.

Mr. Coggsdale continued with a focus on the cost of the proposed services being \$51,170, with an additional cost for a temporary Project Manager to oversee the process, not to exceed \$20,000. Funds for this service will be designated in the FY2019 EDA budget.

Mr. Coggsdale relays that Camoin Associates Group has given the proposed services an estimated time of completion at approximately 6 months from start date of services.

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Motion by Beverly Dalton to accept the plan was seconded by Micki Brumfield.

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

c. Consider Planning Commission Recommendations—Zoning Ordinance Amendments

A presentation was given by Assistant Town Manager, Dan Witt, regarding (1) the ability to fairly regulate Mobile Restaurants (Food Trucks) and (2) the allowance of horses on certain properties within the zoning districts.

Mr. Witt speaking as a representative of Altavista's Planning Commission, informed Council that the Commission held two public hearings on August 6, 2018 for the consideration of the amendments to the zoning ordinance of the two mentioned recommendations. The Commissioners all voted in favor of the amendments and to move forward with a recommendation to Town Council to consider the adoption of the amendments.

(1) Regulation of Mobile Restaurants:

These types of "Food Trucks" have become very popular in the Town of Altavista as well as surrounding communities. The Planning Commission felt it necessary to be proactive on how to fairly regulate these businesses operating in our town. Research was done by staff and legal counsel on how other localities are regulating the mobile restaurants, keeping in mind the goal is to have an ordinance that is business friendly, fair, and enforceable. A draft was prepared and given to the Commissioners for review of the zoning ordinance amendments. The proposed amendments included the addition of the word "Mobile" to the restaurant definition section of the zoning ordinance. This will help the town's ability to regulate the operation of the food trucks wanting to do business in the Town of Altavista. The drafted amendments also include the requirements, restrictions, and allowances for the food trucks in operation. All Commissioners voted in favor of the amendments and to move forward with asking the Town Council to consider the proposed amendments.

Mr. George making reference to the mobile restaurants recommended the trucks be subject to a Meals Tax, the same as "brick and mortar" restaurants. Mr. George also suggested a one-time start fee of \$50.

(2) Allowance of horses to be kept on private parcels/lots in Altavista within the R1 and R2 zoning districts:

Planning Commissioners directed staff and legal counsel to draft an ordinance amendment for consideration that would permit horses on private property. The zoning amendments included such issues as acreage allowance of 5 acres, distance from other residents being no closer than 300 feet, and cleanliness and upkeep of the pastures. This type of property usage would require a Special Use Permit. All Commissioners approved the amendments and the recommendation to ask the Town Council for consideration of these amendments.

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Mayor Mattox suggested to Council, since per Mr. Witt this is not a pressing issue, the consideration of these amendments be placed on the next work session agenda on August 28, 2018.

9. Unfinished Business

Nothing to be reported at this time.

10. Reports and Communications

a. Town Manager's Monthly Report

Manager's Report for August 14, 2018 Council Meeting

Staunton River RIFA

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

Altavista Park and Trails (APT) Master Planning/ Project Implementation

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is being finalized.

Dalton's Landing Canoe Launch Project Update

DCR grant application was submitted prior to the July 19th deadline. Notification is expected in September.

VDOT Rt. 29 Bridge Replacement Project Update

VDOT has indicated that this project will go out to bid in September 2018. The bid could be awarded later this year with construction covering a two year span (completed by December 2020).

Bedford Avenue Park Tennis Court Replacement and Sidewalk

Staff is requesting award of this project by Council at the August 14th Regular Meeting. Budget amendment will be needed, Council previously approved the project concept.

Downtown Public Parking Signs and Banners

Staff is working on design and prices for signs and banners to designate Public Parking in the downtown area. Council previously approved this project.

WWTP Clarifier #1 Project

Staff conducted a pre-bid meeting on August 8, 2018.

11. Matters from Town Council

-Regarding the Altavista Broadband Planning Report:

This report was previously presented to the Council by Mr. Cohill, President of Design Nine, a research company, as requested by the Council for research purposes in consideration for the usage of broadband by the Town of Altavista, starting with Downtown Main Street.

Mrs. Overbey asked Mr. Coggsdale if there has been any update on the previous request by Council for some extended research into the size of contract options and cost for start-up, distribution, and usage of broadband in the town.

Mr. Coggsdale replied he has reached out to a representative with Lumos, one of the companies the town may use as a provider if the matter is approved, but has not yet received the information he requested.

Mr. Coggsdale also stated that he contacted someone locally that has worked in the broadband field to get some additional insight. The gentleman will be getting back with Mr. Coggsdale with feedback after he reviews the initial report.

Mayor Mattox, referring to a study that Campbell County had also approved for the research of Broadband, suggested to Mr. Coggsdale that he contact one of the Campbell County Board of Supervisors for access to that study hopefully resulting in additional insight on the subject that the Council can use for reference and possible relevance.

Mr. Coggsdale told Council that he is researching possibilities for development programs and grants on the Broadband subject.

-Regarding Dalton's Landing Canoe Launch:

Town Council recently authorized staff to proceed with an application for assistance with the construction of the boat ramp project. A grant application was then submitted, by the July 19th deadline, to the DCR (Department of Conservation and Recreation).

Mr. Emerson asked Mr. Witt when the expected response would be from that submission.

Mr. Witt stated that the DCR has given an expected response date of sometime in September.

-Regarding the removal of a very large tree that had fallen across the road during a severe storm near the Lynch Mill Road area:

Mayor Mattox asked that the Town Council recognize a citizen for going above and beyond his civic duty for the safety of our community. The citizen and his friends were able to remove the tree off the road as to prevent a possible accident. The men did this during the storm. The said citizen encountered poison ivy while cutting up and moving the tree and ended up in the hospital because of the ivy. The Police Department and Public Works Department were both called to the scene, but the men had worked diligently, so the tree had already been removed from the road by the time these departments arrived on the scene.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, to write a letter thanking the citizen for his good work and selfless act for his community.

Council were all in approval of the letter being sent and Mr. Coggsdale agreed to write the letter for Mayor Mattox and himself to sign.

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-Regarding concern of employment turnover within the Public Works and Water Plant:

Mr. George asked Mr. Fore and Mr. Garrett, if there is an issue with employment turnover within their two departments?

Mr. Fore, for the Water Plant, replied there had recently been an employee turnover at the Plant. Leaving an open spot in employment, which when filled internally, leaves another position to fill. Mr. Fore told Council it is just a matter of filling all the spaces.

Mr. Garrett, for Public Works, stated this is the same instance within his department, and that it is common to see turnover because it is hard to fill entry levels positions in his department.

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)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

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

Motion carried:

VOTE:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

Council went into closed session at 7:30 P.M.

Notice was given that council was back in regular session at 7:49 P.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

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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:

Mrs. Tanya Overbey	Yes
Mr. Tracy Emerson	Yes
Mrs. Beverley Dalton	Yes
Mr. Mike Mattox	Yes
Mr. Jay Higginbotham	Yes
Mr. Timothy George	Yes
Mrs. Micki Brumfield	Yes

13. Adjournment:

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

The meeting was adjourned at 7:50 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk