

Regular Council Meeting – May 14th, 2019

The regular scheduled May meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on May 14, 2019 at 7:00 p.m.

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

Council members

Present: Mayor Michael Mattox
Mr. Reginald Bennett
Vice-Mayor Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

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
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

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

3. Approval of the Agenda

Mr. Coggsdale informed Council of three amendments to the May 14th meeting agenda.

Mayor Mattox read aloud the agenda amendments:

- Staunton River Bank Erosion Issue – this item was added to section #8 New Business
- AOT “LOVE” Sign Update – this item was added to section #9 Unfinished Business
- VDOT Main Street Speed Study Update – item added to section #9 Unfinished Business

Mayor Mattox asked Council if they had any questions regarding the amended agenda, to which there were none.

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

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

4. Recognitions and Presentations

There were no recognitions or presentations scheduled for May 14, 2019.

5. Citizen’s Time (non-agenda items only)

Mrs. Sarah Phillips, 1407 Lynch Rd., came before Council with a concern regarding the abundance of litter located along the river banks in English Park.

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Mrs. Phillips stated, in previous visits with her family to the swimming area, there has been diapers, swimming trunks, cigarette butts, and other trash left at the site by other visitors. She stated she was concerned the issue was becoming a problem and not fair to the citizens that use the area that are respectful and clean up their own trash.

Mrs. Phillips suggested placing additional trash containers at the site to possibly help deter littering.

Mrs. Phillips also suggested the town have a “clean-up” day for the park, consisting of teams to include the town staff and Council, along with volunteer citizens, to clean up the unsightly trash. She stated the event could be conducted as a contest, and the winning team would receive recognition in the local newspaper. She stated the public event may help deter potential litterers and also help bring pride to the community for their help in keeping the park a clean place to visit.

Mr. Higginbotham asked Mrs. Phillips to be more specific about where along the river banks at English Park she had encountered the excessive litter. Mrs. Phillips answered, stating most of the excessive litter she noticed was being left at the swimming/fishing area.

Mr. George stated he also noticed an increase in littering at the boat ramp located in English Park.

Mayor Mattox thanked Mrs. Phillips for her concerns and suggestions to help the litter issue.

Mayor Mattox asked Mr. Coggsdale, Town Manager, to place the item on the May Council Work Session Agenda for further discussion.

6. Consent Agenda

- a. Approval of Council Minutes:
 - April 9, 2019 Town Council Regular Meeting
 - April 23, 2019 Town Council Retreat
 - April 23, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Altavista On Track – Chalk Festival Approval
- d. Rt. 43/Gateway Streetscape Project – Funding Approval
- e. Approval for Declaration of Town Surplus Property
- f. Purchase of GIS Device for Utilities & Public Works

Mayor Mattox asked if there was any discussion needed by Council regarding the consent agenda items, to which there was none. Mayor Mattox requested a motion from Council to approve the consent agenda as presented.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

7. Public Hearings

Three public hearings were scheduled for the May 14th, 2019 Town Council meeting:

- a. Fiscal Year (FY) 2020 Budget and 2020-2024 Capital Improvement Program (CIP)

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Mr. Coggsdale gave a brief overview of the town's proposed FY2020 Budget as advertised. He stated the estimated town revenue for FY2020 was \$10,231,000 and the proposed expenditures would be \$10,231,000, therefore a balanced budget would occur.

Mr. Coggsdale continued with a breakdown of the proposed CIP Budget. He stated the total expenditures for FY2020-2024 were \$25,463,750. He continued stating the upcoming FY2020 proposed capital outlay was \$1,746,100; bonded projects were \$3,649,900; and the remaining FY2021-2024 CIP being \$20,067,750.

Mr. Coggsdale stated the proposed budget allowed for the Real Estate and Personal Property Taxes to remain at their current rates; Real Estate Tax = .08 cent on every one hundred dollars (\$100) of said real estate, and Personal Property Tax = two dollars (\$2) on every one hundred dollars (\$100) of value of said property.

Mayor Mattox opened the public hearing at 7:08pm.

No one came forward to speak regarding the proposed FY2020 Budget and CIP.

Mayor Mattox closed the public hearing at 7:09pm.

b. Utility (water & sewer) Proposed Rate Increases

Mr. Coggsdale stated the proposed FY2020 Budget included a utility rate increase that, if approved, would go into effect December 1, 2019. He stated the increase would include an eight percent (8%) rate increase for water and a four percent (4%) rate increase for sewer.

Mr. Coggsdale offered an example of the increase, stating in a household that used 5000 gallons of water in one quarter (three months), the residence would see a utility bill increase of approximately \$1.50.

Mayor Mattox opened the public hearing at 7:11.

- Mrs. Lois Scruggs, 705 12th Street, came before Council with her concerns regarding her utility bill doubling from the amount she had been used to paying for the past several years. She stated she had lived in other localities in the state of Virginia and had also had utility increases while living in those localities, but never such a high increase as to double the amount of her utility bill.

Mayor Mattox thanked Mrs. Scruggs for attending the meeting and sharing her concerns with Council and staff.

- Mrs. Evelyn Waller, 813 8th Street, came before Council with her concerns regarding the recent utility rate increase that affected her most recent (April) utility bill being so high and the possibility of another rate increase in the newly proposed fiscal year budget.

Mrs. Waller asked what the "Cemetery Fund" was for in the town's budget, to which Mr. Coggsdale answered, the Cemetery Fund provided for the maintenance and upkeep of the Green Hill Cemetery, owned by the town, located off Westwood Drive in Altavista.

Mrs. Waller informed Council that the town had taken up the gravel in the front of her residence, but they have not replaced the gravel yet.

Mayor Mattox thanked Mrs. Waller for attending the meeting and sharing her concerns with Council and staff.

- Mrs. Naomi Burdett, 807 15th Street, referenced an article in the local newspaper on April 24th that mentioned tax codes. She stated she did not understand the codes for the items and would like to see the town explain the codes better when placing an article in the newspaper. She stated if she did not understand the codes, she was sure there were other citizens that probably didn't understand the codes either.

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- Mrs. Burdett also asked Council to consider offering the senior citizens of Altavista a discount on their utility bills. She stated a utility discount would especially be beneficial to the seniors with ongoing illnesses that incur high doctor bills and reoccurring medication costs.

Mrs. Burnett informed Council of her medical situation and a \$66,000 bill she received from her stay in the hospital. She stated she does the best she can do with what she has, but would like for Council to consider helping seniors like herself with similar situations by offering a senior discount on utility bills.

Mayor Mattox thanked Mrs. Burdett for attending the Council meeting and for her comments and suggestions.

Mayor Mattox asked Mr. Coggsdale, Town Manager, to place an item on Council's May Work Session Agenda for further discussion regarding the possibility of a senior citizen utility discount.

- Mrs. Liz Jones, 606 Riverview Drive, referenced a report that was done by the American Society of Civil Engineers every couple of years regarding locality water and sewer infrastructure across the state of Virginia. She stated, when the report was last conducted/issued, the state of Virginia received a "D" rating for its water and sewer infrastructure.

Mrs. Jones suggested Council consider using some of the funds generated by the utility rate increase, towards the community water and sewer infrastructure. She stated if the funds were used to update the town's old infrastructure, it would be good for the town's future in offering the community quality water/sewer services.

Mayor Mattox thanked Mrs. Jones for attending the meeting and sharing her concerns, comments, and suggestions to Council.

- Mrs. Charlene Monroe, 910 11th Street, came before Council with concerns regarding the recent utility increase. She stated she lives alone at her residence and her utility bill doubled. Mrs. Monroe stated she would like to have more details regarding the recent utility increase.

Mayor Mattox thanked Mrs. Monroe for her concerns. He stated staff would be glad to contact her and explain the details of the recent utility increase.

- Mrs. Evelyn Waller referenced an article in the local newspaper in 2018 that stated the town water plant failed to take/obtain a scheduled water quality test. She asked Council if town water was safe to drink.

Mayor Mattox answered Mrs. Waller, stating the water supplied by the Altavista Water Plant was very safe to drink. He stated Altavista not only supplies the 3,500 residents within the town, but millions of customers all over the world through the products produced by Abbott Labs located in town.

- Mrs. Gloria Brown, 1714 Eudora Lane, came before Council with her concerns regarding the recent utility bill increase. Mrs. Brown stated there were mostly senior citizens living in the homes around her and they all live on a fixed income, meaning they have to prepare themselves for bills they know are coming. She continued stating she thought the utility increase would not start until July 1st of this year, 2019.

Mayor Mattox thanked Mrs. Brown for coming to the meeting and sharing her concerns with Council.

- Mrs. Linda Spinner, 1034 7th Street, shared with Council her concerns with the water quality tests for the town water not being done. She stated she would like to know if the tests had been done, but not advertised, and if so, she and her husband, David Spinner, would like to know the results to have "closure" on the issue.

Mrs. Spinner stated she was also concerned about her last utility bill being double what it normally was and would like to know more detail regarding the increase.

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Mayor Mattox thanked Mr. and Mrs. Spinner for attending the Council meeting.

Mayor Mattox asked if there was anyone else that would like to come before Council with comments or concerns, to which there were none.

Mayor Mattox closed the public hearing regarding the proposed utility rate increase at 7:29pm.

Mayor Mattox offered Council's appreciation for all of the comments and concerns shared by the citizens attending the meeting.

Mr. Coggsdale asked Mayor Mattox and Council if they would like to take time to clarify some of the concerns mentioned by the citizens, during the public hearing, in case some of the citizens do not want to stay for the entire meeting.

Mayor Mattox suggested Mr. Tom Fore, Altavista Utilities Director, share the latest test results for the town's water quality, so citizens could have closure regarding the subject.

Mayor Mattox stated Mr. Fore had done a lot of good things for the community and the Town of Altavista was lucky to have him as their Utilities Director.

Mr. Fore stated he had been in the utilities business for almost forty years, with twenty-seven of those years being in nearby Amherst.

Mr. Fore shared a brief summary of his history with the Town of Altavista. He stated in 2015 he was asked by the town to help survey the water plant for issues and make suggestions for improvements. He continued stating, in 2016 he partnered with Mr. Bernard Proctor, Virginia Department of Health (Danville), to conduct approximately 20 "field samples" of the water throughout the town. He stated all of the samples had good results.

Mr. Fore informed the meeting attendees of an award recently won by the Town of Altavista for the optimization of the filtration system at the water plant. He stated all recent water test results were good and met the governmental standards for quality and operation.

Mr. Fore stated the water plant processes approximately two million gallons of water per day, with the majority of that water coming from local springs in and/or around the town. He referenced Reynolds Spring located off Tardy Mountain Road and the McMinnis Spring located off Rockford School Road. Mr. Fore stated the two springs are also tested annually.

Mr. Fore stated the Town of Altavista had recently been contacted by the Federal Government to participate in a pilot study to monitor "new elements" and/or chemicals that may be entering the country's water systems from new products that were not around a few years ago and not on the government's previous list of contaminations.

Mr. Fore offered his apology for a water test that was not done when it was scheduled to be done, but the test had been done shortly after that time and all results were good.

Mr. Fore stated the Town of Altavista's water quality tests have had good results for the past two years and, as Utilities Director, he would make sure the tests continue to be done on time and the results reported to the citizens of Altavista.

Mr. Fore informed meeting attendees of a class he annually teaches at Virginia Tech to future water service operators regarding the "ethical responsibilities" of a public service professional. He stated the operators of a town's water plant facility touches thousands of lives per day through the water production going into the homes of its residents.

Mr. Fore stated that he takes pride in his work as Altavista's Utilities Director and strives to help the town maintain the best water quality service possible for its citizens.

Mr. Fore offered his appreciation for the comments and concerns shared by the citizens at the Council meeting and stated he wanted them to have the closure they requested and deserved.

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Mayor Mattox asked Mr. Fore to also give a brief summary to explain the reason the town recently needed to increase utility rates.

Mr. Coggsdale stated, he first wanted to clarify the confusion of the utility increase being on the April bill and not the upcoming July bill as the citizens thought it would be.

Mr. Coggsdale stated the need for the current utility base charge and rate increase was discussed during the last fiscal year's budget meetings and public hearing. He stated the action was approved at the June 2018 regular scheduled Council meeting for the FY2019 budget, which went into effect on July 1st, 2018. He continued stating the utility increase was approved to be implemented on December 1st of 2018, and therefore showed on the January 2019 utility bill for monthly customers, and April 2019 for quarterly customers.

Mr. Coggsdale stated the utility rate increase that was being considered for the proposed FY2020 budget, if approved, would not take effect until December 1, 2019, and therefore would not show on a resident's quarterly bill until April, 2020. He offered an example of the proposed increase, stating the 8% water and 4% sewer increase would equal to approximately \$1.50 for a household using an average of 5000 gallons of water per quarter.

Mr. Coggsdale informed citizens attending the meeting of the reason for the utility increase. He stated the Town of Altavista went through a Facility Assessment Improvement Program two years ago to analyze and get an overview of the age and condition of the town's water and sewer systems. He stated, through the process, the assessment consultant gave the town a long list of necessary improvements, totaling approximately fifty million dollars.

Mr. Coggsdale stated that Mr. Fore had reviewed the recommended list and condensed the list down to the items most needed by the town, while still maintaining a quality water and sewer service for its citizens; the revision lowered the total cost down closer to forty million dollars. He stated the entire scope of improvements would be completed over a twenty-five year span in order to spread out the cost associated with each of the projects.

Mr. Coggsdale stated the first phase of improvements would be done with the CIP (Capital Improvement Plan) in FY2020-2024, totaling eighteen million dollars (\$18,000,000). He stated the Town of Altavista does not currently generate enough revenue to cover an eighteen million dollar debt service, therefore they had to consider what options were available to do so.

Mr. Coggsdale stated the assessment consultant also conducted a "rate study" to offer the town a reasonable objective to follow when considering a plan to pay for the improvements needed at the water plant. He stated the recent utility increase and proposed future increase was the best option offered in the rate study.

Mr. Coggsdale stated staff and Council always try to be transparent with the plans they consider implementing for the town. He stated, if a group of citizens would like to get together at a later date to discuss further the current and proposed utility increase, staff would be glad to do so. He stated they could call the Town Hall office to make an appointment. Mr. Fore stated he would also be glad to meet with anyone that wanted additional information regarding the town's utility plans or utility bills. He offered to come to a meeting place of their choice.

Mrs. Spinner referenced the previously mentioned \$6.50 base charge that was now a part of the utility bill, and asked if the cost was monthly or quarterly, to which Mr. Coggsdale answered, the \$6.50 was a monthly "utility" base charge, equaling out to \$19.50 per quarter. He stated the addition of the utility base charge was the reason some people thought their water bill had doubled if they were used to paying \$15-\$20 and now pay \$35-\$40.

Mr. Coggsdale referenced a statement made by Mayor Mattox, stating the Town of Altavista has had one of the lowest utility rates offered to its residents by a locality in the Commonwealth of Virginia for several years. He stated the town does not seek to be the highest on that list, or even close to the top, but it was time to implement a utility rate increase in order to pay for some of the improvements desperately needed at their water plant in order to continue producing a quality water and sewer system for the citizens of Altavista.

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Mrs. Dalton referenced the suggestion by Mrs. Liz Jones to upgrade the town's infrastructure, and stated the town would be continuing to upgrade the infrastructure along with the water plant projects in order to have an overall upgraded system. She stated the town had been working on the replacement of its water and sewer infrastructure system for the past couple of years. She continued stating the current road construction at the lower end of Seventh Street was due to the town replacing water and sewer pipes in that area.

Mr. Coggsdale stated the life expectancy of water and sewer pipes was forty to fifty years, and there were some pipes in the Town of Altavista well over seventy to eighty years old. He stated the last thing the town wants was to have its residents without water because of an old busted/broken water pipe.

Mayor Mattox assured the attending citizens that every dollar received from utility revenue is designated for the operations and improvements of the water plant and town infrastructure. He stated none of the utility funds are allowed to go into any other fund or project.

Mayor Mattox asked Mr. Fore if he had any additional comments he would like to share regarding the recent utility increases or utility improvement projects.

Mr. Fore informed attendees the Town of Altavista has forty miles of water and sewer line (infrastructure) within its boundaries. He stated the cost to replace one mile per year was approximately one million dollars. He confirmed Mrs. Dalton's statement, stating the town had already started replacing some of those lines by annually allocating funds in the budget of seven hundred and fifty thousand dollars each water and sewer.

Mr. Fore stated all of the improvements needed at the water plant (pump replacement, filter upgrades, etc.) and also in the town's water and sewer infrastructure, was necessary to improve the efficiency of the system, which in turn maintains its quality of service.

Mr. Fore referenced a recent fire at the Waste Water Treatment Plant (WWTP), stating the fire was due to "old" electrical equipment malfunctioning. He stated the staff was able to put out the fire quickly, keeping the damage at a minimum. Mr. Fore stated some of the electrical equipment at the WWTP was at least ten years past its useful life. He stated the 480 Volt equipment used at the plant had a life expectancy of ten to twelve years, but most of the equipment currently being used was over twenty years old and in need of replacement.

Mr. Fore stated, as Utilities Director, he struggled with how to approach paying for the improvements needed because of the cost, but at the same time he knew the improvements and upgrades were long overdue and needed to be addressed in order for the town to continue offering its citizens the quality of service they expect and deserve.

Mr. Fore shared his recent move to Altavista from Amherst in March of 2019, and stated he was now, not only the Utilities Director, but also a citizen of the Town of Altavista. He stated he would do everything in his power to keep utility costs down for his fellow citizens.

Mayor Mattox thanked Mr. Fore for his comments and his service.

Mr. Bennett asked if he would be allowed to speak at this point in the meeting and Mayor Mattox allowed him to do so.

Mr. Bennett shared he too was a citizen of the Town of Altavista and that his wife has medical bills and medications they have to budget for every month. He stated, if a rate increase need arises in the future, he suggested Council implement smaller increases over a longer period of time in order to pay for the project.

Mr. Bennett referenced the comment that mentioned helping senior citizens or citizens that have high medical bills with their utility bills. He stated he felt it would be a good idea for Council to consider options pertaining to the suggestion.

Mr. Bennett stated his appreciation for so many citizens attending the meeting with their comments and concerns and stated he hoped they considered coming to more meetings.

Mayor Mattox stated he felt both parties, citizens and Council, learned something at the meeting through listening to one another and discussion.

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Mayor Mattox stated the key to a successful government is “communication” and working together would make the Town of Altavista a better community.

c. Zoning Ordinance Text Amendments – “Food Bank, Food Pantry, and similar uses”

Mr. Coggsdale stated the “zoning ordinance” public hearing was for Council to consider the Planning Commission’s recommendation to amend sections of Chapter 86 “Zoning” of the Town Code. The purpose of the Public Hearing is to receive comments on, to consider, and possibly vote on the following amendments:

Zoning Ordinance Article and Section - Amendments and Changes:

- **Article II, Section 86-32**
 1. Adds to the “Definitions” section, “Food Banks, Food Pantries or similar uses”.
- **Article III, Division 5, Section 86-322**
 1. Adds “*Food bank, food pantry, or similar uses*” to the C-1 (Local Commercial) District as a permitted use under (3) *Civic use types*. *Subject to Sec. 86-482.1* (Development Standards).
- **Article III, Division 6, Section 86-352**
 1. Adds “*Food bank, food pantry, or similar uses*” to the C-2 (General Commercial) District, as a permitted use under (3) *Civic use types*. *Subject to Sec. 86-482.1* (Development Standards). *Special use permit required*.
- **Article III, Division 7, Section 86-382**
 1. Adds “*Food bank, food pantry, or similar uses*” to the M (Industrial) District as a permitted use under (3) *Civic use types*. *Subject to Sec. 86-482.1* (Development Standards).
- **Article IV, Division 1, Section 86-482.1**
 1. Adds Development Standards for “*Food bank, food pantry, or similar uses*.”

Mr. Coggsdale informed Council the Altavista Planning Commission conducted a public hearing on the proposed zoning ordinance text amendments at their April 1, 2019 regular meeting. He stated, following the hearing, the Planning Commission unanimously voted to recommend approval of the zoning ordinance text amendments, as presented, to the Altavista Town Council for consideration and approval.

Mayor Mattox opened the public hearing at 7:54pm.

Mayor Mattox asked if there was anyone attending the meeting that would like to come forward with a question or comment concerning the recommended text amendments to the town zoning ordinance regarding a food bank/food pantry, to which there were none.

Mayor Mattox closed the public hearing at 7:55pm.

Mr. Coggsdale stated, with the required public hearing conducted, Council had three options to consider moving forward; (1) motion to accept the Planning Commission’s recommendation and approve the zoning ordinance text amendments related to “food banks, food pantries, or similar uses” as presented or amended, (2) Defer action on the recommended text amendments until a future meeting, or (3) motion to reject the Planning Commission’s recommendation for text amendments to the town zoning ordinance.

Mayor Mattox asked Council if they had any comments or concerns regarding the recommended zoning ordinance text amendments for food banks/food pantries.

Mrs. Dalton asked if there was a “special use permit” currently required for a food bank or food pantry to operate in the Town of Altavista, to which Mr. Coggsdale answered, only if operating in the C-2 General Commercial District. He stated the C-1 Local Commercial and M Industrial Districts were open to this use “by right”, without a required permit, as long as the developmental standards listed in the ordinance were met.

Mrs. Dalton suggested having the “special use permit” be required for all food bank and pantry uses.

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Mayor Mattox stated he agreed with Vice-Mayor Dalton that all food banks and pantries should be required to obtain a special use permit for operation within the town. He stated, even though some districts allowed a food bank/pantry “by right”, he suggested having all such uses, at the least, be required to register with the Town Office.

Mr. Higginbotham stated the function of a food bank was to help fellow citizens that needed it, and if someone was willing to open a food bank, they should be encouraged to do so. He continued by stating a food bank should be able to operate without having to obtain a permit, and he favored the Planning Commission’s recommendation as presented.

Mayor Mattox stated, the reason he felt the town should request a food bank to have a permit to operate, or at least be registered with the town, was for the protection of the citizens using the food bank and also the residents and/or businesses surrounding the food bank. He stated the town could then review and/or monitor the traffic flow for safety.

Mr. George referenced his position on the Planning Commission, and assured Council they considered every reason “for” and “against” a food bank needing a permit to operate before recommending the proposed text amendments to Council. He stated the reason they decided to make the proposed changes was to encourage and accommodate churches and other non-profit organizations with the ability to service town citizens without a lot of requirements.

Mr. Bennett stated he felt there were a lot of citizens in Altavista that could use that type of service/assistance and didn’t think the town should complicate things by adding additional requirements. He stated he was in favor of Council accepting the Planning Commission’s text amendment recommendations.

Mayor Mattox asked Council to share any additional comments they had regarding the subject.

Mr. Mitchell stated he felt the Planning Commission had done their due diligence on the matter and he favored accepting their text amendment recommendations as presented.

Mr. Emerson stated he appreciated the Planning Commission’s hard work on the food bank/pantry item. He stated if churches or any other non-profits wanted to start a food bank or pantry in order to help the local citizens, he felt the town should strive to make the process as easy as possible.

Mayor Mattox asked Council if it was their will to officially vote on the item that night, to which all Council members were in consensus to do so.

Mrs. Dalton, seconded by Mr. George, motioned to accept the Altavista Planning Commission’s recommendation to amend the town zoning ordinance as presented regarding food banks, food pantries, and other similar uses.

Motion Carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

8. New Business

a. Request by First Baptist Church – Closure of a Portion of 10th Street

Mr. Coggsdale stated, for the past few years, First Baptist Church of Altavista, located on Bedford Avenue, had requested that a portion of 10th Street be closed during the time their Vacation Bible School was taking place. He stated the request would involve the portion of 10th Street between Bedford Avenue and Commonwealth Drive.

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Mr. Coggsdale stated the First Baptist Church Bible School was scheduled for June 9th through June 12th and, if approved, the fore-mentioned portion of 10th street would be closed from 5:30 – 9:00 p.m. each of those evenings. He continued stating the town would provide the “barricades”, but they would be put into place and removed each evening by church personnel or volunteers.

Mr. Coggsdale reminded Council they had previously approved the same request from First Baptist Church the past few years, and staff recommended an approval for the current request.

Mayor Mattox asked Council if they had any questions or concerns for discussion regarding the church’s road closure request.

Mr. Higginbotham suggested, since the request from First Baptist Church has become an annual occurrence, allowing the Town Manager to oversee the consideration and approval of this specific request by the church, to which all Council members were in consensus to do so.

Mrs. Dalton asked Council if they also wanted to consider allowing the Town Manager to oversee other “similar” request for road closure approval.

Mr. Coggsdale stated the Altavista Town Code has an allowance for the Town Manager to authorize requests for street closures, but he stated that he likes to bring the requests before Council to keep them informed.

Mr. Higginbotham stated, if there are no issues or complaints regarding a requested closure, it was his favor to allow the Town Manager to handle similar street closure requests.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the request by First Baptist Church of Altavista to close a portion of 10th Street during the time of their 2019 Vacation Bible School. Council also approved allowing the Town Manager, Waverly Coggsdale, to oversee similar road closure requests moving forward.

Motion Carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

b. FEMA Grant – Emergency Generators/Local Match Commitment

Mr. Coggsdale informed Council of the Hazard Mitigation Grant Program (HMGP) initiated by a Presidential Disaster Declaration stemmed from the occurrence of Hurricane Florence. He stated the program funds were for projects that would mitigate loss of life and property, such as generator installation to protect critical service facilities like the Altavista Water Plant.

Mr. Coggsdale stated Mr. Fore, Altavista Utilities Director, was considering applying for the HMGP grant to provide permanent, system-wide, emergency power generators for the town’s water supply in order to mitigate the possibility for loss of power and service associated with severe storm events. He continued by informing Council the total cost for the project was estimated to be \$498,000; and if the town’s grant request was awarded, the Federal share would be 75% (\$373,500) and the town’s share would be 25% (\$124,500).

Mr. Coggsdale stated the grant application deadline was May 30th, 2019 and Mr. Fore confirmed the deadline date was correct. He stated staff was requesting Council’s consideration to allow them to move forward with the grant application process.

Mayor Mattox asked Council if they had any questions for staff regarding the HMGP grant program or the water plant generator project proposal, to which there where none.

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Mr. Mitchell thanked Mr. Fore for his continued efforts and diligence of working on projects to continuously improve the town’s water system.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to approve staff’s request by allowing them to move forward with the Hazard Mitigation Grant Program and submitting an application for the Town of Altavista regarding emergency generators.

Motion Carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

c. Consideration of Development of a “Brownfields Program”

Mr. Coggsdale informed Council that staff had recently explored opportunities that may exist in the community in regards to the identification of a “brownfield site”. He stated a brownfield site is identified as “idled, underutilized, or abandoned industrial or commercial property where expansion or redevelopment was complicated by real or perceived environmental contamination.”

Mr. Coggsdale stated despite the challenges, remediating brownfield sites had many benefits for a community, such as saving greenspace, utilizing existing infrastructure, cleaning the surrounding air and water, and preserving natural habitats. He continued stating, since many brownfield properties were neglected eyesores, remediation would have a positive impact on adjacent property values, while contributing to a sense of community pride.

Mr. Coggsdale stated staff was seeking to begin development of a “Brownfields Program”. He stated the first step would be the issuance of a Request for Qualifications (RFQ) for “Brownfield Services” and once a consultant was defined, the process of seeking grant funding would begin.

Mr. Coggsdale stated, by starting the process now, the town may be able to submit an application for Virginia Brownfield Restoration and Economic Development Assistance and/or a US EPA application this fall. He informed Council the Virginia program generally makes awards in the spring of the preceding year while the EPA awards in the next fall.

Mr. Coggsdale referenced the program information given to Council in their meeting packets and stated, cleaning up brownfield sites was made possible through the US Environmental Protection Agency Brownfield Grants Program and the Virginia Brownfields Restoration and Economic Redevelopment Assistance.

- **Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF):** Established pursuant to § 10.1-1237 of the Code of Virginia of 1950, as amended (the Code), to provide either grants or loans to local governments to promote the restoration and redevelopment of brownfield sites and to address environmental problems or obstacles to reuse so that these sites can be effectively marketed to new economic development prospects.
- **US EPA Brownfield Grants Program:** Provides funds to local governments and nonprofit organizations on a competitive basis for the assessment and cleanup of brownfield sites. Launched in 1995, the EPA’s brownfields initiative helped to distinguish brownfield sites from those more highly contaminated “superfund” sites. The EPA’s grant programs are important financial resources for municipalities to plan for and redevelop brownfield sites.

Mr. Coggsdale stated, if Council approved the program, there were sites in town that staff would like to target in the initial start of Altavista’s Brownfields Program.

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Mr. Coggsdale stated, one of the sites staff had in mind was the property formerly known as the Lane Company. He informed Council that Mr. Eller, Town Attorney, and himself recently had a conversation with the property owner regarding the possibility of him redeveloping the site and what grants/funds were available to assist him in doing so.

Mr. Coggsdale stated there are other local communities that have been successful in developing this type of program and seeking the corresponding funding. He stated this would be a great opportunity for the town to redevelop some of its neglected properties.

Mr. Coggsdale stated the only cost to the town, at this time, would be the necessary advertisement for an RFQ.

Mayor Mattox asked Council if they had any questions for Mr. Coggsdale regarding the proposed Brownfields Program.

Mr. Mitchell asked how does staff find out about such grant opportunities.

Mr. Coggsdale answered, while in a meeting, staff heard of another community being granted the funds to accommodate a similar program and project. He stated he received the contact information regarding the grant from mutual peers and was able to gather information the town would need to pursue its own program and grant funding.

Mr. Emerson stated that he periodically rides by the former Lane Company site and the property's current condition looks like a "war zone". He stated the town should try and help him, and any other similar property that needs to be improved, as much as they can. He stated if the town having a Brownfields Program would help in those types of issues, he was in favor of the town doing so.

Mr. Emerson, seconded by Mrs. Dalton, motioned to accept staff's recommendation of Altavista developing a Brownfields Program. Council approved staff to advertise for a Request for Qualifications for Brownfields services, which would allow them to move forward with the process of submitting applications for funding from both the VBAF and US EPA Program Assistance Funds.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

d. Staunton River Bank Erosion Issue

Mr. Coggsdale informed Council of the erosion issue currently occurring along a river bank at English Park. He stated staff had been monitoring the issue for a couple of weeks in order to best determine a course of action to eliminate the problem, but on Sunday May 12th, a large tree fell from the bank into the river making the problem a pressing issue for repair.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, had recently removed a couple of the picnic tables located in the area closest to the river bank in order to save them from possibly falling into the river as well.

Mr. Emerson stated, with the mentioned picnic area beside the river being part of the previously discussed AOT "LOVE" sign placement, Council should consider the site not being suitable as a possible option to place the LOVE sign because of the erosion issue.

Mr. Coggsdale stated he and Mr. Garrett had an appointment on Thursday, May 16th, with one of the town's "on call" engineers to evaluate the situation and determine the best next steps to solving the erosion problem at English Park.

Mr. Coggsdale stated staff would keep Council informed and up-to-date on their progress.

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Mr. Higginbotham asked Mr. Garrett if he had considered using “gabion baskets” (wired cages filled with rock or concrete) as a temporary measure to divert the water from the bank, to which Mr. Garrett answered he had not, but he would discuss possibly using the baskets as a solution option with the engineer at their meeting on Thursday.

Mr. George suggested the Army Core of Engineers or DEQ should be contacted regarding the issue, so the town stayed within its responsibility to regulations.

Mr. Emerson asked, with the Park’s Master Plan already consisting of a CIP to develop the river banks along English Park with an option of a “cat walk” to the area, could the town explore the possibility of the addition being part of the current erosion issue solution.

Mr. Coggsdale stated staff would discuss the suggestion at their May 16th meeting with the town’s on-call engineer to explore if the option could be included with the erosion solution.

Mr. George stated he agreed with Mr. Higginbotham the town’s first responsibility should be a temporary emergency action until a permanent solution could be determined and implemented.

Mr. Emerson stated he agreed with the need for an emergency/temporary action, and stated his suggestion was offered as a possible option for Council to consider during the process of the erosion’s permanent solution.

Mr. Coggsdale shared with Council pictures of the bank erosion issue and of the tree that had recently fallen into the river because of the erosion.

Mr. Emerson asked if the site had been “flagged” dangerous, so citizens are not able to enter the area, to which Mr. Coggsdale assured Council, and Mr. Garrett confirmed, the area had been roped off from public access.

Mayor Mattox asked Mr. Coggsdale if there was anything staff needed from Council at that time, to which Mr. Coggsdale stated there was not. He stated it was staff’s intent to make Council aware of the situation and to let them know staff was working on a solution for the issue.

Mr. Garrett informed Council of a phone call he received that afternoon from a representative of the Army Corp of Engineers. He stated the engineer indicated the town would need to obtain a permit in order to take emergency action towards the bank erosion. He continued stating that would allow the town/staff to use measurements, such as the gabion baskets Mr. Higginbotham suggested, in order to protect the shore line of the river bank from eroding further until a more permanent solution can be determined and implemented.

Mr. Garrett stated staff would discuss the matter with the town engineer at the Thursday meeting to identify the steps Altavista needed to take in order to obtain the necessary permit needed to secure the shore line.

It was the consensus of Council to allow staff to continue moving forward with their work on the erosion issue of the river banks at English Park in order to find a permanent solution.

Mayor Mattox thanked Mr. Garrett and Mr. Coggsdale for their diligent work on the erosion issue.

9. Unfinished Business

a. WWTP EOP Grid Sampling Proposal

Mr. Coggsdale reminded Council of their previous direction to staff to seek quotes for “grid sampling” of Altavista’s WWTP Emergency Overflow Pond. He referenced the pond samples taken several years ago, and stated the results showed a marked reduction in the level of PCBs in the sediment of the pond from a previous grid sampling that had been completed over ten years prior.

Mr. Coggsdale referenced the gathered proposals shared with Council in their meeting packets and stated there was one additional proposal given to them in person at the meeting.

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Mr. Coggsdale stated the WWTP overflow emergency pond was gridded off into sections when the pond was previously sampled and there were twenty-seven locations the previous samples were taken from. He stated the town could use the same gridded locations for the current sampling project/study, as there were “markers” left in place allowing them to do so.

Mr. Coggsdale stated, after the samples are taken, they would then be sent to a laboratory in West Virginia for testing. He stated the cost of testing the samples was approximately \$2,700.

Mr. Coggsdale referenced the three proposals (quotes) the town received for services retrieving the samples from the WWTP overflow emergency pond:

- Kirk Environmental Engineering \$7,500
- Hurt & Profit Engineering Services \$1,650
- W.E.L. Environmental Consultants \$2,795

Mr. Coggsdale stated the services of the firm awarded the project would include retrieving samples from the pond at the same locations as the previous tests and securing the samples in containers to be shipped for the current test study. He stated the town would be allowing the awarded firm to use the “john boat” located at the WWTP pond facility.

Mr. Coggsdale stated, based on the submitted proposals, the town would be looking at a cost of \$4,500 to \$10,000 for the study, depending on which proposal the town chose to accept. He reminded Council there was \$5,000 in the current budget earmarked for the study.

Mr. Coggsdale assured Council that he and Mr. Fore, Utilities Director, would review the submitted proposals and compare them as “apples for apples”, meaning the three firms were offering “like” services within their bid proposals.

Mr. Mitchell asked if Kirk Engineering had the highest bid proposal because of them being from another state (West Virginia), to which Mr. Coggsdale stated yes, some of the additional cost was due to their traveling distance.

Mayor Mattox asked if any of the proposals were “adjustable” according to the hours of service or a fixed rate for the entire service to be rendered.

Mrs. Dalton suggested Council allow staff to evaluate the proposals for compatibility with the needs of the pond study, and then submit to Council a recommendation for consideration.

Mr. Emerson stated, with Council already approving the pond study at a previous meeting, he agreed with Mrs. Dalton’s suggestion of allowing staff to review the submitted proposals and determine the best candidate for the service.

Mr. Coggsdale reminded Council of only one of the three bids, Hurt & Proffitt, stayed within the allocated budget for the entire project and the other two would put the project over budget; one by \$500, (WEL) and one by \$5,000 (Kirk).

Mayor Mattox asked if one of the lower bids had a contingency with their proposed service, to which Mr. Coggsdale stated both of the lowest bid proposals were for 10 hours of service.

Mrs. Dalton suggested Council authorize staff to evaluate both of the lowest bids, Hurt & Proffitt and W.E.L., for consistency between the two offered services and each of their abilities in order to determine which firm best met the needs of the town for the pond study.

Mrs. Dalton also suggested allowing staff to award the bid proposal to the best candidate, even if the best candidate was the firm that went slightly over the budget by \$500.

Mayor Mattox asked Council if they agreed with Mrs. Dalton’s suggestion, and if so, did they also agree to raise the budget to total \$5,500 instead of the original \$5,000 to accommodate the possibility of staff determining the best candidate was the second lowest bidder, which would increase the study cost to the mentioned \$5,500.

All Council members were in consensus to do so.

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Mrs. Dalton, seconded by Mr. Emerson, made a motion to allow staff to determine the best candidate for the WWTP emergency overflow pond sample study, by reviewing their submitted bid proposals for consistency and compatibility to the needs of the town, and then award the bid to the determined best candidate without having to come before Council again for approval. Council also approved raising the project's total budget to \$5,500.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

b. FY2020 Budget / CIP Discussion

Mayor Mattox suggested, if Council had no objection and there was enough time in the May 28th Council Work Session, allowing staff to move this item to the work session for further review and discussion.

Mr. Coggsdale stated he would like to inform Council of two items concerning the FY2020 proposed Budget and CIP before moving forward:

- Mr. Coggsdale reminded Council, with the approval of the May 14, 2019 Consent Agenda and in regards to the Rt. 43 Gateway Streetscape Project, town would be using \$22,000 of the Surplus Fund to “match” the funds received by VDOT to fully fund the project.
- Mr. Coggsdale informed Council that the Department of Rail and Public Transportation notified the town that the request to replace one of the Altavista Transit System (ACTS) buses in Fiscal Year 2020 had been denied due to mileage and age. He stated the town could reapply for the FY2021 budget.

Mr. Coggsdale reminded Council the bus replacement total cost would have been \$70,000, with a \$14,000 match from the town's General Fund.

Mr. Mitchell asked, if it was staff's intent to reapply for the bus replacement again next year, could the \$14,000 be transferred into next year's budget, to which Mr. Coggsdale answered it was an option, if Council desired, for the funds to be earmarked in reserves of next year's fiscal budget for the project.

Mr. Bennett asked if adding and/or updating bus shelters was including in with the bus replacement project, to which Mr. Coggsdale answered the bus shelters were separate.

Mrs. Shelton, Finance Director, stated the bus shelters had been approved, it was only the replacement of a transit bus that had not been approved.

Mr. Coggsdale stated that Council did not have to make any decisions regarding budget at that time, but he wanted Council to be aware of the two items for possible future discussions.

Mayor Mattox asked Council if they all agreed to move the FY2020 Budget and CIP item to the May 28th, 2019 Council Work Session, to which all Council members were in consensus to do so.

c. Altavista On Track (AOT) – Love Sign Update

Mr. Coggsdale informed Council of an article that AOT placed in the Altavista Journal seeking public input on the placement of the recently approved LOVE sign for English Park.

Mr. Coggsdale stated AOT Board Member, Mr. Ed Soto, was in attendance to update Council on the LOVE sign placement options, and also to answer any questions Council may have regarding the subject.

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Mr. Soto stated there was very little feedback from the article placed in the local paper. He stated there was one individual that suggested an option, but it was for Downtown Altavista and the sign's placement had already been decided/approved for English Park.

Mr. Soto referenced the river bank erosion issue currently being a problem at AOT's first option of choice near the picnic tables alongside the river. He stated it was AOT's recommendation for Council to consider approving the second option requested, which was right past the Garden Club's "butterfly garden", just past the playground area.

Mayor Mattox asked Council if they had any questions for Mr. Soto regarding the LOVE sign placement request by AOT, to which there were none.

Mrs. Dalton, seconded by Mr. Emerson, motioned to accept Altavista On Track's recommendation and approve the Altavista LOVE sign to be placed just past the Garden Club butterfly garden in English Park.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked Mr. Soto for his work with AOT and on the LOVE sign project.

Mayor Mattox informed attendees the Altavista LOVE sign that was being placed in English Park was made possible by the Powell Foundation's "Powell Grant".

Mayor Mattox also referenced the design of the LOVE sign, and stated the brick pattern on one of the sign's decorative blocks was chosen as a reference to the same pattern that was on the old Lane Company smoke stack.

Mr. Soto referenced LOVE signs in other communities stating, while they are all beautiful, they are also all similar to one another. He stated the AOT design team wanted Altavista's LOVE sign to be unique to the town's heritage and community. Mr. Soto stated the sign would also be unique from others because it will have moving parts encouraging interaction.

Mayor Mattox asked Council if they had any additional comments, to which there were none.

d. VDOT – Main Street Speed Study Update

Mr. Coggsdale referenced a traffic study requested by Council for VDOT to monitor, and consider increasing, the speed at a specific location of Main Street, between Lynch Mill Road and Wood Lane.

Mr. Coggsdale informed Council staff had been contacted this week by a VDOT representative, Mr. Robert Brown, and he informed staff VDOT had completed their review of the designated area and would be moving forward with increasing the speed limit from 25 MPH to 35 MPH from Lynch Mill Road to Wood Lane on Main Street in Altavista.

Mr. Coggsdale stated, going north from Lynch Mill Road towards the Rt. 29 Bypass, the speed limit would remain 45 MPH; and going south from Wood Lane towards Downtown Altavista, the speed limit would remain 25 MPH.

Mr. Higginbotham asked who was responsible for changing the speed limit signs, to which Mr. Coggsdale answered, stating VDOT would be the one to replace the speed limit signs.

Mayor Mattox stated the portion of road where the speed limit would be changed is controlled and maintained by the Virginia Department of Transportation (VDOT).

Mr. Coggsdale stated there was no action needed by Council for this item.

10. Reports and Communications

Town Manager's Report for the May 14th, 2019 Council Meeting

Any updates since the last Council meeting are in *Italic* at the end of each item...

Projects/Items

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. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. Based on field conditions the layout/configuration of the English Park Improvements has been modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session. Met with the consultant to discuss the project, there have been several delays and we are revising the project schedule. *The project is underway; delivery of splash pad components and playground equipment has begun; site work/grading is underway. Project completion is slated for mid-July.*

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.) hopefully in December. Town Staff contacted Boxley and at this time the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating that this project will be completed by the end of April. *The contractor indicated that the surface work was scheduled to begin on May 2nd; that did not occur. Staff is communicating with the contractor on a start date on the work. Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park/playground area.*

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area): Staff is coordinating the process with Campbell County and intends to bring the detailed process to Town Council at their February Regular Meeting. *County and Town staff are working together to move this item forward.*

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. Staff was notified that all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. Staff met with DCR representative on January 31st to go over the sub-grantee paperwork and to visit the site. The preliminary grant (engineering) has been executed and a proposal has been received on the NEPA document that is required. *Peed & Bortz has submitted the NEPA document submittal to the appropriate agencies; at this time we are awaiting input/response.*

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. **COMPLETED**

Economic Development Strategic Plan (Camoin): Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December. AEDA will be reviewing draft documents in January and working with consultant. *AEDA conducted a Work Session to review the draft document on January 22nd; they will work on a final draft and anticipate providing it to Town Council at the February Work Session.* The Economic Development Strategy Plan has been accepted by Town Council and the AEDA and town staff will begin implementation. *The position of Economic Development Director has been advertised; first review of candidates is set for June 3rd. The AEDA continues to work and promote the new plan.*

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Staunton River RIFA: All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the Commonwealth's Office has approved this item. The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall. *Next meeting of the SR RIFA is being scheduled for Friday May 17, 2019..*

Meals Tax Audits: Staff has explored the re-implementation of meals tax audits on local restaurants; based on a conversation with an accountant we will correspond with each restaurant and inform them of their responsibilities and the possibility of audits. *The certified letters to the restaurants/businesses subject to the meals tax have been mailed.*

Melinda Tank Pressure Zone Improvements Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. Tom Fore (DPU) met with Woodard & Curran to review the Preliminary Engineering Report (PER) for the project with the VDH (Danville). For additional information, see the Woodard & Curran update. Council approved the submittal of a loan application for the funding of this project at their March regular meeting.

Clarion Road Control Valve Improvements Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. Tom Fore met with Woodard and Curran to review PER for project with VDH (Danville). *For additional information, see the Woodard & Curran Update.*

Personnel Policies Manual (Employee Handbook) Update: Staff discussed with item with Town Council at their January Regular Meeting and it was decided that Town Council would submit their thoughts and comments to the Town Manager. Once this is complete the item will be placed on a future work session agenda. Staff is working to finalize some forms and educate employees on the document.

Rt. 43 Gateway Project (Streetscape/Utilities): Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid. The Town has received authorization from VDOT to proceed with advertisement of both projects (Streetscape and Utilities). The bids will be received on February 7, 2019 at 2 p.m. for the Streetscape and 3:00 p.m. for the Utilities. Notice of Award provided to the engineer (Hurt & Proffitt) on February 25th for distribution to the contractor (Counts & Dobyns). Notice to Proceed (7th Street Utility Project) has been issued to Counts and Dobyns and they have mobilized on site. Federal Concurrence has been received on the Rt. 43 Gateway (Streetscape) Project and the Notice of Award has been forwarded to Virginia Carolina Paving. *The project continues to proceed; the project is slated to be finished by the end of June.*

Trail Project (mausoleum area): Town Council approved the award of the trail design/construction bid related to this project at their January Regular Meeting. The bid was awarded to Kirk Schultz. The agreement is being executed and the beginning date is set for February 1st with a timeframe of three (3) months. The project is 2/3 of the way complete. *The contractor indicates that the project is completed; staff is scheduling an inspection.*

Utility Standard Details & Specifications See weekly Peed & Bortz Project Status Report.

WWTP Phase 1 Electrical Design: Steve Bond, Tom Fore, Paul Hill met with Scott Bortz on Feb. 26th to review the site plan. *For additional information see weekly Peed & Bortz Project Status Report (page 2).*

Ridgeway Avenue Drainage Evaluation Peed & Bortz (Scott Bortz) provided an update to Town Council at their February Work Session. Approval of the engineering services proposal is on the March Regular Meeting agenda. Project approval by Council with engineer proposal approved. Staff is re-evaluating another option for this project and will update Council at their April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the two engineers from VDOT, they had the following recommendations:

1. Abandon the current 12" drainage pipe and install curb and gutter along the entire east side of Ridgeway and tie into the VDOT curb and gutter at Bedford Avenue.
2. Remove existing drainage inlet and daylight pipe to existing ditch.
3. Remove pipe outside of pavement.
4. Fill pipe under pavement with flow able fill.
5. Mill down and lower the intersection at Elizabeth and Ridgeway in effort to create a sloped intersection to keep the water on the West side of Ridgeway Avenue.

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Staff is currently working to come up with the budget figures for the above recommendations from VDOT For additional information see the attached Weekly Peed & Bortz Project Status Report (page 3). *Staff is communicating with the residents and advising them of the proposed work.*

WWTP Emergency Overflow Pond (DEQ): Town Council discussed several items related the EOP and the PCB issue. Staff will begin gathering information to submit to DEQ for our annual update. Staff will seek quotes for the grid sampling of the pond, which is included in the FY2019 Budget. Staff will also continue the dialogue with ecoSpears in regard to their interest in a pilot study for remediation purposes. Staff will also work on avenues to address any potential issues in regard to the rising elevation of the pond due to the weather. Met with Councilman Higginbotham and Tom Fore (DPU) regarding grid sampling and possible alternative way to reduce the water level in the pond with a pilot study. Tom and I has a phone conversation with Dr. Sowers (2/22/19); information was provided to Dr. Sowers in regard to the EOP's Supernate. Ongoing conversations with Dr. Sowers regarding potential pilot study. Conversation with LEAF Engineering in regard to the need of design drawings for the pond which would be required to the issuance of a permit to remove water from the pond per their methods (this would be an added expense.) Staff has received a proposal from Dr. Sowers in regards to a "Pilot Study" for removal of water from the EOP, the item is on the April meeting agenda. *Director of Utilities, Tom Fore, continues to work on moving this item forward.*

RFQ/P Engineering Services This item has been published and posted on the Town's website. *Proposals were due April 9th. Proposals have been received and a short list is being created.*

CAPITAL IMPROVEMENT PROJECTS

Pavilion (English Park) Roof Replacement: Town Council approved the use of architectural shingles for the roof replacement project at their January Regular Meeting. *The contractor has indicated that they are planning on installing the new roof the week of March 18 dependent upon the weather. COMPLETED.*

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. As of March 1, 2019 the installation of the streetlights purchased in FY2019 (Phase 1) is 68% complete (21 of 31 new heads installed). Phase 1 is tentatively scheduled for completion by June 2019. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in the FY2019 budget are mostly complete. *Phase II will begin in FY2020; after July 1, 2020 if approved in the budget.*

Hand Rail Replacement Projects (Library and Train Station):

Railings have been installed; once the wood has cured they will be painted.

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. *Weather has delayed this project-work will resume once the area is dry.*

Washington Street Sidewalk Project: **COMPLETE**

Chemical Storage Building (Public Works): Town Council discussed this issue at their January Work Session and staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and only \$15,000 will be needed in FY2020 to complete the project's funding. The goal is to have the facility ready for use by winter 2019. Peed & Bortz is in the process of surveying the Public Works Facility and town staff is working with Virginia A&E on the RFP Design/Build document. *For additional information see the Weekly Peed & Bortz Project Status Report (page 4).*

VDOT PROJECTS (Non-Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: VDOT has selected English Construction as the contractor for this project. The Right of Entry/Access agreement between English Construction and the Town has been executed and the Rt. 29 Bridge has been closed.

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AOT is working with Town Manager on the possibility to implement signage to support local businesses. I have been in communication with Public Works to communicate trail closures in English Park. *Project continues to proceed.*

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area). AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information.

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated that this project will go out to bid in August 2019, with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

Mr. Coggsdale briefly went through his monthly report and gave Council updates on some of the items.

- Mr. Coggsdale referenced the English Park Playground Renovation and informed Council that the Altavista Recreation Committee had met that evening, prior to the Council meeting, and he stated the projected date to reopen the playground was still on schedule for mid-July.
- Mr. Coggsdale referenced the Bedford Avenue Athletic Park and stated the basketball court had been newly marked/lined off. He continued stating the tennis court had been "leveled" and the next step was to apply the top surface of the court and then mark the lines of the court.

Mr. Higginbotham asked if the tennis court had been checked for "bird baths" (areas of standing water), to which Mr. Coggsdale stated yes it had. He continued stating the court had been flooded with water and no bird baths had been detected.

Mr. Garrett, Public Works Director, stated the sealant had been applied to the tennis court and in the upcoming week the leveler would then be applied and later top surfaced and marked.

Mr. Coggsdale stated staff had shared with the contractor doing the work on the two courts pictures of the previous "bird bath" issue. He stated the contractor had assured staff the town would no longer have that issue with the completed/upgraded project. Mr. Coggsdale stated staff would trust the contractor's word of assurance and also verify the work when completed.

- Mr. Coggsdale stated, when the Bedford Avenue basketball and tennis court updates were complete, he and Mr. Garrett would begin working on fixing the parking issues at the rear of the park, including spaces to accommodate handicap parking from the sidewalks to the available activities in the park.
- Mr. Coggsdale referenced the Meals Tax Audit stating 43 certified letters had been mailed to the applied businesses and all 43 letters had been signed for and returned to and received at the Town Hall office. He stated staff would be monitoring the businesses to determine if an audit was needed.
- Mr. Coggsdale referenced the new Westwood Drive Trail, near the cemetery entry and mausoleum area, stating the trail had been completed and staff would be conducting a final "walk-through" soon to determine if there were any issues that needed to be addressed before signing off on the trail's completion and opening the trail to the public.
- Mr. Coggsdale informed Council that Mr. Garrett was in the process of finalizing the Ridgeway Avenue drainage issue project and also a drainage issue that arose on 13th Street.

Mr. Coggsdale stated staff would be glad to answer any questions Council may have regarding any of the items in the Town Manager's report.

Mayor Mattox thanked Mr. Coggsdale, Town Manager, for this hard work and for the report he submits to Council every month. He stated he felt there were some positive changes happening in the Town of Altavista.

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Mr. Coggsdale stated the monthly manager's report was made possible by all of the hard work the town staff does on a daily basis and it was his honor to report the work to Council.

Mrs. Linda Spinner asked the mayor if she could come before Council again at that time, to which Mayor Mattox allowed her to do so.

Mrs. Spinner referenced the previous mentioned English Park playground renovation and stated her concern regarding not having public restrooms for the children using Coleman Park, on 12th Street, and the park on Avondale/Lola Avenue.

Mrs. Spinner stated she had not heard mention in that night's meeting of the other parks and she wanted to make sure the town was being consistent and considering all of the parks in town for upgrades, to include restroom facilities and handicap access.

Mayor Mattox informed Mrs. Spinner, and the other attendees, the parks she mentioned were considered to be "neighborhood parks" (near homes with restrooms), and English Park and Shreve Park were considered "public (visitor) parks", which were required to have public restroom facilities.

Mr. Coggsdale stated the basketball courts at the Coleman Memorial Park Mrs. Spinner mentioned was scheduled to be resurfaced in the next fiscal year's budget.

Mrs. Spinner thanked Mr. Coggsdale for the Coleman Park information. She also asked for Council to consider the handicap access and benches to sit on so seniors could also enjoy the park.

Mayor Mattox thanked Mrs. Spinner for her comments and assured her Council would take them into consideration when the time came to update Coleman Memorial Park.

Mr. George assured Mrs. Spinner, as a Recreation Committee Member, the Coleman Park project was scheduled to be completed in next year's fiscal budget, after budget approval in July 2020. He also stated the Avondale Park was being looked at to determine its need for improvements in future fiscal year budgets.

Mayor Mattox stated he appreciated everyone that attended the Council meeting that night and for their comments and suggestions. He stated there were only seven members on the Town Council and they appreciated when citizens bring new ideas to the meetings for consideration. He continued stating he hoped they would consider attending more Council meetings, including the Council work sessions. He felt that was the only way town citizens and Council could learn from one another.

Mrs. Lois Scruggs came before Council and stated the town had paved Franklin Avenue beautifully. She went on to ask when the hole at the end of 12th Street would be fixed.

Mr. Coggsdale asked Mrs. Scruggs to be more specific of where the hole was located, so that he could have Public Works address the issue.

Mrs. Scruggs stated the hole was located in front of the First Baptist Church on 12th and Franklin.

Mr. Garrett assured Mrs. Scruggs that Public Works would take a look at the issue the next day.

Mrs. Monroe referenced the recent paving of Franklin Avenue and stated part of the paving material was put in parking areas in front of citizen's homes. She informed Council of a recent death of a family member at the residence of 1206 Franklin. She stated there was nowhere for visitors to park except in the street or further down the road from the residence. Mrs. Monroe stated there used to be gravel in front of the 1206 residence and asked if it was possible for the town to put gravel back at the location to accommodate for parking.

Mr. Coggsdale confirmed the address with Mrs. Monroe and stated staff would look into the issue.

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11. Matters from Council

Mayor Mattox asked if any Council member had a question or concern for discussion.

- Mr. Emerson referenced the abundance of rainfall the town had recently received and stated he had noticed there was mud on the sidewalk and running into the road again from the gully running beside of the train overpass behind McDonalds.

Mr. Coggsdale stated Mr. Garrett also noticed the excess mud and debris at that location the day before the meeting, Monday May 13th, and he immediately contacted VDOT to address the issue.

Mr. Coggsdale stated he had since spoken with VDOT representative Mr. Robert Brown concerning the issue. He stated Mr. Brown was upset that the railroad company was not being responsive to the town's efforts to contact them regarding the issue.

Mr. Coggsdale informed Council that Mr. Brown stated he would also try and contact the railroad company in order to address the issue.

Mr. Coggsdale stated, if Mr. Brown was successful in obtaining contact information for a railroad representative, he had spoken with Chief Merricks in regards to issuing them a citation if they did not take timely measures to eradicate the issue.

- Mayor Mattox thanked the Altavista Police Chief, Tommie Merricks, and his wife, for supplying the Altavista Elementary School Teachers with a BBQ lunch for Teacher Appreciation Day. He stated he felt thoughtful acts of kindness such as the teacher luncheon was a good way to show the students that Altavista has a great police department that cared about its community.

Mayor Mattox also thanked the town's head of departments for their hard work and service for their community; Town Manager Waverly Coggsdale, Finance Director Tobie Shelton, Utilities Director Tom Fore, and Public Works Director David Garrett.

Mayor Mattox referenced the recent Council Retreat and asked staff to offer Council a rough draft of a budget policy it was discussed at the retreat the town needed.

- Mr. George stated his appreciation to the town for offering its citizens a bus transit system. He stated he had an elderly neighbor that was legally blind and she uses the bus service to visit her husband in the nursing home located in town. He stated the bus driver always escorts the lady into the nursing home to make sure she is secure before he leaves her there.

Mr. George also stated his appreciation for the town's A+ Public Works Department and their trash service. He stated, at the same elderly lady's residence, the garbage truck driver would go to the house and retrieve her trash can to be dumped and then replace it to her home.

Mr. Coggsdale stated the town offers the "extra" trash service to citizens that have a note from their doctor stating they need the assistance.

Mr. George referenced the Altavista Parks and Recreation (P&R) Committee, to which he is a member of, and stated the committee had received private donations from local citizens. He asked Council to consider the Parks and Recreation Committee not having to use the received funds as part of a budgeted CIP, but on individual projects recommended by the committee for the town.

Mr. Coggsdale stated the committee was only asking for discretion with the privately donated funds, not tax payer's money. He stated any projects proposed by the Parks and Recreation Committee would still be brought before Council for consideration and approval.

- Mr. Bennett referenced the upcoming "National Night Out" (NNO) at 5 o'clock on August 6, 2019, sponsored by the Altavista Police Department, and he asked Chief Merricks to give a brief overview of the event for the citizens attending the night's meeting.

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Chief Merricks stated the intent of the police department's NNO event was to encourage citizens to attend the event and meet and mingle with their fellow neighbors. He stated the department, and the town, wants its citizens to know their local police officers in order to promote a healthy community of trust.

Chief Merricks stated the event was a free concert, with The Embers, at the Booker Building located in English Park. He stated the Mayor and Council members would be speaking at the opening ceremonies of the event and there would be local community groups and churches set up with informational displays. He also stated there would be free hotdogs at the event.

Chief Merricks stated the event would start at 5 o'clock and the music was scheduled to start at 6 o'clock.

Mr. Bennett stated the event was all being sponsored by the courtesy of local Altavista businesses and he felt the town was a great place to live in.

Mr. Bennett confirmed there would be free hotdogs, but there would also be a couple of Food Truck vendors at the event for citizens that did not like hotdogs.

Mr. Bennett stated he felt the event would be good for the community and would like to see the town be able to promote the event annually moving forward.

Mayor Mattox asked if there were any additional comments or concerns for discussion from Council, to which there were none.

12. Closed Session

No closed session was scheduled for the May 14th, 2019 meeting.

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 8:53 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk