

Regular Council Meeting—May 8, 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 May 8, 2018 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Dr. Dawn Compton, Mt. Hermon United Methodist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Beverley Dalton (arrived at 7:08 p.m.)
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members
absent:

Mrs. Micki Brumfield

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Officer Donald Osborne, Altavista Police
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

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

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

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 April 10, 2018, Council Work Session April 24, 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

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- iii. Reserve Balance/Investment Report
- c) Avoca’s Request for Town Employee Status
- d) ACTS Drug Policy Amendment
- e) Region 2000 Local Government Council-Council Appointment
- f) N&S Railroad Property Purchase
- g) First Baptist Church-Request to Close 10th Street Between Bedford Avenue and Commonwealth Alley for Vacation Bible School (June 10-13)

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

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

8. Public Hearing

- a. FY2019 Budget and FY2019-2023 Capital Improvement Program

Mr. Coggsdale advised the purpose of this public hearing is to give the public an opportunity to comment on the Proposed FY2019 Budget and Proposed FY2019-2023 Capital Improvement Program (CIP). He presented the total advertised budget overview as:

REVENUE

General Fund Revenue (estimate)	<u>\$ 4,539,200</u>
Enterprise Fund Revenue (estimate)	<u>\$ 4,573,450</u>
Highway Maintenance Fund (estimate)	<u>\$ 761,130</u>
Cemetery Fund (estimate)	<u>\$ 29,000</u>
TOTAL REVENUE (estimate):	<u>\$ 9,902,780</u>

EXPENDITURES

General Fund Expenditures	<u>\$ 4,100,850</u>
Enterprise Fund Expenditures	<u>\$ 4,573,450</u>
Highway Maintenance Expenditures	<u>\$ 761,130</u>
Cemetery Fund Expenditures	<u>\$ 62,500</u>
Transfer to General Fund Reserves	<u>\$ 65,000</u>
Transfer to Gen. Fund Reserve (Surplus)	<u>\$ 339,850</u>
TOTAL EXPENDITURES:	<u>\$ 9,902,780</u>

Mr. Coggsdale noted there are no proposed tax increases in the budget; the budget includes proposed utility rate increases of 8% (water) and 4% (sewer), as well as a \$6.50 monthly base rate fee with a meter capacity multiplier. The rate increase, utilizing the proposed revenue projections, would have an effective date of December 1, 2018. Utility connection and availability fees are proposed to increase. He added to balance the budget, the Enterprise Fund requires a “transfer in” of \$1,224,860 from the Enterprise Fund Reserves and Enterprise CIP Reserves. The Capital Improvement Program (CIP) for FY2019 – FY 2023 totals \$23,617,500; the FY2019 Capital Improvement Program items/projects represent \$1,916,850 of the total and is included in the Proposed FY2019 Budget.

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Mayor Mattox opened the public hearing at 7:08 p.m. and asked if anyone would like to comment on the proposed FY2019 Budget and FY2019-2023 Capital Improvement Program.

Mr. Mark Younkin, 1419 Hillcrest Street, approached Council in regards the approval at the April 10, 2018 Council meeting to resurface both of the Bedford Avenue tennis courts and asked if this cost was included in the proposed FY2019 Budget or Capital Improvement Plan.

Mr. Coggsdale advised because the cost has not been determined, the funds have not been allocated. This project is not included in the proposed budget.

Mayor Mattox asked if anyone else would like to speak. No one came forward. Mayor Mattox closed the public hearing at 7:09 p.m.

b. Text Amendments to Section 78-81; Section 78-82; and Section 78-95 related to Fees; Rates; Charges

Mr. Coggsdale advised based on the proposed FY2019 Budget containing updated rates and fees, several sections of the Town Code will need to be updated, as they currently contain specific numbers related to fees/charges. The proposed text amendments to the ordinances in the Town Code remove specific rates/fee references and all rates/fees would be incorporated into a Master Fee List, which will be adopted when the budget is adopted. The purpose of these changes is to avoid changing the text to the Town Code to show the rates, fees and charges each time they are modified and to provide a single reference point for citizens to find all fees, rates and charges imposed by the Town. The Code Sections that will be amended are Section 78-81, Section 78-82 and Section 78-85

Mayor Mattox opened the public hearing at 7:10 p.m. and asked if anyone would like to comment on the Text Amendments to Section 78-81; Section 78-82; and Section 78-95 related to Fees; Rates; Charges.

No one came forward. Mayor Mattox closed the public hearing at 7:11 p.m.

9. New/Unfinished Business

a. Project Funding Discussion

Mr. Coggsdale advised with the completion of the Utility Department's "*Facility Assessment Improvement Plan (FAIP)*" and the *Altavista Parks & Trails Master Plan*, there will need to be discussion in regard to funding of the projects associated with both plans. He added while the plans cover a period of time, the FAIP being over a 20 to 30 year timeframe and the Parks & Trails Master Plan being up to 10 years, Council's input in regard to potential use of revenues and possibly debt service will assist staff in creating a viable plan for implementation. Mr. Coggsdale presented Council with a PowerPoint presentation.



The slide is titled "Project Funding Discussion" and has a blue background. It lists the following points under the heading "Utilities":

- ◆ Facility Assessment Improvement Plan was completed.
- ◆ \$50+ million over the next 30+ years (based on FAIP)
- ◆ Five (5) Year CIP
 - ◆ \$20 million (estimate)
 - ◆ \$2.6 million estimated cash
 - ◆ \$18.3 million estimated bond (debt service)
- ◆ Scenario presented by the consultant utilizes up to \$3.2 million of Reserve Funds and implements a rate strategy to fund the debt service.

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Mr. Coggsdale advised these figures come from the life expectancy of these items. He noted there are several different programs that can be looked at in regards to financing.



Mr. Higginbotham felt some of what Woodard and Curran has done gives Council the ideal situation that the plant will operate at 95% efficiency. He felt Council needs to look at spending \$20 million for sewer and \$20 million for water. He stated the Town has a rather large sewer treatment plant because of one relatively large customer. If the sewer gets out of balance you look to this customer as your first factor. Council needs to be careful spending \$20 million (if that is the number) just to increase business by 1% or 2%. The plant has not been neglected; there have been upgrades to it. He noted there are some electrical needs and the oxidation tanks could be updated. He felt the current system should wear out before replacing in it just to obtain 1% to 2% efficiency.

Mayor Mattox told Mr. Higginbotham he understands what he is talking about but he worries about liability. The last thing the town wants is a crash. He trusts the engineers' and Mr. Fore's opinions on the needs of the plants.

Mr. George asked for Mr. Fore's opinion.

Mr. Fore advised he has been through the assessments, cut a tremendous amount out and has staged the projects in an order that gives Council the priorities. He is not looking for percentages but the reliabilities. Some of the equipment at the plant has 20 plus years of use. Those items that are 10 years or less is not on the list. The items submitted for budget purposes had \$10 million cut out of it.

Mr. Higginbotham asked Mr. Fore what the top three priorities are at the Wastewater Treatment Plant.

Mr. Fore responded bringing the electrical up to safe standards and getting the plant on one service.

Mr. Higginbotham asked about the oxidation tanks and the splitter box issue. He stated his point is using the equipment to its useful life with a plan in place when it needs to be replaced. He did not feel equipment needed to be replaced because of its age.

Mr. Fore noted as long as the plant is running he will defer replacements. With the budget process he makes adjustments according to how the plant is running. Some items may be pushed out which may be his recommendation to Council.

Mayor Mattox referred to the financing alternatives and a report received from Raymond James Public Finance which provided some financing possibilities.

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He asked if Council is interested in doing this in house or having a consultant look at the best opinions.

Mr. Higginbotham asked if staff could deal directly with Virginia Resources. He felt a 30 year loan at 3.40% was worth looking into.

Mrs. Dalton felt the USDA Rural Development program should be looked at.

Mr. Higginbotham felt 40 years was a long time.

Mr. Coggsdale stated if the monies are being borrowed for pipes in the ground with a life expectancy of 60 to 100 years, a long term loan makes sense.

Mrs. Dalton felt the hiring of a consultant is valuable and well used; you get the right avenues and right monies.

Mr. Coggsdale advised he would contact Raymond James to see what they can put together as a financial advisement on these issues and noted he would check procurement.

It was the consensus of Council for staff to investigate and bring Council feedback.

Mayor Mattox asked if there was an opposition to using \$3.9 million in reserves.

Mr. Emerson suggested the numbers be ran both ways.

Mrs. Dalton advised this is a good reason why reserves are maintained. It puts us in a good borrowing position.



Mr. Coggsdale advised VDOT's TAP grant program has moved to an every two year grant cycle with the next cycle being in 2019. He stated planning will enable staff to be ready when the cycle comes around.

Mayor Mattox asked Council for consensus to allow staff to lay the ground work for the grant program.

Mr. Higginbotham stated he didn't know how many trails are involved but suggested getting local industry and volunteers involved. (Another locality had a \$200,000 budget and was able to complete theirs for nothing with volunteers and industry involvement).

Mr. Coggsdale noted Virginia Resources Authority offers pool financing programs.

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Mr. Coggsdale reviewed with Council their decision on what English Park projects are in the FY2019 budget.

Mrs. Overbey stated she is happy with what has been prioritized and asked that staff research the sunshades as opposed to building another pavilion.

Mr. Emerson referred to the entrance of English Park and the suggestion of making this a one way street.

Mr. Coggsdale advised it was not included in the FY2019 budget but making it one way is simple. Making it one way called for a more prominent entrance off of Pittsylvania Avenue.

Mr. Emerson stated he would like to see the outside of the Booker Building cleaned up, get rid of the bathrooms, add a commercial kitchen and new floors. Make the building a nice venue for any purpose. He added the town either needs to take care of the building or get rid of it.

Mrs. Dalton stated it is an exciting time to be on Council at the moment with utility projects and the park projects. She stated the projects probably won't happen faster. She noted Mr. Coggsdale has the right idea with the reserves; these are one time only funds, when they are spent they are gone.

Mayor Mattox stated on the utility side, we have world class companies in the town and he is very happy to be part of the Council that will make sure we have a world class utilities system well into the future.



Mayor Mattox stated he was not sure if he wanted to list the projects or if they come in at less cost, does Council want to use up the money allocated.

Mrs. Dalton stated if the Town wants to generate and maintain excitement about the parks, offer a couple of projects at a time.

Mayor Mattox stated another thing he was interested in was working an area at a time, not jumping from one area to another. He felt something needs to be done with the Booker Building as soon as possible. He asked Council if they agreed to ask staff to get in touch with funding sources to look at potential funding of renovations at the Booker building.

Mrs. Dalton asked what type of funding he was looking for.

Mayor Mattox stated he has heard of a \$15,000 feasibility planning grant and possibility of \$100,000 to renovate the Booker Building.

Mr. Higginbotham stated if \$800,000 has been allocated for the park he felt Council needs to look at what the recurring cost will be. He referred to the splash park stating there will be electric bills, maintenance and chemicals.

Mr. Emerson stated he didn't disagree but noted the splash park would be seasonal.

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Mr. George asked for a price to pave the trail to the end. In regards to the Booker Building, Mr. George asked Council to write down what renovations they would like to see. Mr. George felt the problem with the ash trees at English Park needs to be addressed.

Mr. Coggsdale asked if this would replace the other trail.

Mr. George stated he did not understand the price he has for a mown path and then building a bridge to get you through the wetlands at \$290,000. He noted he gets request for the path to be paved from those pushing strollers and young ones riding bikes with trainers.

10. Reports

a. Town Manager's Report

Staunton River RIFA

Town Council approved the Staunton River “Regional Industrial Facilities Authority” ordinance at the March 13, 2018 meeting.

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Charlotte Avenue Drainage Project

This project has been substantially completed.

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

Council provided project prioritization for FY2019 and staff will begin working on those projects. Project funding will be part of a discussion item at the May 8th Town Council meeting.

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 soon. All other items appear to be in order.

Mr. Emerson asked if Council waits on the grant process and the Town does not receive the grant, does this push out the project another year.

Mr. Coggsdale responded this could be anywhere from 6 to 12 months.

Mr. Emerson stated this is four years in the making and asked how much longer Council will wait to get something done.

Mayor Mattox stated that he understands the frustration but Council should know something the first of August then Council will need to make a decision.

Mrs. Dalton asked the amount if the Town funds it.

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Mr. Coggsdale advised the amount is \$425,000 and noted there is \$282,000 earmarked for this project.

Mr. George requested to see the blueprints on the canoe launch.

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).

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-May/June

12. Matters from Town Council

Mr. Higginbotham referred to the trail at the park and suggested Public Works stockpile any broken concrete and millings for this project. He stated the materials that can be recycled and used need to be saved.

Mr. Eller advised he contacted American Tower in regards to the lease agreement and they have accepted the Town's offer of two five-year lease agreements and \$25,000.

13. Closed Session

14. 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