

Regular Council Meeting – September 11, 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 September 11, 2018 at 7:00 p.m.

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

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
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Marci Huntsman of Lambs United Methodist and Evington United Methodist Churches, gave the invocation.

3. Approval of the Agenda

Mayor Mattox asked if there were any questions or changes to the agenda.

Vice-Mayor Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Mike 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 Presentations

- a. YWCA / Frannie's House – Resolution and Request

Mr. Coggsdale referenced a request by the local Frannie's House to adopt a proclamation for October to be declared as "Domestic Violence Awareness Month" in the town of Altavista and to have permission to hold a Purple Lights Night to commemorate the occasion.

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Dear Altavista Town Council Members:

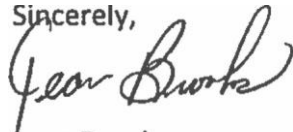
"Domestic Violence Has No Place in Our Community"

1 in 4 women and 1 in 7 men experience abuse by an intimate partner. 3 to 4 million children in the U.S are exposed to domestic violence. In 2017 the YWCA/Frannie's House answered 8,334 hotline calls, sheltered 183 victims, held 288 support groups sessions and assist victims to court 852 times.

Our goal is to continue increase the awareness of domestic violence and the effect it has on healthy family relationships. We want to REMEMBER the victims who lost their lives from domestic violence; SUPPORT the survivors as they rebuild their lives; and give HOPE to those that still live in the abuse.

In 1989, Congress proclaimed October as the National Domestic Violence Awareness Month, therefore we are also asking to hold a campaign in the town of Altavista called "Purple Light Nights". We would like to place a banner on the street and strings of purple lights on every other light pole on both sides of Main Street starting at the corner of Main and Board St. to Main and Lola St. We will be provide the lights if you could have them put up and turned on at night. Date will be October 1 thru October 31, 2018. Whatever nights you can provide this service will be appreciated. Thank you for allowing the YWCA/Frannie's House for being part of such a caring community as Altavista, Virginia.

Sincerely,



Jean Brooks B

Frannie's House Manager

YWCA of Central Virginia

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proclamation request.

Motion carried:

VOTE:	Mr. Mike 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 moved forward with a discussion of the Purple Lights Night request from Frannie's House.

Mr. Coggsdale stated the details within the request consisted of hanging purple lights on the existing light poles in town. Starting with Main Street and going to the corner of Main and Lola, lights being hung on every other pole on both sides of the street.

Mr. Coggsdale continued by telling Council the Frannie's House stated they would be supplying the lights for the project, but asked for staff help in hanging the lights.

Mr. Coggsdale suggested to Council when considering this event request and its approval, to also think of possible future requests of its nature and how Council can accommodate all requests to best serve the community as a whole.

Mayor Mattox asked staff to evaluate the time involved from town workers in accompanying such a request. The Mayor also asked for staff to offer any policy thought to be needed for future occasions of this type of request.

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Mrs. Dalton stated her concerns if Council agreed to the current request, of how many other organizations would want and expect the Town to be responsible for assisting in their events. She stated it would be easier to make an informed decision on the subject with more details from staff of the Town's possible time involved, as the Mayor had requested.

Mr. Emerson suggested to Council to use the Town Library as the central location for a lights display and/or visual spotlight for events or special occasions because the library is a focal point in the town. He stated this can be accomplished by hanging permanent lighting where the colors can be changed for the specific needs of the Town or any organization.

Mrs. Brumfield agreed and offered another solution of a tree being placed at the Library for all events that an organization can decorate themselves for their specific purpose.

Mr. Coggsdale agreed to investigate the possible man hours needed from the town for the current request and in the event a request like this occurs again and report back to Council at the upcoming September work session.

Mayor Mattox, as did all Council members, agreed with the continuance of this discussion being put on the September Work Session Agenda.

5. Citizen's Time

No one came forward on this date.

6. Consent Agenda

- a. Approve Council Minutes – August 14, 2018 Regular Meeting and August 28, 2018 Work Session Meeting
- b. Acceptance of Monthly Finance Reports
- c. Approve FY2019 Utility Project Engineering Proposals
- d. Approve AOT Request to Use English Park for Gibley Jog
- e. Adopt English Park Improvements Procurement Discussion
- f. Approve Delinquent Tax List Advertising/Write-off Request
- g. Approve Rt. 43 Gateway(Streetscape) Project Engineering Proposal Increase
- h. Approve (retroactive) HVAC Quotes for Avoca Office—Council approved the quote of Select Air for the replacement of the Avoca Office HVAC unit.

Mr. Higginbotham asked for a partial removal of item c. of the Consent Agenda so it can be a continued discussion. His request included taking off the Beverly Heights, Holly Hills, and Melinda & Avondale pump stations; which also included the pipe network for Melinda and Avondale. This request would leave on the consent agenda Standard Specs and Details, Flow Control Valve for Dearing Ford to Melinda Drive, and the WWTP Electrical Upgrade Phase.

Mr. Coggsdale stated the items removed from the Consent Agenda would be added to the Unfinished Business part of that night's regular Agenda.

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Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the consent agenda, with the exception of the partially amended item c. of the agenda presented.

Motion carried:

VOTE:	Mr. Mike 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

None scheduled for this date.

8. New Business

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

Mayor Mattox asked if there was any additional questions or concerns before agreeing to approve the amendments and move forward with a public hearing.

Mrs. Dalton suggested to defer action giving Council time to read the new information and amendments to the ordinance of the two subjects.

Mr. George asked if there had previously been public hearings, to which Mr. Coggsdale answered there had been discussions at the meetings of the Planning Commission and the last Council Work Session to finalize the amendments, but no public hearings to date.

Mayor Mattox stated that first readings are usually done at Regular Council Meetings and asked Mr. Coggsdale to place the consideration of the two items be placed on the October 9th Agenda, which will then allow for advertising a Public Hearing.

- b. Consideration of WWTP Clarifier #1 Bids

Mr. Coggsdale reminded Council this project was approved in the FY2019 Utility Capital Improvement Plan with a construction budget of \$325,000. The project was designed by Hurt and Proffitt. He stated a bid opening was held on August 28, 2018 and a total of four bids were received.

Mr. Coggsdale continued by stating Hurt and Proffitt evaluated all bids and recommended the bid be awarded to J.S. Haren in the amount of \$305,000. He stated that J.S. Haren was awarded the contract last year for the #2 Clarifier and it has performed satisfactorily according to the engineers.

Mr. Coggsdale asked Council to consider Hurt & Proffitt's recommendation and decide whether to proceed with awarding the contract to J.S. Haren or consider other options.

Mayor Mattox asked what the monetary difference was between the lowest bidder, Frizzell Construction, and the suggested contractor; in which Mr. Fore answered \$48,000.

Councilman Higginbotham stated his belief that even though the project is necessary, Council should try and save the town as much money as possible.

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Mr. George asked for the reasoning behind the decision made by Hurt & Proffitt regarding its contractor choice.

Mr. Fore stated Hurt & Proffitt consulted their own attorney in whether or not to consider the two lowest bids since they did not give a signature of receiving the projects Addendum.

Mr. Higginbotham stated the signature was an informality, and not stated mandatory for a contractor's bid to be considered. He continued by saying if the engineer does their part in overseeing this project, the lowest bid from Frizzell would be a justified choice.

Mrs. Dalton stated the decision for consideration should be with engineering expertise, not a legal opinion from an attorney. She continued by stating, as long as Hurt & Proffitt are willing to acknowledge all of the bids are acceptable from the engineering side of the project for the necessary specifications, she would agree to go with the lowest bidder, Frizzell Construction, of \$257,000.

Mayor Mattox asked if Mrs. Dalton's last comment was a "motion" to move forward and award Frizzell Const. the contract for the #1 Clarifier project.

Mrs. Dalton, seconded by Mr. Emerson, motioned to award Frizzell Construction the contract.

Motion carried:

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mrs. Micki Brumfield	Yes

c. Consider EMS Building Proposals Process

Mr. Coggsdale referenced the previously issued RFPs (Request for Proposal) in regards to the possible sale or reuse of the former Altavista Life Saving Crew building, located at 1510 Main Street. The proposals were due on August 30, 2018. He stated three proposals were received. Mr. Coggsdale gave a packet with all three proposals to Council members at the meeting for their review.

Mr. Coggsdale continued by asking Council for direction in how they wanted to proceed with the evaluation of proposals.

Mayor Mattox asked for legal counsel from Town Attorney, Mr. John Eller, if the review and discussion could be done in Closed Session, considering the possible sale or lease of the property.

Mr. Eller stated yes, because the discussion involves real estate.

Mayor Mattox asked Council if there were any objections.

No Council member objected. All were agreed to move the discussion regarding the EMS building proposals process into Closed Session.

d. Consideration of Habitat for Humanity "Blitz Build" Parking Request

Mr. Coggsdale stated Habitat had requested the use of the field at the corner of 14th Street and Avondale for parking during a "Blitz Build" on the weekend of October 13th-14th, 2018.

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Mr. Coggsdale continued by reminding Council the requested field has been used multiple times for the same purpose. He stated Mr. Eller drafted a legal release form for this purpose and Staff had updated the release form for this specific request.

Mr. Emerson, seconded by Mrs. Dalton, motioned for the approval of the request.

Motion carried:

VOTE:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mrs. Micki Brumfield	Yes

9. Unfinished Business

a. Melinda and Avondale Drive Pump Station and New Pipe Approval

Mr. Higginbotham states he does not want Council to rush into any decisions without more investigation on the issue.

Mr. Higginbotham continued by asking Council to seek a second opinion from Dennis Knight with Wally & Wilson Engineering Firm. He stated he would like to know the cost and feasibility of other options and also have Wally & Wilson state whether Hurt & Proffitt are on the right track or not.

Mr. Higginbotham showed Council a pressure reducing valve he brought in for reference to ask Council if there is a possibility of using them on existing pipes of the houses at the bottom of the hill to supply higher pressure at the top of the hill of the Melinda Zone.

Mrs. Brumfield agreed to given the decision more time for discussion.

Mrs. Overbey stated she feels asking the Town to spend more money on a second opinion was unnecessary considering the amount of time and money already invested into the project.

Mr. Coggsdale elaborated on the amount of effort already given to the project, stating there was a total of three different engineering firms that looked at the issue. He named the three firms as Hurt & Proffitt, Peed & Bortz, and Woodard & Curran.

Mr. Fore entered the conversation by stating all three firms studied the project and are familiar with the issue. He stated Peed & Bortz agreed with the need of an additional supply tank if there was a significant increase in housing, but the firm felt a booster pump station at the Melinda Zone was sufficient for the current pressure issue.

Mr. Fore went on to state all three engineering firms agreed the booster pump station was the most efficient and cost friendly solution at this time.

Mr. Fore stated the installation of the pump station will not only help control the water pressure issue, but also being able to utilize more capacity of the existing tank when in higher demand.

Mr. Higginbotham stated his concern for the other zones in that area, Holly Hills and Beverly Heights, being affected by the pump station installation.

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Mr. Fore replied to Mr. Higginbotham and agreed there will be a future need to add pump stations to those areas and stated those two projects are included in the zoning issue plan. He continued by stating the two other zones will be phased in at later dates.

Mr. Emerson asked Mr. Fore if using the pressure reducing valves that Mr. Higginbotham spoke of had been asked to the engineering firms as a possibility.

Mr. Fore stated yes the questioned had be addressed. He continued with stating the use of the valves would cause significant problems within the existing “old” pipes now being used. He reminded Council of the addition of new pipework for the Melinda Zone being in the proposed project.

Mrs. Brumfield asked Mr. Fore if the proposed pump station for the Melinda zone is approved, would there be potential problems for Holly Hills and Beverly Heights in the future.

Mr. Fore responded to Mrs. Brumfield by stating the possibility has been discussed, but only possible if that area has significant growth. He continued by stating there is no way of knowing without adding the pump station and it being in service for a period of time.

Mr. George reminded Council of Mr. Fore being very familiar with the Melinda Zone project because the Town previously hired him as a consultant on the same issue.

Mr. George continued by stating he had full confidence in Mr. Fore’s expertise and recommendations.

Mayor Mattox asked for a motion to approve Mr. Higginbotham’s request.

Mr. Higginbotham, seconded by Mrs. Brumfield, motioned to approve the request for more time to decide on the project and acquiring a second opinion from Wally & Wilson Engineering.

Motion failed

Vote:	Mrs. Micki Brumfield	Yes
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes
	Mr. Mike Mattox	No
	Mrs. Beverly Dalton	No
	Mr. Tracy Emerson	No
	Mrs. Tanya Overbey	No

Mayor Mattox asked for a motion to approve staff’s recommendation to move forward with the Melinda Zone project.

Mr. George, seconded by Mrs. Overbey, motioned to approve the staff’s recommendation.

Motion carried

Vote:	Mrs. Tanya Overbey	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Timothy George	Yes
	Mrs. Micki Brumfield	Yes

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10. Reports and Communications

a. Town Manager's Monthly Report

Manager's Report for September 11, 2018 Council Meeting

Staunton River RIFA

Documents have been submitted by the Town in regard to the Revenue Sharing Agreement and the adoption of the ordinance creating the RIFA. Waiting for the other localities to submit their documents to the attorney.

Southern Virginia Multi-modal Park – Utility Review

Continue to work on this item.

Rt. 43 Gateway Project (Streetscape/Utilities)

Town has received notice that it will receive funding through VDOT's "TAP" grant program based on our application for additional Streetscape work. Staff continues to work on this project with the engineers and VDOT, as necessary.

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 being finalized.

Dalton's Landing Canoe Launch Project Update

DCR grant application was submitted prior to the July 19th deadline. Notification is expected in September.

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).

Bedford Avenue Park Tennis Court Replacement and Sidewalk

This project is slated to begin in October and completed in November. Budget amendment will be needed, Council previously approved the project.

Downtown Public Parking Signs and Banners

Staff has ordered the signs and banners to designate Public Parking in the downtown area and will be installed once received. Council previously approved this project.

WWTP Clarifier #1 Project

Bids were received. This item is on the September meeting agenda.

Mr. Coggsdale stated to Council the additional Departmental Reports were in the packets for tonight's meeting. He encouraged Council to read the Recreation Committee meeting notes and minutes to stay up-to-date on the good work they are doing, and all other reports to stay informed of the progress of ongoing projects.

11. Matters from Town Council

Mr. Higginbotham asked Mr. Coggsdale if he could talk with VDOT or Norfolk Sothern regarding the issue of concrete falling from the Hurt tunnel beneath the railroad.

Mr. Coggsdale agreed to communicate with one or the other and also make the Hurt Mayor aware of the situation and keep him involved.

Mr. George asked staff to look into the amount of time the stoplight on the corner of 7th Street and Main is taking to change.

Mr. Coggsdale stated he had observed the stoplight sequence earlier that day. He continued with the times being from green lights being 20 seconds to red lights being 2 minutes, with some of that time being turn arrows.

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Mr. Coggsdale agreed to communicate with VDOT to check on the vast difference between the light changes.

Mr. Coggsdale suggested some of the delays and differences may occur at certain times of the day to help direct traffic at heavier traffic times.

Mr. Emerson added sometimes the lights in that particular area will be delayed because of the public service building, Fire Department and Rescue Squad, being in operation on the next block. When dispatched, the surrounding lights will hold traffic for safety purposes.

Mr. George stated he also had concerns regarding the Lane Company demolition and cleanup project. He asked, with a property maintenance ordinance being enforced for personal property owners in the town, if there is such an ordinance in place to regulate industry within the town for such a project.

Mr. Eller replied stating there is not a current property maintenance order in place to help regulate the Lane project, but there is a public nuisance ordinance in place that would apply to certain conditions of a property if an issue were to arise.

Mr. George stated the company responsible for completing the demolition and cleanup has been working on the project for 5 or 6 years and he questioned if there are possible violations being committed making the property unsafe for the surrounding area.

Mr. Coggsdale stated the project is still an active demolition site. He offered to check with the county for any rules or regulations being violated or items that need to be addressed in regards to final cleanup.

Mrs. Dalton asked if the issue was with safety or appearance.

Mr. George stated his concerns are with both safety and appearance because the Town would like to be able to promote the property but cannot unless the site is deemed safe and presentable.

Mr. Coggsdale assured Council he would get in touch with the county and the owner of the company that is handling the demolition to create a continued dialog and report on the progression and safety of the project. He stated to Council he would give them an update on the site after consulting with both parties.

Mr. Emerson asked, in regards to the Elementary School parking and driving zone issues, how long would the wait be to see progress on the project.

Mr. Coggsdale replied VDOT is evaluating the application, but stated even if the project is funded it would be approximately nine to ten years out in completion.

Mr. Emerson asked, if Council agreed, for Mr. Coggsdale to address Campbell County in regards to the safety issues at the school zone.

Mr. George suggested asking for approval of deputies directing traffic in that zone to mirror the traffic control at the High School (Altavista Combined School).

Assistant Town Manager, Mr. Dan Witt, came forward to thank Council for their support while he has been in office. Mr. Witt's last day in office being Friday, September 14th, 2018.

Mayor Mattox asked for a Resolution of Appreciation from Council. Wherein, all council members agreed.

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Mayor Mattox closed the meeting with his thoughts and remembrance of the 9/11 terrorist attacks 17 years ago in New York with the first wave of the attacks starting at 9:37am and the tragedy of 3000+ people being lost in those attacks. He asked for everyone attending the meeting to keep them and their families in our prayers.

12. Closed Session

There was no closed session on this date.

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 8:01.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk