

Regular Council Meeting – December 11, 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 December 11, 2018 at 7:00 p.m.

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

Council members

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

Also present: Mr. J. Waverly Coggsdale, III Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Emelyn Light, Main Street Coordinator
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Mr. Tom Fore gave the invocation.

3. Approval of the Agenda

Mayor Mattox amended the agenda under item #8 a. New Business, to include a request by English Construction for permission to access town property at English Park during their Rt. 29 bridge replacement project.

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

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

4. Recognitions and Presentations

- a. Passing of Robert “Bob” Carpenter

Mayor Mattox recognized Mr. Carpenter for his 50+ years of service on the Altavista Planning Commission. He continued stating with Mr. Carpenter’s recent passing, he will be greatly missed in the community.

- b. Resolutions

- i. Micki Brumfield and Tanya Overbey

Mayor Mattox recognized Mrs. Overbey for her service to the community during her Council term of January 2017 through December 2018.

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He continued by reading aloud and presenting Mrs. Overbey with the resolution of appreciation and thanked her for her outstanding commitment and service to the citizens of Altavista.

Mayor Mattox asked Council to approve the resolution of appreciation presented to Mrs. Overbey for her service.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve.

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes

Mayor Mattox stated Mrs. Brumfield was unable to attend the meeting due to the inclement weather, but recognized her with a resolution for her service to the community during her term on the Altavista Town Council from January of 2015 until October 2018.

Mayor Mattox also asked Council to approve the resolution of appreciation to be given to Mrs. Brumfield for her service.

Mr. George, seconded by Mrs. Dalton, motioned to approve.

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

c. Police Department

i. Introduction of New Police recruits

Police Chief Merricks introduced three new recruits recently hired by the Altavista Police Department; Shawn Karr, Cory Hammock, and Jessica Bujtas.

Chief Merricks stated the recruits would be attending the Central Virginia Training Academy for six months starting in January 2019.

Chief Merricks stated since the recruits would not be officially sworn in until completing the training academy, he had the recruits recite the Law Enforcement Officer's Oath of Honor as a good faith act of their intent and commitment to honorably serve the Town of Altavista, its citizens, and the surrounding community.

ii. New APD Patch

Police Chief Merricks stated the Altavista Police Department had asked the Altavista Combined School's art department for their assistance in developing a new shoulder badge for the APD uniforms.

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Chief Merricks recognized Miss Vy Doan as the student who designed the badge chosen by the police department. After showing the new badge to Council, Chief Merricks presented Miss Doan with the first official badge as appreciation for her contribution to the project.

d. GO Virginia – Floyd Merryman

Mrs. Beverley Dalton, a Region 2 board member, delivered the presentation regarding GO Virginia, the Growth and Opportunity Virginia Initiative.

Mrs. Dalton stated the Growth and Opportunity fund in Virginia was an effort started by Governors and legislators in hopes of creating more economic development opportunities across the state.

Mrs. Dalton stated GO Virginia had requested all Virginia government localities to set aside funds in their budgets for support with possible future GO Virginia projects or collaborations in their area. She continued each project would have to have a local contribution for consideration, but the monies from a locality would not be used unless the project would benefit that particular area or region.

Mrs. Dalton stated the GO Virginia purpose included focusing on economic activities that could bring new income into the state and create higher paying jobs through incentivized collaboration in order to diversify and strengthen the economy in every region.

Mrs. Dalton stated each region has a responsibility to create and implement a plan to identify economic opportunities, needs, and challenges in their region.

Mrs. Dalton shared some of the criteria for project applications, stating proposed projects should benefit an industry or region as a whole, rather than a single business entity and all proposed projects should demonstrate an ongoing, region-wide demand for the project or program.

Mrs. Dalton concluded the presentation by requesting Council approve a sum of \$10,000 to be earmarked in the upcoming FY2020 budget process, as requested by the GO Virginia Initiative, to assist with funding any future projects approved for the Region 2/Altavista area.

Mayor Mattox asked Council for any questions or concerns.

Council members were all in consensus to approve the request presented by Mrs. Dalton on behalf of GO Virginia.

5. Citizen's Time

Mr. Jordan Parker, 102 Prospect Rd., Hurt, came before Council on behalf of the Claire Parker Foundation, 1019 9th Street, Altavista, regarding the recent "Deck the Heels" 5K run held at the CPF location in Altavista on Saturday, December 8th.

Mr. Parker thanked Council, Mr. Coggsdale, and Chief Merricks for all the support and collaboration from the town and the police department during the planning of the project and also the event day. He stated the event hosted approximately 500 citizens throughout the day and registered 250 runners for the 5K run.

Mr. Parker stated the event was a success due to the collective efforts by the town and the community and he looked forward to partnering with the town on future projects.

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6. Consent Agenda

a. Council Minutes

- *Approval of the November 13, 2018 Regular Meeting*
- *Approval of the November 27, 2018 Council Work Session*

b. Finance Reports

- *Acceptance of the Monthly Report*

c. Planning Commission

- *Appointment of Mr. Marvin Clements for another 4year term expiring December 2022.*

d. ACTS - Altavista Community Transit

- *Approval of the ACTS FY2020 Budget/CIP*
- *Staff deadline to apply for the DRPT grant February 1, 2019*

Mayor Mattox asked Council for a motion to approve the consent agenda.

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

Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

7. Public Hearing

a. SUP18-1105 Amendment to existing Special Use Permit by Mike Mattox

Mayor Mattox recused himself from Council discussion and any vote regarding the special use permit amendment request at 2181 Lynch Mill Rd. due to him owning the property. He also stepped down from the dais and sat in the audience as a citizen during the amendment request discussion.

Vice Mayor Dalton presided over the meeting for the public hearing.

Mr. Coggsdale offered Council a power point presentation regarding the application for amendment of the special use permit regarding mini storage units at 2181 Lynch Mill Rd. submitted by Mr. Mike Mattox.

Mr. Coggsdale showed Council pictures of the entire Lynch Mill Rd. property and pointed out the area on the property where the proposed additional storage units would go. He stated the amendment would take the storage unit capacity from 97 to 158 if approved.

Mr. Coggsdale stated the Altavista Planning Commission advertised and held a public hearing regarding the amendment request and all bordering properties to 2181 Lynch Mill Rd. were properly notified as required by law.

Mr. Timothy Reynolds, Reynolds-Clark Development, came before Council to represent Mr. Mattox as the consultant for the proposed project.

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Mr. Reynolds stated he wanted Council to be aware of additional steps Mr. Mattox would take to insure the proposed additional storage units would not cause a nuisance to the surrounding properties.

He stated buffers would be added to the property to meet the current guidelines that did not exist when the property was first developed in 2005. He stated the buffering stability would consist of evergreens and crepe myrtles, not only to reduce sound, but also to help beautify the area which was important to Mr. Mattox.

Mr. Reynolds stated the existing driveways around the storage units were gravel, but Mr. Mattox planned to pave the entire property for the existing units and the new proposed units.

Mr. Reynolds informed Council of a preliminary plan submitted to Campbell County by his firm for Mr. Mattox regarding storm water control. He stated through initial conversations with Campbell County, they proposed the installation of underground detentions to control water drainage to the area and Mr. Mattox intends to install the system.

Mr. Reynolds asked if Council had any other questions regarding the project.

Mr. Higginbotham asked how many storage units were currently on the property at Lynch Mill Rd.

Mr. Coggsdale confirmed there were 72 units currently on the property with an allowance of up to 97 units to that area of the property allowed under the existing special use permit.

Mr. Reynolds stated the proposed 61 additional units would be added to the rear of the property if the amendment was approved.

Mr. Higginbotham asked if everyone in the adjacent area had been notified.

Mr. Coggsdale stated everyone adjacent to the 2181 Lynch Mill Rd. property had lawfully been notified of the proposed project and also shared with Council a list of the property owners that had been notified. He stated the owner/pastor of the Baptist Tabernacle on Frazier Rd. behind the Lynch Mill Rd. property had asked where the storage units were going, but there was no opposition to the proposed project.

Vice Mayor Dalton opened the public hearing for discussion at 7:30 p.m.

No one came forward with questions.

Vice Mayor Dalton closed the public hearing at 7:31 p.m.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the application submitted by Mr. Mattox to amend the existing special use permit for the addition of more storage units at 2181 Lynch Mill Rd., Altavista as requested.

Motion carried:

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

Vice Mayor Dalton turned the meeting back over to Mayor Mattox.

8. New Business

a. English Construction Request for Town Property Access

Mr. Coggsdale informed Council of VDOT's recent announcement to award English Construction the contract for the Rt. 29 bridge replacement project.

Mr. Coggsdale stated he had recently been in contact with the English Construction project manager to stay informed of their plans and progress.

He stated English Construction had requested permission to have right of entry access through English Park for materials and equipment.

Mr. Coggsdale stated the original route in the plans suggested by VDOT needed improvements before English Construction could use the route. He stated by Council allowing access to the construction site using the requested route through English Park, it would accelerate the process and help English Construction stay within their estimated completion deadline of May 2021.

Mr. Coggsdale offered Council pictures of the different routes available for use by English Construction, which included the requested park route, as a visual for Council to use when making their decision of whether or not to approve the route access request.

Mr. Coggsdale stated if the route request was approved, English Construction had a tentative start date of mobilizing on site by December 26, 2018.

Mr. Coggsdale requested, if the requested route access was approved, for Council to allow Mr. Eller, Town Attorney, and himself, Town Manager, to work with English Construction to draft a mutually agreeable Right of Entry/Access Agreement for all intended purposes of English Construction having a better access to their construction site during the bridge renovation while agreeing to keep the town's property protected during the process.

Mayor Mattox asked Council if they had any questions for Mr. Coggsdale regarding the route access request. He also stated his favor in allowing English Construction the access it had requested in order to keep the bridge renovation on schedule for completion as early as possible.

Mr. Emerson, seconded by Mr. George, motioned to approve the request by English Construction to access their bridge renovation construction site through town property at English Park. Council also approved the request by Mr. Coggsdale to allow him and Attorney Eller to represent the town when drafting an agreement with English Construction for the approved access.

Motion carried:

VOTE:

Mr. Reggie Bennett	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Abstained
Mayor Mattox	Yes
Mrs. Beverley Dalton	Abstained
Mr. Tracy Emerson	Yes
Mrs. Tanya Overbey	Yes

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9. Unfinished Business

a. Zoning Ordinance Text Amendment – Mobile Restaurants

Mr. Coggsdale reminded Council of the public hearing held at the previous Council meeting on November 13, 2018, regarding a text ordinance amendment for mobile restaurants wherein Council had advised staff to revise the ordinance taking into consideration the comments contributed by a citizen present at the meeting. He stated the ordinance had been revised to include a “setback for sight distance” mandate for food truck parking.

Mr. Coggsdale stated staff requested the revised ordinance be approved by Council as amended.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the zoning ordinance for mobile restaurants as amended

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

b. English Park Improvements Update

Mr. Coggsdale referenced the conceptual plan for the English Park playground improvements presented to them by Mr. Scott DuBois, Southern Playground, at the last Council Work Session on November 27th and stated Mr. DuBois was present again to give answers to the questions Council had asked regarding the budget and water usage concerns.

Mr. Coggsdale reminded Council of the \$120,500 already approved for playground equipment replacement earmarked in the town’s budget from previous discussions.

Mr. DuBois referenced a question regarding the capacity of use for the size of splash pad being proposed for the Altavista playground. He stated using a suggested measurement of one child per every twenty-five square foot, the attraction would hold 103 to 215 users at any given time. He continued stating the proposed splash pad size for Altavista of 5,189 square feet could easily hold a capacity of 359 users at one time.

Mr. DuBois again shared with Council what the budget cost would be with using a recycled water filtration system, \$865,665, and without, \$762,320.

Mr. DuBois gave Council the continued annual cost for each option. He stated the option without a filtration system being water-to-waste would cost the town approximately \$77,000 per year. He continued stating the annual cost for using the recycled water filtration system, including the chemicals and town staff maintenance, would cost approximately \$11,000 per year.

Mr. Coggsdale stated the decision by Council for which water option to use would need to be made as soon as possible if Council’s objective was still to have the project completed and ready for public use by June 2019.

Mr. Higginbotham asked how the proposed splash pad size for Altavista compared to similar splash pads Southern Playground had done in the area.

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Mr. DuBois stated the largest splash pad Southern Playground has designed was just under ten thousand square feet in Northern Virginia. He stated the closest destination for comparison was at Occoneechee State Park with measurements just under seven thousand square feet.

Mr. Emerson asked what the dimensions were for Altavista's splash pad.

Mr. DuBois stated the measurements were one hundred and twenty-five feet by forty-five feet.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proposed playground plan with the inclusion of a recycled water filtration system.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

10. Reports and Communications

a. Town Manager's Monthly Report

Manager's Report for December 11, 2018 Council Meeting

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 due on Tuesday, October 9th. Staff is working on the layout/design for the trail off of Westwood Drive. **Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session, will provide additional information at December Regular Council Meeting.**

Dalton's Landing Canoe Launch Project Update: DCR representative has indicated that the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14th to begin grant agreement process. DCR has indicated that there has been a slow down at the Federal level and we hope to get the grant process going by early December.

Bedford Avenue Park Tennis Court Replacement and Sidewalk: This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) hopefully in December.

Downtown Public Parking Signs and Banners: Staff has ordered the signs and banners to designate Public Parking in the downtown area, once they are delivered they will be installed. Council previously approved this project. The signs have been delivered, staff will work on having them installed. **Installation scheduled for next week.**

Staunton River RIFA: All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval.

VDOT Rt. 29 Bridge Replacement Project Update: VDOT has selected English Construction as the contractor for this project.

Economic Development Strategic Plan (Camoin): Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December.

WWTP Clarifier #1 Project See Attached Hurt & Proffitt Status Report (page 1)

Utility Standard Details & Specifications See Attached Weekly Peed & Bortz Project Status Report (page 1)

WWTP Phase 1 Electrical Design See Attached Weekly Peed & Bortz Project Status Report (page 2)

Ridgeway Avenue Drainage Evaluation See Attached Weekly Peed & Bortz Project Status Report (page 3)

Rt. 43 Gateway Project (Streetscape/Utilities): Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid.

11. Matters from Council

Mr. George stated his appreciation for David Garret and the Public Works Department for their speedy work in planting the replacement trees at English Park and also for all the hard work the department was working on regarding snow removal.

Mayor Mattox thanked Mr. Wayne Mitchell, Mr. Reggie Bennett, and Mr. Tim George for their participation in the recent election and again congratulated them all on their election win. He presented each with a Certificate of Election from the Campbell County Registrar.

Mayor Mattox again thanked Mrs. Overbey for her time of service as Councilwoman.

Mr. Emerson also thanked the town's Public Works Department for their hard work and their continued efforts in snow removal.

Mrs. Overbey stated her appreciation for Council's support and the town citizen's support while she served her term as a Council member.

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)(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. Emerson.

Motion carried.

VOTE:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracey Emerson	Yes
	Mrs. Tanya Overbey	Yes

Council went into closed session at 7:51p.m.

Notice was given that council was back in regular session at 8:14 p.m.

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FOLLOWING CLOSED SESSION

A motion was made 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.

VOTE:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

Vice Mayor Dalton, seconded by Mr. Emerson, made a motion to authorize staff to schedule a public hearing for January 8, 2019 at 7 p.m., during the Town Council Regular Meeting, for "Consideration of Disposition of 1510 Main Street (*former Life Saving Crew Building*)".

Motion carried.

Vote:	Mr. Reginald Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Tanya Overbey	Yes

13. Adjournment

Mayor Mattox asked if there were any other questions or concerns from Council.

The meeting was adjourned at 8:15 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk