

Regular Council Meeting—February 13, 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 February 13, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor David Sage, Grace Community Church, gave the invocation.

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
- Chief Mike Milnor, Altavista Police
- Mr. David Garrett, Public Works Director
- Mr. Tom Fore, Public Utilities Director
- Mr. John Eller, Town Attorney
- Mrs. Mary Hall, Administration

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

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

Motion carried:

VOTE:	Mr. Michael 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

5. Recognitions and Presentation

Mayor Mattox took a moment to remember the passing of a former Council member, Mr. Charles Edwards noting his wit and intelligence was unsurpassed. He was always a gentleman and will be missed.

Mrs. Dalton added Mr. Edwards came prepared and he came well researched his topics. His opinion on matters may not have matched hers, but she felt it made her a better Councilperson. Mrs. Dalton stated he made her do her own research and made her think, and she will forever appreciate this.

Mayor Mattox called for a moment of silence in memory of Mr. Edwards.

Chief Milnor addressed Council advising he would be resigning as of July 1, 2018 and thanked Mr. Coggsdale and Council for the working relationship over the past two years noting he has been humbled and honored to hold this position. Chief Milnor stated in his 36 years of law enforcement he has never worked in an environment as warm and welcoming as the Town of Altavista.

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Mr. Michael Hudson, Executive Director of Avoca Museum addressed Council and introduced Ms. Jena Gibonson of Glendale, Arizona. She is interning at Avoca Museum. Mr. Hudson read into the minutes the report that was presented to Council:

I have been asked to appear before you tonight on behalf of the museum's Board of Directors and comment on the state of Avoca Museum and its activities in 2017. I am pleased to report that the year 2017 was a year of **sustained** growth for Avoca Museum. The museum has expanded its educational programs, improved its buildings and facilities, developed handicap-accessible offerings, and provided a first-rate gathering place for the community. The museum saw 9,000 guests last year – many of them hailing from other parts of Virginia, twenty other states, and a variety of foreign nations. We hosted 60+ events and many of those were private events, such as weddings. This year, the museum is introducing a generous discount for town residents who wish to hold their wedding ceremony at a lovely venue. We offer this as a small way of thanking the community to which we owe so much. The museum added an estimated \$100,000 to the local economy on these occasions and generally created positive exposure for the town. Avoca hosted 1,100 schoolchildren from different parts of Virginia and provided new educational programs designed to teach them about the natural, Native American, Revolutionary War, and Civil War history of this area.

The museum kicked off New Year 2017 with numerous building and beautification projects designed to uphold the beauty of the house and grounds. In the first few months of the year, we continued our preservation efforts in the ca. 1800 kitchen building, removed/replaced sections of rotted molding and gutters from the house, improved our exhibits, and repaired issues involving the mansion's interior ceiling plaster. Later in the year, the site's capital improvement plan was realized when the kitchen and milk house outbuildings were restored completely with funds designated for the kitchen only. (You may remember that, with Council's approval, those leftover funds were applied to the milk house.) As a result, we were able to complete that job with high quality results and an incredible savings to the town. If you have not seen the newly-restored outbuildings, I certainly do encourage you to allow me to arrange a personal tour so that you may see for yourself. In fact, I encourage each member of Council to allow me to show you the many ways in which the museum has progressed in the past year. I wish to present these improvements to underscore my commitment that Avoca will not ask for funds that it does not need and will not burden taxpayers with wasteful spending. When the museum spends money, it does so with the intent of reaping a justifiable return on its investments.

We did not spend the balance of 2017 resting on our laurels, however. One area that Avoca made badly- needed improvements concerned its heating and insulation capabilities. Frankly, it is very expensive to provide for the museum's heating needs, especially during an unusually bitter winter as the present one has shown itself to be. To that end, Avoca staff worked in collaboration with Public Works and Town Council to increase the museum's heat yield, insulate the cellar of the mansion, and find new ways to prevent freezing of pipes. Major kudos to David Garrett, Terry Cox, Terrie Anderson, and the hardworking folks from Public Works who do an outstanding job of helping me protect the town's investment.

Avoca Museum continues to offer cultural events at little or no charge to our community. Avoca also offers free admission to area moms to our Mother's Day Tea in May. We also provide a fine meeting place for civic organizations such as the local DAR, SCV, and historical societies at no charge. Each April, no admission is charged for members of the community to see the museum on Town Appreciation Day. Two summers ago, a reading incentive program was initiated in partnership with the Campbell County Library System. This incentive program is still going strong. The museum has also partnered with Altavista Chamber of Commerce, Altavista on Track, and numerous other community organizations to provide services throughout calendar year 2017.

Avoca was featured in 15 different media outlets last year and was the subject of several new scholarly articles and presentations, placing the museum in the public eye

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consistently. In short, awareness concerning the site's contribution to local history is becoming more widely known. Next year, we look forward to bringing the Harvest Jubilee & Wine Festival back to our community. Other special events such as our annual Christmas Open House and October's Night at the Museum living history event are favorites among locals.

Of course, we could not see these things accomplished without our dedicated volunteers and members. A special thank you goes out to Theresa Boyes, our Special Events Coordinator, who is working hard to ensure that our public events are well-organized and safe. All of these things that I have described were accomplished thanks to the Town's support, grants, and donations through our membership program. **I firmly believe that one would have to look far and wide in order to find a small town that can offer a local history museum and cultural venue as culturally edifying and beautiful. Avoca is deeply engrained in the spirit of Altavista and vice-versa.**

Each of Avoca's activities in 2017 were carried out by one full-time staff member, one part-time staff member, and a team of volunteers who believe in the potential of this museum. The organization will continue to give our town the greatest "bang for its buck" that it can. In the packet you all have received tonight, you will see that I have detailed the ways in which Avoca is expanding its reach – both as a museum and as an events venue. We will continue our efforts to draw tourists and event-goers to experience **the uniqueness** that Avoca and Altavista offer together. Your packet also details the manner in which the funds allocated to the museum were spent. As you saw in our implementation of the most recent capital improvement project, we will continue to work to see that public funds are applied in a discerning manner and will thus ensure that the greatest possible benefit will be derived. It is incumbent upon me to report that Avoca Museum utilizes sound accounting practices and that fact is verified each year with an independent audit. The museum has consistently finished "in the black" since the beginning of my tenure and the museum is committed to maintaining its financial health.

In conclusion, I wish to report to Town Council that the state of Avoca Museum is strong. The museum continues to grow and thrive in a time when many local history museums are, quite frankly, dying off. Thank you for your support of Avoca Museum in 2017 and look for many great things to come in 2018.

With appreciation,

Mayor Mattox thanked Mr. Hudson for the work he, the Board and volunteers are doing in the community.

b. BZA/Planning Commission Annual Report

Mr. Witt addressed Council advising in 2017 the Board of Zoning Appeals did not meet to handle any zoning appeals. There was an organizational meeting in which Mr. Wilson Dickerson was reappointed as Chair and Mr. Phillip Webb was reappointed as Vice-Chair. Mr. Witt advised Mr. Dickerson's appointment expires in August 2018 and he has expressed an interest in being reappointed if this is Council's desire. Mr. Charles Eubanks was reappointed to the Board in 2017.

Mr. Witt presented Council with the Planning Commission's annual report and advised they held 10 regular meetings and 4 public hearings during the year.

Mayor Mattox thanked Mr. Witt and asked him to express Council's and the Community's thanks to the Board members for their good works.

6. Public Comment

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

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No one came forward.

7. Consent Agenda

- a) Minutes- Regular Meeting January 9, 2018, Council’s Work Session January 23, 2018 –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
 - iii. Reserve Balance/Investment Report
- c) Chapter 34 Environment-Public Nuisance Ordinance Amendments-Set public hearing
- d) VML “Wireless Bills” Resolution
- e) March “MS Awareness Month” Proclamation

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

Motion carried:

VOTE:	Mr. Michael 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

PROCLAMATION DECLARING MARCH AS “MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”

WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and

WHEREAS, it typically strikes young adults in the prime of life – in their 20’s to 40’s. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and

WHEREAS, March of 2018 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying live –to benefit themselves, their caregivers and families, and the overall community; and

WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and

WHEREAS, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and

WHEREAS, every hour of every day, someone is newly diagnosed with multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2018 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this the 13th day of February 2018 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista

J. Waverly Coggsdale, III
Clerk of Council
Town of Altavista, VA

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8. Public Hearing

None

9. New/Unfinished Business

a. AEDAS Update on Economic Development Strategic Plan Process

Chairman Bill Gillespie, Altavista Economic Development Authority (AEDA), addressed Council to give an update on the Economic Development Strategic Plan Process. He stated the members of the AEDA consisted of Mr. Todd Hall, Mr. Tyke Kenney, Mr. Wayne Mitchell, Mr. Walter Maddy, Mr. Dennis Janiak and Vice Mayor Dalton. Chairman Gillespie advised the items put in the last Strategic Plan (approximately 5 years ago) have been accomplished. Chairman Gillespie stated he goes back to a time when Altavista was talking about their own EDA and a lot has changed. He referred to a quote from Albert Einstein “Nothing happens until something moves”; he felt this was the gospel with economic development. This community has had a vision for a long time and has set people in place to make the vision happen; the gem stone of Campbell County. Chairman Gillespie presented Council with a PowerPoint presentation advising of the major focus areas of the previous Economic Development Strategic Plan and a draft scope of work for updating the Economic Development Strategic Plan. Chairman Gillespie advised the RFQ/P, if approved, would be advertised the first of March with proposals being received around the first of April. The plan is to interview and award by early May. It would take 4 to 6 months to complete at which time would be reviewed with Council for implementation.

Mayor Mattox asked Council to contact Mr. Coggsdale with any ideas on the proposed RFQ/P.

Mrs. Dalton thanked Chairman Gillespie for his presentation and leadership. She felt EDA heard what Council was saying when the Economic Development Director was leaving. They felt it was a good time to pause and examine what the commitment to Economic Development might be in terms of assets and energy.

It was the consensus of Council to move forward with the proposed EDA’s Economic Development Strategic Plan.

Mrs. Dalton noted there is a concerted effort with other organizations (Altavista Chamber of Commerce, Altavista on Track) to work in the same direction to better Altavista.

Mayor Mattox thanked Chairman Gillespie and Board Members for the work they are doing for new jobs and new growth.

b. Police Department Staffing Request

Mr. Coggsdale advised at the January Work Session, Chief Milnor presented a proposal to add an Investigator position to the Police Department. In addition to that conversation, Council was advised that a request would be made in the budget process to move a position that is shared by Administration and the Police Department to the Police Department full-time for administrative purposes.

Mrs. Dalton stated she appreciated the information in the package but suggested as learned as a Council sometimes there is an overlay of discipline that helps. She stated she was not interested at this time in making a decision about the Chief’s specific request but interested in asking that the request be pushed into the budget process.

Mrs. Overbey was comfortable with Mrs. Dalton’s suggestion stating she was more comfortable with working the request out doing the budget process. She is

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not necessarily opposed to the request for an investigator. She mentioned they were informed in the Council's retreat how they should be disciplined in making decisions.

Mr. Emerson stated with the number of officers at the Police Department and he knows the tasks of an investigator and what the job responsibilities are; he felt the Police Department needs someone assigned to major cases. The longer we don't have it, the longer we are not providing this service to the citizens. Mr. Emerson felt this was a necessary position and Council should do everything they can to support it.

Mayor Mattox stated he remembers what was told in the retreat and discipline is needed on changing the budget in midstream. He stated he has some questions in regards to the number of calls for service, is Campbell County required to cover the Town, how the sister communities such as Bedford does this. He is in agreement to put this in the budget process.

Mr. George stated based on what he has heard an investigator is needed but he is okay with waiting through the budget process.

Mrs. Brumfield stated if this is what the majority of Council wants and noted she has neighbors that had a break in several years ago and it has never been solved. She did not want to send a message to the businesses and citizens of "let's go to Altavista because we got away with it". She referred to the Chief's comments of how many things have gone unresolved and had to be turned over to the County because he didn't have anyone to take care of the investigations. Mrs. Brumfield noted she was floored to know that methamphetamine paraphilia was confiscated in this town. She has had conversations with Mr. Rountrey who doesn't know who broke into his store; she wants to send a message that we are on top of it and it's not going to continue to happen.

It was the consensus of Council to include consideration of the Investigator's position in the budget process.

c. FY2019 Budget/CIP Discussion

Mr. Coggsdale stated this is an opportunity for Council to discuss and ask questions prior to the finalization of the draft budget which will be distributed on February 19th, 2018. He told Council in regards to the Utility Rate presentation if there were any questions or scenarios they would like to see to send them to him.

10. Reports

a. Town Manager's Report

Staunton River RIFA

Revisions to the documents are in the final stages, once received they will be distributed to Town Council for review.

Southern Virginia Multi-modal Park – Utility Review

Attended meeting on Tuesday, January 9th to finalize discussions regarding utility (water/sewer) options for the site.

Campbell Avenue Drainage Project

The utility work has been completed, however the milling and paving on the project will need to wait until early spring.

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Rt. 43 Gateway Project (Streetscape/Utilities)

Staff continues to work on this project with the engineers and VDOT, as necessary. The application for additional funding was submitted to VDOT. It is anticipated that this project will begin in the early part of FY2019.

Altavista Park and Trails (APT) Master Planning

Land Planning & Design Associates (LPDA) conducted a Public Forum on Tuesday, January 23rd from 4:00 to 5:00 p.m. at Town Hall, followed by a presentation to Town Council at its January 23rd Work Session. LPDA will be at the February 27th Town Council Work Session to discuss finalization of the Master Plan. Council was presented with a packet containing Master Plan maps for the park and trails.

Utility Rate Study

Presentation by Woodard & Curran at a Special Called Meeting on Tuesday, February 13, 2018 at 5:30 p.m.

Dalton's Landing Canoe Launch Project Update

Bid package if being finalized. Information in regard to a possible DCR grant application process is being finalized, with the latest update being provided to Council at their Regular Meeting in February. All other items appear to be in order.

Mr. Emerson mentioned the public needs to be made aware that the Town is working towards the Canoe Launch Project but of the restrictions.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

- a. Calendars-February/March
- b. Correspondence

12. Matters from Town Council

Mr. George referred to the north end of 7th Street and the litter on the street. He asked if this could be monitored.

Chief Milnor advised the Police Department has cameras and they can be used for this matter.

Mr. Emerson inquired about some commercial buildings in town that are now being lived in.

Mr. Cogsdale advised C-2 Zoning does allow for a dwelling.

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) (1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the various town boards and commissions.

Section 2.2-3711 (A) (5) – Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous

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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) regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel. (Staunton River RIFA)

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

Motion carried:

VOTE:	Mr. Michael 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

Council went into closed session at 8:00 P.M.

Notice was given that council was back in regular session 9:06 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

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:	Mr. Michael 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

Mrs. Dalton, seconded by Mr. Emerson, motioned to authorize the town manager to advertise a public hearing for the Staunton River RIFA ordinance.

Motion carried:

VOTE:	Mr. Michael 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

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14. Adjournment

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

The meeting was adjourned at 9:08 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk