

Regular Council Meeting – November 13, 2018

The regular scheduled Council meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on November 13, 2018 at 7:00 p.m.

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

Council members

Present: Mayor Michael Mattox
Mrs. Beverly 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. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Ms. Emelyn Light, Main Street Coordinator
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Eduardo Soto Jr., Altavista Presbyterian Church, gave the invocation.

3. Approval of the Agenda

Mayor Mattox requested the agenda be amended by removing item #8/a, the citizen request for a utility bill adjustment, and it be placed on the November work session agenda.

Mayor Mattox stated the agenda amendment was necessary because the citizen with the request was unable to make this meeting.

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

Motion carried:

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

4. Recognitions and Presentations

- a. Snowflake Decorations - AOT & Staunton River Garden Club

Mrs. Emelyn Light came forward representing Altavista on Track stating AOT was continuing its collaboration with the Staunton River Garden Club in placing snowflakes on more light poles in town.

Mrs. Light stated the new snowflakes were going to be installed by the end of November, starting at Broad Street and continuing to the Campbell Avenue section of Main Street.

Mrs. Light also stated AOT plans to continue its partnership with the Garden Club adding snowflakes to additional poles around town in the next few years.

Mayor Mattox asked Council for comments or acceptance of the project.

Council members were all in consensus the snowflake project was a great idea and appreciates AOT's continued efforts to help beautify the Town of Altavista.

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5. Citizen's Time

No one came forward to speak on this date.

6. Consent Agenda

- a. Approve Council Minutes:
Regular Meeting October 9th and Work Session October 23rd of 2018.
- b. Acceptance of Monthly Finance Reports
- c. Appointment – Planning Commission (John Jordan)
- d. Acceptance of FY2018 Financial Report – Audit
- e. Adoption of CY2019 Town Council Meeting Calendar
- f. Adoption of FY2019 Budget/CIP Calendar
- g. Acceptance of English Park Improvements/Firm Selection Recommendation
- h. Approval of Bedford Avenue Tennis Courts Adjustment (Fencing Proposal)

Mayor Mattox asked if there was discussion needed for any of the consent agenda items, if not, he requested a motion from Council to approve the consent agenda as presented.

Mr. Higginbotham, seconded by Mr. George, motioned to approve the Consent Agenda as presented.

Motion carried.

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

7. Public Hearing

- a. Zoning Ordinance Text Amendments
 1. Mobile Restaurants
 2. Keeping of Horses in Residential Zoned Properties

Mr. Coggsdale gave background to the two scheduled public hearings. He stated staff had placed the two items on Town Council's August 14, 2018 Agenda and Council opted to take the items under advisement. The items were then placed on Council's August 28, 2018 Work Session Agenda for discussion and directed Staff on changes to the amendment.

Mr. Coggsdale continued by stating at the September 11, 2018 regular meeting, Council reviewed the changes and directed staff to place the two text ordinance amendments on the October 9, 2018 Council Agenda for their "First Reading" and on October 9th Council directed staff to proceed with scheduling and advertisement of the public hearings for the two amendments on November 13, 2018.

Mayor Mattox opened the public hearing for the first item of discussion, Mobile Restaurants, at 7:06 p.m. and offered citizens the opportunity to come before Council with any questions or concerns regarding the Mobile Restaurant amendments.

Citizen Elizabeth Angelo, 606 Riverview Drive, Altavista, came forward to address Town Council. Ms. Angelo conveyed her concern regarding where food trucks are allowed to park for business. She suggested amending the Mobile Restaurant Ordinance to include restrictions on parking within a certain distance from stop signs and stop lights.

No other citizen came forward regarding the Mobile Restaurant proposed amendments.

Mayor Mattox closed the public hearing for the Mobile Restaurants at 7:08 p.m. and opened the discussion to Council for comments or concerns.

Mrs. Overbey stated she had not previously thought about Ms. Angelo's concern, but is open to Council further discussing an amendment change to cover the issue.

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Mr. Emerson stated he was also in favor of Council amending the Mobile Restaurant Ordinance to relay food truck parking restrictions in order to keep citizens safe within sight distance at stop signs and stop lights.

Mayor Mattox stated he was in favor of adding an amendment to the ordinance to include food truck “set back” parking restrictions for the safety of the Town of Altavista and its citizens.

Mr. Coggsdale stated the ordinance already had restrictions to where the food trucks can and cannot park, but did not specifically address sight distance from stop signs and stop lights. He stated if Council elected to amend the ordinance to include such restrictions, he suggested Council defer the approval of the current ordinance amendments until the new amendments could be added.

Mayor Mattox asked Council if there was any objection to deferring the amendment approval.

All Council members were in consensus to defer the ordinance amendment approval to the next regular scheduled Council meeting, December 11, 2018.

Mayor Mattox opened the next public hearing for “the keeping of horses on residential zoned properties” at 7:11 p.m. and asked if there were any comments or concerns from attending citizens.

No citizen came forward with comments regarding the proposed amendments to the ordinance.

Mayor Mattox closed the hearing at 7:12 p.m.

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve the proposed text amendments to the ordinance for the keeping of horses on residential zoned properties.

Motion carried.

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

8. New Business

a. Planning Commission Recommendation/Setting of Public Hearing for Special Use Permit

Mayor Mattox removed himself from the discussion and any vote thereof, because the item for consideration was in regards to a piece of property owned by Mayor Mattox.

Mayor Mattox at that time turned the meeting over for Vice-Mayor Dalton to preside.

Mr. Coggsdale addressed Council with information regarding the application filed by Mr. Mike Mattox (Mayor Mattox) for an amendment to an existing Special Use Permit for expansion and development of the “mini-storage units” at 2181 Lynch Mill Road.

Mr. Coggsdale informed Council the Altavista Planning Commission held a public hearing to consider this application on November 5, 2018. He continued Staff had properly advertised the hearing, and no opposition was cited.

Mr. Coggsdale stated the Planning Commission recommends Council approve the request with amendments as follows...

- The new permit to now include the entire 1.86 acres for “mini-storage unit” use.
- The total number of units allowed on the entire property to go from 97 to 158 units.
- Buffering shall be in general accordance with current buffer yard requirements in Section 86-573 and 574. Except that as shown on the site plan, a portion of the evergreen buffer be replaced with Crepe Myrtles for aesthetic purposes.

Mr. Coggsdale stated the request to Council was for authorization of staff to advertise a public hearing to be set for the December 11th regular Council meeting.

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Vice-Mayor Dalton asked Council if there was any comments or concerns regarding staff advertising a public hearing regarding the special use permit amendment request.

Mr. Higginbotham asked Mr. Coggsdale if the Planning Commission sent notices of the public hearing they conducted to the adjoining residents and property owners in the area.

Mr. Coggsdale stated the Planning Commission did so in accordance with state law.

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve staff's request to set a public hearing for Tuesday, December 11, 2018 at the regular scheduled Council meeting in regards to Mr. Mattox's special use permit amendment request.

Motion carried:

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

b. Appointment to Town Council (for an Unexpired Term)

Mayor Mattox announced the appointment of Mr. Reginald Bennett to join the Town Council in filling the current empty seat from the unexpired term of Mrs. Micki Brumfield.

Mayor Mattox explained the current term Mr. Bennett would occupy from the expired term would run from November 13th until the end of the current year on December 31, 2018.

Mayor Mattox stated Mr. Bennett was chosen for the appointment because he was elected by town citizens in the recent election to occupy a seat on the Altavista Town Council and would start that appointed term on January 1st of 2019.

Mayor Mattox congratulated Mr. Bennett, Mr. Wayne Mitchell (also present), and incumbent Mr. George for winning in the recent election. He also thanked Mrs. Betty Gilliam for running in the election and her involvement and contribution as a citizen in the community.

Mayor Mattox asked for a motion to appoint Mr. Bennett to fill the unexpired term.

Mr. George, seconded by Mrs. Dalton, motioned to appoint Mr. Reggie Bennett to fill the unexpired term of Mrs. Brumfield until its expiration on December 31, 2018.

Motion carried

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

Mr. Coggsdale stated he would contact the Campbell County Clerk's Office to inform them of Mr. Bennett's appointment so he could be sworn in to office by the next upcoming Council Work Session, November 27th.

9. Unfinished Business

a. English Park Tree Replacement Follow-up

Mr. Coggsdale stated with the direction of Council, staff reviewed the Parks and Trails Master Plan and then sought quotes for the trees needing to be replaced at English Park. He continued by offering Council quotes from three different Nurseries stating the quotes were for twenty-five 15gallon container trees.

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New Leaf Farms (Bedford)

- Willow Oaks \$ 62.25
 - Red Maple \$ 59.50
- Cost of twenty five trees: \$1,487.50 - \$1,556.25
Do not offer installation

Guthrie Nursery

- Willow Oaks \$ 85.00
 - Freight \$125.00
 - Guaranteed (1 yr.) \$360.00
- Cost of twenty-five trees: \$2,250, with guarantee \$2,610
Cost of Installation: \$2,380

Rainfrost Nursery

- Willow Oaks \$ 132.00
- Cost of twenty-five trees: \$3,300.00
Cost for Installation: \$2,475

Mr. Coggsdale asked Council to consider the given quotes and offer staff direction on moving forward with an approved Nursery.

Mrs. Dalton asked how the installation would be handled if Council chose New Leaf Farms, which had the lowest cost for the trees but did not offer installation.

Mr. Coggsdale stated Mr. Garrett’s staff, Public Works, would be installing the trees if Council chose the quote from New Leaf Farms.

Mrs. Dalton stated with Public Works agreeing to install the trees, she would be in favor of choosing the lowest cost quoted which was given by New Leaf Farms.

Mr. George stated he would also be in favor of choosing the New Leaf Farms quote. He asked if the second cost on the New Leaf Farms quote was the “guarantee”.

Mr. Coggsdale stated the quote from New Leaf Farms was for trees only and they did not offer a guarantee because they do not install the trees themselves.

Mr. Higginbotham asked why there were two different prices stated under the New Leaf Farms quote.

Mr. Coggsdale stated the two prices were a cost range depending on how many trees from each tree category were chosen within the twenty-five tree purchase.

Mr. George, seconded by Mrs. Dalton, motioned to approve the tree cost quoted from New Leaf Farms in Bedford and the installation by the Altavista Public Works Department.

Motion carried

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

b. Main Street Streetlight Follow-up

Mr. Coggsdale reminded Council of a request presented at the October Work Session, stating Staff indicated the owner of Watson & Stone Barber Shop, 1212 Main Street, had inquired about the possibility of the town extending its decorative streetlights along Main Street to include the newly extended sidewalk in front of his business. This area recently had sidewalk installed and the Barber Shop was built later in the year.

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Mr. Coggsdale continued stating Council had asked staff at the October Work Session to check on the cost of extending the lights further down the sidewalk and he presented the quote to Council that Mr. David Garrett, Public Works, had gathered as an estimate of \$22,600 for four lights to complete the project if approved by Council.

Mr. Higginbotham asked if the project was going to be done in this fiscal year or next.

Mayor Mattox stated it was not known to Town Council that a new business would be occupying the location at the area of the request when the budget was being approved for this fiscal year. He continued, however it is a good thing to have a new business come into Altavista and it is the town's and Council's responsibility to assure safety for its new businesses and he felt extending the lights down to the new business would help in doing so.

Mr. Emerson stated he was driving by the 1212 Main Street location at dusk recently and agreed the area was dark and needed to be better lighted. He continued the extending of streetlights would not only be good for safety, but would also help the Watson & Stone business feel more like it was part of the town.

Mr. Emerson asked if it was necessary to use four lights to complete the project or if using only three lights would be sufficient for the small location in question.

Mrs. Dalton stated she agreed with Mr. Higginbotham that Council should always keep in mind the budget and CIP are preset for each fiscal year and therefore some requests have to be considered at later dates, but she also agreed with the Mayor some issues are not always foreseen and should be addressed immediately if the issue is a necessary amenity for a new or existing business.

Mr. Coggsdale addressed the question of how many lights are needed in the location of the request and he offered a map of the area to Council for a visual accessory in determining the quantity of lights Council would like to approve.

Mrs. Overbey asked about an existing light shown on the map and whether the light would stay or if it would be removed if Council approved the requested decorative lights.

Mr. Coggsdale stated staff could ask Dominion to remove the existing "old" light at Council's request, so not to interfere with the new decorative lights requested.

Mr. Garrett stated the new lights replacing old lights as they go out are brighter than the older ones, so it would not be necessary to keep the existing light and it would actually take away esthetically from the new light installation.

Mr. Coggsdale stated there was an old light replaced with one of the new bulbs near the Library that Council could see the difference in the brightness from old to new.

Mr. Higginbotham asked Mr. Garrett what his professional opinion was of the situation.

Mr. Garrett stated his suggestion would be to remove the one existing old light and install four of the new brighter decorative lights.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the request by Watson & Stone to have the town's decorative light poles installed on the sidewalks that were extended to include the front of his main street business; the approval to include the removal of the old light by Dominion Power and the installation by the town of four decorative lights/poles.

Motion carried

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

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10. Reports and Communications

Town Manager's Report for November 13, 2018

*RED indicates updates since last 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. **The consultant should have a “concept” for the English Park Improvements at the November Work Session.**

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.).**

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.**

WWTP Clarifier #1 Project

Contract has been executed and the project is ready to begin. **Ongoing.**

Utility Standard Details & Specifications Project

Peed & Bortz conducted Project Kickoff Meeting. **Ongoing.**

WWTP Phase 1 Electrical Design

Peed & Bortz conducted Project Kickoff Meeting. **Ongoing.**

On-going Items with No New Updates:

- **Staunton River RIFA**
- **Southern Virginia Multi-modal Park – Utility Review**
- **Rt. 43 Gateway Project (Streetscape/Utilities)**
- **VDOT Rt. 29 Bridge Replacement Project Update**

11. Matters from Council

Mayor Mattox asked Council if there were any matters, other than presented on the agenda, they would like to discuss and no member came forward with additional items for discussion.

Mayor Mattox informed Council of the current Mayor of Brookneal's recent announcement of her retirement and requested Council to present Mayor Campbell with a letter of appreciation for her good works while in office. He continued stating Mayor Campbell had been an outspoken advocate of small towns in Campbell County and in the state of Virginia.

Mayor Mattox asked, if approved by Council, the letter be given to Mayor Campbell at the Town/County Dinner on Tuesday November 20th, 2018.

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All Council members were in consensus to present Mayor Phyllis Campbell with an appreciation proclamation letter for her sixteen years of service.

Mayor Mattox requested all Council members to be present thirty minutes earlier of the normally scheduled start time at the next regular Council meeting on December 11th for a small reception. He stated the reception was to invite citizens to offer their appreciation for the two Council members leaving office this year, Mrs. Overbey and Mrs. Brumfield. He continued it would also give citizens a chance to meet with the newly appointed Council members starting their term in January of 2019.

Council members were all in consensus of having a small reception thirty minutes before the December 11th regular meeting.

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

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.

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

Motion carried.

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

Council went into closed session at 7:40 p.m.

Notice was given that Council was back in regular session at 8:18 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.

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

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13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional concerns from Council.

The meeting was adjourned at 8:18 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk