

Regular Council Meeting—January 9, 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 January 9, 2018 at 7:00 p.m.

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

Council members

present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton –arrived at 7:03 p.m.
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
Miss Emelyn Gwynn, AOT Coordinator
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox advised of changes to the agenda. The “Dalton’s Landing Canoe Launch Project Update/Request was added.

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

Motion carried:

VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

5. Recognitions and Presentation
6. Public Comment

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

No one came forward.

7. Consent Agenda
 - a) Minutes- Regular Meeting December 12, 2017--The Council approved the minutes of the Council meeting.
 - b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
 - c) Budget Amendment—WWTP Clarifier Project

Mr. Emerson, seconded by Mrs. Dalton, 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

8. Public Hearing

a. Special Use Permit—"Automobile Dealership—Used"—Thomas McCue

Mr. Coggsdale advised the Altavista Town Council will conduct a public hearing on the application of Mr. Thomas McCue for a Special Use Permit for a "Automobile Dealership, Used" at 1000 Main Street on property zoned "C-2 - Commercial General". The Planning Commission conducted its public hearing at their December 2017 meeting and have forwarded their recommendation to Council. The current use of the property being utilized by Mr. McCue is Vista Pawn Shop and in order to be permitted to pawn motorcycles, automobiles and/or ATVs, a Special Use Permit is required. The approval of the application would also assist Mr. McCue in meeting the regulations of the Virginia Motor Vehicle Dealer Board (MVDB).

Mr. Witt advised this is not a straight forward issue; according to Mr. McCue the MVDB is a one size fits all dealer board for ATVs, motorcycles and cars. He cannot legally sell any of these items without going through the entire process of getting the licenses that he is asking for. He stated the Planning Commission recommends to Town Council approval of the special use permit application for property at 1000 Main Street to be used for an automobile dealership, used, and as an accessory to Vista Pawn Shop, with design guidelines set forth in Section 86-506 of the Town Code and conditions as recommended by staff as listed.

1. All vehicles displayed for sale shall be in operating condition.
2. No repair work or maintenance of vehicles shall be permitted on site.
3. All cars displayed shall use the 10 assigned spaces as shown on the site plan submitted by the applicant and all ATVs and motorcycles may be displayed inside or outside.
4. Applicant shall comply with all local, state and federal laws.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the Special Use Permit of Mr. McCue at 1000 Main Street as presented and recommended by the Planning Commission.

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

Mayor Mattox thanked Mr. McCue for locating his business in the Town of Altavista.

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9. New/Unfinished Business

a. Town Facility Naming Discussion

Mr. Coggsdale advised last month, Council discussed an opportunity to name a town facility after a citizen or citizens. Council indicated that they would like to give this some additional thought and asked that the item be placed on the January Regular Meeting agenda.

Mayor Mattox suggested staff write a letter to the family in reference to one individual and ask for the family's thoughts.

Mrs. Overbey stated after some thought, she felt it should be specific to an individual, Mrs. Minnie Lane.

Mr. Emerson concurred with Mrs. Overbey, realizing what the Lane Company has done for the town and that memory is honored in other areas of the town.

Mr. George stated he was good with the individual and asked about the plaque that was at the park with "McMinnis" on it.

Mr. Coggsdale advised staff would check on this.

b. VDOT Easement Payments—Use of Funds

Mr. Coggsdale advised staff finalized the easement agreements across the English Park property associated with the Rt. 29 Bridge project and is seeking input from Town Council on whether they would like to earmark these funds (\$11,300) for a particular purpose or not, as they are unbudgeted revenue.

Mr. Emerson, seconded by Mrs. Overbey, motioned to designate the funds to the English Park improvements.

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

Mr. Coggsdale noted a check in the amount of \$150,000 has been received from the Jenks Family and is to be used for park improvements.

c. FY2018-2019 Budget Discussion

Mr. Coggsdale advised the department requests for the FY2018-2019 Budget are due this Friday, January 12, 2018. Funding requests by outside agencies and non-profits are due on Tuesday, January 16th with presentations by these agencies at the January 23rd Town Council Work Session. Mr. Coggsdale advised Council will receive the draft budget document on Monday, February 19th. He added any input from Council is welcomed and appreciated.

Mr. Coggsdale advised the classification compensation study has been implemented. Staff is currently working on setting goals and objectives for employees. Evaluation funding will be in the next budget consideration. He stated Council may want to consider the COLA for this budget and provide staff

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with feedback. The utility rate study discussion will begin at the February work session. He asked if there was a placeholder that staff should look at for budget purposes only noting this could change after the input session with the consultant.

Mrs. Dalton stated her thoughts are the rates will increase. She would like to see the rate study before any benchmarks are set and asked staff to let Council know what a percentage equals.

Mr. Higginbotham asked if these would be based on a report from the consultant stating basically everything needs to be replaced.

Mr. Coggsdale stated it will be based somewhat on what is in the report but this would be a discussion for Council.

Mrs. Dalton stated her assumption is, that is the plan that the consultants have put out there, but felt Council would put a spin on how aggressive or how affordable, what the top priorities are. She added during her tenure on Council, rates have been raised as much as five percent and raised as little as nothing. She felt Council should plan on an increase and industries be made aware in advance of the increase.

Mrs. Overbey asked Council to consider either fully funding or a public/private partnership for usage of the signage on Route 29 for the “Mom & Pa” businesses. She did not feel there was a presence out there to let people know if they take a particular exit they will find some wonderful places to visit in the town of Altavista. She thought it would be an approximate \$2,000 investment per business per year with approximately 7 businesses. Mrs. Overbey noted there is a lot of traffic on Route 29 and this could give them a reason to stop and spend some money here.

Mayor Mattox asked if there had been any consideration of putting logos or signs on the water tower which is highly visible from Route 29.

Mr. Emerson did not feel people just stop at restaurants; there has to be a way to advertise for other businesses as well.

Mr. George stated he liked the idea; it was self-serving for the town because a lot of revenue comes from meals tax. He did not feel Council could only support the “Mom & Pa” restaurants because a lot of the chain restaurants are locally owned.

Mrs. Brumfield asked if it had to be a specific name, could there be something on a sign stating to visit historic Altavista; shops and food available. This would let people know there are other things available.

Mrs. Overbey referred to a billboard type sign located in Amherst, Virginia, that could be a possibility.

Mr. Coggsdale stated staff would look into some options and bring back to Council.

Mr. Emerson suggested signs at the water tower.

Mayor Mattox referred to a realtor in Danville who has a marketing campaign for Danville. He suggested the possibility of redirecting some of the economic development funds towards marketing Altavista.

d. Dalton’s Landing Canoe Launch Project Update/Request

Mr. Coggsdale advised as part of the approval process, staff has been working with the Virginia Marine Resources Commission (VMRC) on the issuance of the required Joint Permit Application. During the comment period of the application, an individual filed a written complaint in regard to the project. Mr. Johnson

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(VMRC), as well as staff has been working with the individual to address the concerns. Mr. Coggsdale presented Council with an email received from VMRC that sets forth an avenue to have the individual withdraw the complaint. If the complaint remains, the VMRC will have to conduct a public hearing on the Town's joint permit application rather than issue an administrative approval. He added the issue will come down to whether Council wants to incorporate a gate into the design of the project or forego that and proceed with the scheduling of the VMRC hearing.

Mr. George asked if it was agreed upon to hire a maintenance person for the Canoe Launch site. The former owner stated he would like to be considered.

Mr. Witt stated the thought was to look at Public Works maintaining the area; the gate would require a visit to the site twice a day, seven days a week, 365 days a year.

Mr. Emerson stated this would give the opportunity to check out the site a couple times a day as well.

Mr. Emerson, seconded by Mr. George, motioned, to install the gate at the Canoe Launch site.

Mrs. Brumfield verified the gate could remain open.

Mr. Emerson stated a lot of state parks have a gate that remains open unless a need arises.

Mayor Mattox recommended signage be installed with the regulations listed.

Mr. Higginbotham asked if Campbell County can help.

Mr. Emerson stated everyone including Campbell County, State Police, Game and Inland Fisheries will help out with policing the site.

Mr. Higginbotham stated he could not see a vehicle being driven out to the site every morning and evening to open/close a gate.

Mr. Emerson stated a deputy cannot be counted on because he might be in another location in the county. He felt someone would have to be designated.

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	No
	Mrs. Tanya Overbey	Yes

Mr. Coggsdale advised the engineering firm is ready to move forward with the Bid Package preparation for the project. Previously, the Town engaged Gay & Neal to do the design work and waited on moving forward with the bid packet work. In an effort to move the project closer to "shovel ready" status, staff seeks to award the Bidding Packet/Construction Contract Administration phase of the proposal. He added the cost is \$5,000 for these services and funds are available from donations. Mr. Coggsdale provided to Council a description of what these services entailed.

Mr. Higginbotham asked the purpose of doing this.

Mr. Coggsdale stated this would move the project closer to "shovel ready" status as staff continues to pursue grants.

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Mr. George seconded by Mrs. Overbey, motioned to start the bid package preparation.

Mr. Higginbotham stated he was not clear on what was being done.

Mr. Coggsdale stated this would not go out to bid until Council has made some decisions on funding, grants or otherwise. He noted this process was included in the original Gay & Neal proposal.

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	No
	Mrs. Tanya Overbey	Yes

Mr. Coggsdale advised in order to continue the forward progress, staff needs to work with Campbell County in regard to the Erosion and Sediment Control Plan for the project. He presented Council with a Stormwater Facility Maintenance Agreement resolution for their consideration.

Mr. Emerson, seconded by Mrs. Dalton, motioned to adoption the maintenance agreement resolution 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

**RESOLUTION AUTHORIZING TOWN MANAGER TO EXECUTE A
STORMWATER MANAGEMENT FACILITY MAINTENANCE AGREEMENT**

WHEREAS, it is the intent of the Town of Altavista to develop a canoe launch on property identified as Tax Map/Parcel ID: 81-A-65E in County of Campbell, Virginia and shown on the attached map; and

WHEREAS, the Town seeks approval of an Erosion and Sediment Control Plan for this project in accordance with the requirements of Campbell County; and

Whereas the Town seeks to enter into a Stormwater Management Facility Maintenance Agreement with Campbell County for the project; and

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and incorporated herein by this reference.

Section 2. Authorization. The Town Manager is hereby authorized to execute, acknowledge, and deliver on behalf of the Town of Altavista, a Stormwater Facility Management Agreement by and between the Town and the County of Campbell, Virginia.

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Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 9th day of January 2018.

Michael E. Mattox, Mayor

ATTEST:

Clerk, Town of Altavista

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

Meeting is scheduled for 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.

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) will be conducting a Public Forum on Tuesday, January 23rd from 4:00 to 5:00 p.m. at Town Hall. This will be followed by a **presentation to Town Council at their January 23rd Work Session.**

Utility Rate Study

Staff is working with Woodard & Curran on finalizing the recommendations. It is anticipated that the consultant will be making a **presentation at the February 27th Town Council Work Session.**

Chamber of Commerce Annual Dinner

The Chamber's Annual Dinner will be held on **Saturday, January 20th at 6:00 p.m. in the ballroom of Virginia Technical Institute (VTI).** The event is being revamped and will feature a social time and "eating stations" rather than a sit down dinner, followed by the awards presentation.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-January/February

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b. Correspondence

12. Matters from Town Council

Mrs. Overbey stated it has been brought to her attention that the concession stand at the Altavista Trade Lot may be in need of repairs.

Mr. Emerson stated Avoca Museum had a leak and Servpro was contacted for cleanup. He asked if any town owned property has problems that the director contact Mr. Garrett or town staff before making such decisions.

Mr. Coggsdale advised he would bring back some regulations for Council's review and approval.

Mr. George advised he has been approached by some concerned citizens regarding speeding in the park. He asked since the new paving if the speed bumps would be installed.

Mr. Coggsdale advised this is a VDOT road. He felt speedbumps would not be their first source but that this should be documented and make a case for it.

Mr. George felt two yellow lines would make drivers aware that it is a road that people walk and bike on.

Mr. Emerson leaned toward the speed bumps noting the sports season creates a lot of traffic in the park.

Chief Milnor stated until something is decided, the Police Department can increase their presence.

Mr. Coggsdale suggested using the speed trailer in the area to alert folks of their speed.

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)(5) – Discussion concerning a prospective business or industry or the expansion of an existing business or 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. (7th Street Drainage Project)

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 7:49 P.M.

Notice was given that council was back in regular session 8:10 P.M.

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FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, 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 approve an incentive package and performance agreement for Graham Packaging.

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

14. Adjournment

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

The meeting was adjourned at 8:11 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk