

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

1. Mayor Mattox called the meeting to order and presided.
2. A. Rev. Mitch Etheridge, Motley Baptist Church, gave the invocation.

B. Pledge of Allegiance

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. Approval of Agenda

Mayor Mattox advised of changes to the agenda. The “Request of Use of Town Property-*Gus the Bus Plus* was added and Section 2.2-3711 (A)(3) was added to the Closed Session.

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

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

4. Recognitions and Presentation

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- Special Meeting February 13, 2018, Regular Meeting February 13, 2018, Council’s Work Session February 27, 2018 –The Council approved the

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minutes of the Special meeting, 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) Trade Lot Agreement Amendments (Band Boosters)

Mrs. Dalton, seconded by Mr. Emerson, 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

7. Public Hearing

- a. Staunton River Regional Industrial Facilities Authority (RIFA) Ordinance

Mr. Coggsdale presented Council with the proposed ordinance for the creation of the Staunton River Regional Industrial Facilities Authority (RIFA). He advised during the last year, staff members from the Towns of Altavista and Hurt, the City of Danville and Pittsylvania County have been working on the necessary documents related to the formation of the Staunton River Regional Industrial Facilities Authority.

Mayor Mattox opened the public hearing at 7:04 p.m. and asked if anyone would like to comment.

No one came forward.

Mayor Mattox closed the public hearing at 7:05 p.m.

Mr. Higginbotham stated he is aware that it will cost \$23,000 to start and asked if there is an estimate of how much will be spent after the start up.

Mr. Coggsdale stated no figures have be formulated.

Mr. Higginbotham asked if Council should potentially put something in the budget with the thoughts of buying something in Pittsylvania County.

Mr. Coggsdale stated this is something that Council may want to consider at the March 27th Council work session during the budget discussions.

Mr. Higginbotham felt there should be some projections.

Mr. Coggsdale advised he would consult with the other localities and start putting together what a budget should be.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to adopt the ordinance to create Staunton River Regional Industrial Facilities Authority (RIFA).

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes

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Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

Mr. Emerson, seconded by Mrs. Overbey, motioned to authorize Mayor Mattox to execute the Staunton River Cost and Revenue Sharing Agreement on behalf of the Altavista 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

b. Chapter 34 “Environment Amendments (Public Nuisances/Dilapidated Properties)

Mr. Coggsdale advised staff has been working on amendments to Chapter 34 “Environment” of the Town Code as it relates to Public Nuisances and Dilapidated Properties.

Mayor Mattox opened the public hearing at 7:09 p.m. and asked if anyone would like to comment.

No one came forward.

Mayor Mattox closed the public hearing at 7:10 p.m.

Mrs. Dalton, seconded by Mr. George, motioned approval of the text amendments to Section 34 “Environment” of the Altavista Town Code in regard to Public Nuisances and Dilapidated Properties 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. New/Unfinished Business

a. Police Dept. Portable Radio Replacement Follow Up/Request

Mr. Coggsdale advised at the February Town Council Work Session, Council considered the Police Department’s request to replace their portable radios in FY2018 rather than in the FY2019 Budget/CIP. Funds were available in the FY2018 Budget due to funds being left over from another CIP project. Council was presented with a memorandum from Chief Milnor; he would like to revise the request as the cost for the portable radio replacements are higher than previously indicated.

Chief Milnor apologized and noted the figures presented at the February 27, 2018 Work Session were in the CIP prior to him becoming Chief. He added the surplus funds in the current CIP will cover the entire purchase of the equipment with no additional funds being added. The quoted price of the portable radios is \$15,715.50.

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Mr. Emerson, seconded by Mrs. Brumfield, motioned to approve the request for the additional funds to proceed with the purchase of the portable radios.

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

b. Town Hall Generator Replacement Follow Up/Request

Mr. Coggsdale advised previously staff sought approval of replacement of the Town Hall Generator, which was approved by Town Council. Upon proceeding with the project, the approved contractor indicated that their fee had not included installation costs, which staff assumed was included. The approved amount was \$18,500; an additional amount of \$4,270.00 for removal, installation and startup needs approval.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request for the additional funds to proceed with the Town Hall generator replacement.

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

c. Growth Opportunity Study Request of Campbell County

Mr. Coggsdale advised based on discussion at the Town Council's Strategic Planning Retreat last year, there have been conversations with Campbell County about growth opportunities for the Town. He stated if Council desires, staff will make a request to Campbell County Board of Supervisors for a staff led study on this subject.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request authorizing a letter be sent to the Campbell County Board of Supervisors requesting a joint staff led study on growth opportunities in regard to the Town's environs.

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

d. Request for Use of Town Property-*Gus the Bus Plus*

Mr. Coggsdale advised of correspondence received from Mrs. Jane Green, in regard to the use of Town property for the *Gus the Bus Plus* program. He noted this is a summer program that encourages "education readiness, reduces

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summer learning loss, and reduces food insecurity” for children in the community. The program would like to utilize Shreve Park and Lola Park.

Mrs. Dalton commented if no one knows what *Gus the Bus* does, it is a very heartwarming story of how children that are less privileged can have books, food and opportunities.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the request for use of Shreve Park and Lola Park for the *Gus the Bus Plus* program.

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 requested the Town Manager express Council’s gratitude to Mrs. Green and the *Gus the Bus Plus* organization.

9. Reports

a. Town Manager’s Report

Staunton River RIFA

Town Council will conduct a public hearing on the Staunton River “Regional Industrial Facilities Act” ordinance at the March 13, 2018 meeting.

Southern Virginia Multi-modal Park - Utility Review

Continue to work on this item.

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) conducted a follow-up meeting with the Town Council at their February 27th Work Session. Staff is working with the consultant (LPDA) on providing the prioritized list of projects/improvements for consideration.

Utility Rate Study

Presentation by Woodard & Curran at a Special Called Meeting on Tuesday, February 13, 2018 at 5:30 p.m. This item will be further discussed at the March 27th Work Session in regard to the FY2019 Budget discussion.

Dalton’s Landing Canoe Launch Project Update

Bid package is being finalized. Information in regard to a possible DCR grant application process is being sought after and the latest information indicates the grant application period should be open in mid-March to April. All other items appear to be in order.

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Mr. Emerson asked if there was anything that will conflict with these dates.

Mr. Witt advised if they stick to the mid-March to April, it is still good to open next spring.

Mayor Mattox suggested a letter be sent to Delegate Matt Farris and Senator Steve Newman seeking their support of the Canoe Launch.

Mr. Coggsdale state DCR will do notifications for applications, then will be the appropriate time to reach out to those representatives. If there is no notifications by the April deadline, then it may be necessary to reach out to the representatives.

b. Departmental Reports

10. Informational Items/Late Arriving Matters

a. Calendars-March/April

11. Matters from Town Council

Mayor Mattox requested Council to authorize the Town Manager to write a letter to Dominion Energy in thanks of how quickly they restored electricity to the town during the recent wind storm and to ask if there is anything the Town and Dominion Energy can work on together to ensure there is power for the Water plant.

Mr. Coggsdale referred to a line that runs at the end of Myrtle Lane that is difficult to access and is troublesome. He stated this area is in Dominion's que for repair and suggested in this letter, emphasizing the importance of this to the operation of the town.

It was the consensus of Council to authorize the Town Manager to write a letter to Dominion Energy.

Mrs. Brumfield suggested naming the old Fire Station after a past fireman and dedicating the building.

Mayor Mattox thanked staff for what they do every day.

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

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

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.

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

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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 7:30 P.M.

Notice was given that council was back in regular session 8:00 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

Mr. Emerson, seconded by Mr. George, motioned to appoint Mrs. Patricia Conner, 1103 Broad Street, to the Town's Recreation Committee for three-year term; term ending 2021.

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. Brumfield, seconded by Mr. Emerson, to appoint Mayor Mattox, Vice Mayor Dalton as Directors and Mr. Higginbotham as Alternative Director to the Staunton River Regional Industrial Facility.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes

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

13. Adjournment

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

The meeting was adjourned at 8:05 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk