

Council Regular Meeting – June 11, 2019

The regular scheduled June meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on June 11, 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
Mrs. 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

Pastor Marci Huntsman, Lambs United Methodist Church, gave the invocation.

Mayor Mattox led meeting attendees in the Pledge of Allegiance.

3. Approval of the Agenda

Mayor Mattox informed Council of an amendment to the June 11, 2019 agenda. He stated “Annual Engineering Service Agreement – Staff Recommendation” would be added to section eight as item #8b.

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

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

Motion carried.

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

4. Recognitions and Presentations

- a. Swearing in of Police Academy Graduates and New Officer

Mayor Mattox called upon Altavista’s Police Chief, Tommy Merricks, to assist him with “swearing in” the newest APD Officer and three recent police academy graduates.

Mayor Mattox asked the graduates and new officer to raise their right hand while they accepted the state oath and the responsibility of serving the Town of Altavista.

Mayor Mattox welcomed the new officer and new recruits to the Town of Altavista.

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Chief Merricks introduced them, as each one had a family member come forward to “pin” their Altavista Police Department badge to their uniform.

- New APD Officer:
Derek Tyree
- New APD Recruits:
Jessica Bujtas
Cory Hammock
Shawn Karr

b. Swearing in New Auxiliary Officers

Chief Merricks introduced the town’s two new “auxiliary” police officers, Mr. Barry Creasy and Mr. Dennis Haley.

Mayor Mattox swore in the two auxiliary officers and thanked them for offering their service to the Town of Altavista.

c. Recognition of Promotion

Chief Merricks recognized Altavista Police Officer John Henderson for his recent promotion to APD Sergeant. He stated Sergeant Henderson’s wife was present and would assist in the “pinning” of Sergeant Henderson’s APD Sergeant badge.

Mayor Mattox congratulated Sergeant Henderson on his promotion and thanked him for his service to the Town of Altavista.

d. Introduction of New Town Employees

Town Manager, Mr. Waverly Coggsdale, introduced several new town employees:

- Melinda Taylor, WTP Trainee
- Brandon Bell, Utility Crew
- Michael Dillard, Utility Crew
- Phillip Popek, Public Works
- Jason Fermanis, Public Works
- Jason Simmons, Public Works

e. Employee Milestones

Mr. Coggsdale informed Council of two “service milestones” recently achieved by employees of the Town of Altavista:

- Jason “Jake” Roberts - 15 years of service (05/03/19) Utility Crew Supervisor
- Donald Dowdy - 30 years of service (05/08/19) WWTP Operator In Charge

f. Recognition of Former Chamber of Commerce President

Mr. Coggsdale stated, as Town Manager and on behalf of the Town of Altavista, he would like to express the town’s appreciation for Mrs. Heather Reynolds hard work and service to the community as (former) Chamber of Commerce President.

Mayor Mattox thanked Mrs. Reynolds for supporting the Altavista community during her time as Chamber President. He stated he knows she will be good at her next job opportunity and offered her best wishes.

Mayor Mattox also suggested staff send Mrs. Reynolds a letter from the Town of Altavista as an official “recognition” for her service to the town. It was the consensus of Council to do so.

Mr. Mitchell stated Mrs. Reynolds would be missed as Chamber President, but he was happy for her and her new job opportunity.

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Mr. Emerson stated Mrs. Reynolds had been a good Chamber President and always pleasant to be around. He stated she was a “champion” for Altavista and was sorry to see her leaving as Chamber President, but he was happy for her and her new opportunity.

Mrs. Dalton stated “good opportunities come to those who do good things” and continued stating Mrs. Reynolds had done an excellent job as Chamber President and wished her the best with her new job opportunity.

Mrs. Dalton stated Mrs. Reynolds had set a good example for young girls/women in Altavista and stated appreciation for Mrs. Reynolds’ “mentoring role” she played in the community.

Mr. Higginbotham thanked Mrs. Reynolds for her service as Chamber President. He stated she made the “Chamber’s light shine brighter” because of her good works during her service.

Mr. Higginbotham stated he hoped the Chamber of Commerce would be able to find a replacement, if not better, at least equal to the excellent service she brought to the role.

Mr. George stated Mrs. Reynolds had humor and grace and he enjoyed working with her. He stated she would be missed as Chamber President and would be hard to replace.

Mr. Bennett stated he had only been on Council for a short period of time, but always enjoyed working with Mrs. Reynolds as Chamber President. He thanked her for her service and offered her “good luck” with her new job.

Mayor Mattox concluded Council’s appreciation by stating he was glad Mrs. Reynolds and her husband were local. He stated they were a nice couple and an asset to the community.

Chief Merricks presented Mrs. Reynolds with a plaque as appreciation from the Altavista Police Department in recognition for her work with the APD during the “Shop-With-A- Cop” program and other events. He thanked Mrs. Reynolds for her service.

Mrs. Reynolds thanked Mr. Coggsdale, Council, and Chief Merricks for their kind comments and stated it was her pleasure to serve the Altavista community as former Chamber President.

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

Mayor Mattox asked if there was a citizen attending the meeting with a comment or concern they would like to bring before Council.

Mrs. Linda Spinner, 1034 7th Street, came before Council with a concern regarding the utility rate increase proposed in the FY2020 Budget. She stated there are several senior citizens in the Altavista community on a minimal budget and she felt another rate increase in utilities was unnecessary.

Mrs. Spinner suggested Council to consider not increasing the rate of utilities for residents, but directing the increase to town industry only, since they use the water and sewer system the most.

Mrs. Spinner also asked Council to communicate with town residents whether or not the proposed utility rate increase was due to the upcoming new addition of the splash pad in English Park.

Mayor Mattox thanked Mrs. Spinner for coming to the meeting and for bringing her concerns before Council. He stated he would be glad to discuss those concerns with her at a later time.

Mayor Mattox asked if there was anyone else that wanted to come before Council with comments or concerns of non-agenda items, to which there were none.

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6. Consent Agenda

- a. Approval of Council Minutes:
 - May 14, 2019 Town Council Regular Meeting
 - May 28, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
- c. Approval of Proposal for PW Chemical Storage Building Engineering/Design Services
- d. Approval of Finance Matters
 - i. Delinquent Utility Account Write-offs
 - ii. Budget Amendments/Departmental Transfers
- e. Community Development Director Job Description
- f. Water Plant Fluoridation Grant – Virginia Department of Health

Mayor Mattox asked if there was any discussion needed by Council regarding the consent agenda items, to which there were none.

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

Motion carried.

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

7. Public Hearing

There were no public hearings scheduled for the June 11, 2019 Council meeting.

8. New Business

- a. Planning Commission Recommendation Text Amendment – “Wedding Event Facilities”

Mr. Coggsdale informed Council, after receiving several requests from individuals regarding their potential interest in establishing such a business in Altavista, staff reviewed the existing town ordinance and found that a “wedding/event facility” use was not adequately addressed.

Mr. Coggsdale stated, accordingly, staff provided the Planning Commission with a draft text amendment that addressed the use; as well as defining which districts it would be permitted in and corresponding development standards.

1. Definition set forth in Section 86-32
 - a. *Wedding/Event Facility*: a facility which is utilized by individuals or groups to accommodate private functions including but not limited to, banquets, weddings, celebrations, and other events. Civic, religious and community owned buildings are not included in this definition.
2. The use would be listed as a permitted use in the *Commercial Uses* in the following districts:
 - a. C-1 (Local Commercial) District. Subject to Sec. 86-521. Special use permit required.
 - b. C-2 (General Commercial) District. Subject to Sec. 86-521 (by right).
 - c. M (Industrial) District. Subject to Sec. 86-521 (by right).
3. Development Standards set forth in Sec. 86-521
 - a. *Noise level*: All weddings and events shall adhere to the Town of Altavista Ordinances and would require a permit issued by the Town.

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- b. *Structural Requirements:* The facility shall meet all requirements of the Virginia Statewide Building Code and meet any Environmental Health requirements for sewage disposal and water supply
- c. *Parking:* Parking surfaces are not required to be paved. The number of parking spaces required will be based on the size of the structure.
- d. *Screening:* The entire perimeter of the facility and area associated with the use shall be screened from adjoining properties by a buffer set forth in Section 86-573.
- e. *Signs:* Signs shall be permitted as provided in Article V of Chapter 86.

Mr. Coggsdale informed Council the Planning Commission conducted a public hearing at their June 3, 2019 meeting and unanimously voted to recommend approval of the text amendments to Town Council.

Mr. Coggsdale stated Council could conduct a “First Reading” of the proposed text amendments as presented and, if desired, they could direct staff to schedule a public hearing for their July 9, 2019 regular Council meeting.

Mayor Mattox asked Council if they had any questions concerning the proposed text amendments to the town ordinance regarding wedding/event facilities.

Mr. Mitchell asked if the item/amendment was for commercial use only or if the amendment also included residential property.

Mr. Coggsdale stated the Planning Commission included residential property in the original discussion, but decided to remove residential use from the proposed text amendments. He stated a citizen could have a wedding at their residence but not as a “business”.

Mayor Mattox asked if Council agreed with the proposed text amendments and to allow staff to schedule a public hearing regarding the item at the July 9, 2019 regular Council meeting. All Council members were in consensus to do so.

b. Annual “On-Call Engineer” Town Service Agreement

Mr. Coggsdale reminded Council of the town issuing a Request for Proposals (RFP) a few months prior for “on-call” engineering firm services. He stated, based on the RFPs received and review of the submittals, staff recommended the following firms for Council’s consideration to award “annual on-call service agreements”:

- Dewberry & Davis
- Engineering Concepts
- Hurt & Proffitt
- Mattern & Craig
- Peed & Bortz
- Woodard & Curran

Mr. Coggsdale stated the selection of firms would give staff multiple choices and provide them an opportunity to gather proposals from “pre-qualified” firms for town projects. He stated having the firms sign an annual service agreement would not obligate any town funds, unless a firm was selected to perform services for the town.

Mayor Mattox asked Council if they had any questions for Mr. Coggsdale regarding the annual engineering service contracts or any of the firms staff recommended, to which there were none.

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Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the recommendation by staff and award the six recommended engineering firms an annual service agreement with the town.

Motion carried.

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

Mr. Higginbotham referenced an item (PW Chemical Storage Building Addition) in the proposed FY2020 Budget, and asked staff if they sought more than one bid for the project.

Mr. Higginbotham stated there was no “state agency” that would award a project contract if there was only one bidder.

Mr. Coggsdale answered staff had asked two out of the three engineering firms currently contracted with the town, and stated the third was not asked because it did not have the necessary background for that particular project. He stated the recommended firm was the lowest of the two and closest to the cost associated with the proposed budget item.

Mr. Mitchell stated he agreed with Mr. Higginbotham regarding the town needing to seek multiple RFP/RFQs for any/all town projects.

Mr. Coggsdale stated by Council approving the six recommended engineering firms for annual service agreements, this would give the town a broader range of opportunities to be successful in acquiring more than one or two bids for future town projects.

Mr. Coggsdale stated staff would continue to build relationships with the selected engineering firms. He stated he felt having multiple firms contracted with the town would keep the firm’s bids more competitive and the town would possibly benefit with lower project costs.

9. Unfinished Business

a. FY2020 Budget and Capital Improvement Program (CIP) FY2020-2024

Mr. Coggsdale reminded Council the recommended FY2020 Budget was submitted to them for consideration on February 18, 2019. He also reminded Council of their meetings on February 26th, March 26th, April 23rd, and May 28th to revise/finalize the budget for adoption.

Mr. Coggsdale informed Council that the FY2020 General Fund Budget was balanced and resulted in a surplus of \$123,660 to be transferred to General Fund Reserves. He continued stated the FY2020 Water & Sewer (Enterprise) Fund Budget was also balanced, and with the increase of water rates of 8% and sewer rates of 4%, resulted in a surplus of \$113,750 to be transferred to Enterprise Fund Reserves.

Mr. Coggsdale stated an adopted budget was the operations guide and financial policy document for the town’s fiscal year and, if approved, the FY2020 proposed budget would take effect July 1, 2019, with the proposed increase in utility rates taking effect December 1, 2019.

Mayor Mattox asked Council if they had any final questions or concerns regarding the proposed FY2020 Budget.

- Mr. Higginbotham referenced the separation of the budget as item #9a, and the utility rate increase as #9b, and stated he thought the utility rate increases were included in the budget.

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Mr. Coggsdale stated the utility rate increase is included in the FY2020 Budget, but he separated the two on the agenda for clarification of the effective dates. He stated the separation was also to show the utility increase individually, so it was not thought to be hidden within the budget.

- Mr. Higginbotham also referenced another item in the proposed budget, the addition of a building to the APD firing range. He asked if the previous request from Council to reduce the cost of \$25,000 for that item had been satisfied.

Mr. Coggsdale answered and stated the cost for the item had not yet been finalized. He reminded Council the item had been discussed by them at a previous meeting and it was decided to leave the item and its cost as it was proposed, and staff would continue to work on keeping the item's cost as low as possible while maintaining a viable option for the building.

Mr. Coggsdale stated staff anticipated there to be a “cost savings” on the budget item and stated staff would bring the chosen option and cost before Council when finalized.

- Mayor Mattox asked for staff's recommendation whether or not the town should continue its yearly contribution of \$6,000 to the Small Business Development Center (SBDC), or if the available county resources would be sufficient for the town's needs.

Mr. Coggsdale stated the SBDC was a federally funded organization, meaning any money received from local governments (like Altavista) was matched dollar for dollar. He stated the \$6,000 from Altavista would then become \$12,000 for them to use in helping their clients.

Mr. Coggsdale stated there were five clients in Altavista the SBDC reported they were currently working with. He stated he did not know what service or “value” the SBDC was offering the five businesses, but could be investigated if Council desired.

Mr. Coggsdale stated it would ultimately be Council's decision if they saw enough of a “return-in-value” from the town's contribution to the SBDC and whether or not the town continued to support the organization moving forward.

Mr. Coggsdale stated the SBDC previously employed two full-time personnel, but recently changed to having one full-time employee and five “advisors” on-call. He stated the five advisors all have different specialties and contribute their expertise to the SBDC for other businesses.

Mr. Coggsdale stated, since the SBDC was a federal program, the Town of Altavista would continue to have the ability to use their service, but it is not known to what degree and/or level of service would be provided without the \$6,000 contribution.

Mayor Mattox asked Council for their desire whether or not to continue the annual \$6,000 contribution to the SBDC.

Mr. Mitchell stated he would like to see a compilation of all town contributions and the return-in investment the town receives from those contributions. He stated he felt the report would give Council a better outlook in the process of consideration for all contributions moving forward for future proposed budgets.

Mr. Higginbotham asked where in Altavista the SBDC offered its services, to which Mr. Coggsdale stated the SBDC utilized the Altavista Chamber of Commerce office (train station) and currently had certain office hours they are present at the Chamber.

Mr. Higginbotham asked Mrs. Heather Reynolds, former Chamber President, if the town's \$6,000 contribution in previous years had been worth the money, to which Mrs. Reynolds stated she felt it was.

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Mrs. Reynolds stated often the SBDC was able to offer local small businesses a service the Chamber of Commerce could not. She stated the SBDC had “business contacts” and access to programs the Chamber did not, and stated those items were sometimes crucial to the start of a small business.

Mrs. Reynolds reminded Council of SBDC’s previous partnership with Altavista On Track (AOT) on a “Pop-Up Program” that offered classes to individuals interested in potentially opening a small business in the Town of Altavista.

Mr. Higginbotham asked Mrs. Reynolds how many businesses had the SBDC helped in the Town of Altavista, to which she answered the number varied each year depending on how many businesses called to ask for their service.

Mrs. Reynolds stated, in her time as Chamber President, when a local business owner called the Chamber for assistance, she stated the SBDC was the first contact she reached out to for information, guidance, and possible assistance for that business.

Mayor Mattox asked Mrs. Reynolds, with Altavista being part of Campbell County and Campbell County funding the SBDC organization, wouldn’t the town still have access to the same services whether they made an annual contribution or not.

Mrs. Reynolds confirmed to Council, being part of Campbell County, the Town of Altavista had access to SBDC services whether they made an annual contribution to the organization or not. She stated, if the town did not contribute to the SBDC, she did not know if the organization would have the funds to continue offering local office hours in Altavista at the Chamber of Commerce office.

Mr. Bennett referenced the \$6,000 Altavista previously contributed annually to the SBDC, and asked if the amount was the town’s choice or mandated by the SBDC, to which Mr. Coggsdale answered the dollar figure was the amount originally requested by the SBDC. He stated Council could decide to change the amount if so desired.

Mr. Emerson stated, if there were individuals interested in starting a new small business within the Town of Altavista, the town should assist them if possible. He stated he was in favor of continuing the town’s contribution to the SBDC.

Mrs. Dalton suggested keeping the item in the currently proposed FY2020 Budget. She stated the time between now and the next fiscal year’s budget approval process would allow Council to investigate whether the level of SBDC services would reduce, if any, if the town decided not to contribute annually to the organization.

Mr. Mitchell referenced the vacant EDA Director and Community Development Director (formerly known as Asst. Town Manager) positions, and suggested when those positions were filled resulting in the town office being fully staffed, one of the two Directors could take on the responsibility of evaluating all town contributions and/or donations for their return on investment. He stated Council would use the information to make a more informative decision on town contribution requests.

Mr. Higginbotham suggested not contributing the \$6,000 to the SBDC, but keeping the same amount of money in yearly budgets and “earmark” it for small business assistance when needed. He suggested the town could collaborate with the Altavista Chamber of Commerce on a “Small Business Fund” program, to which the town would annually contribute funds and the Chamber would disperse the funds as needed.

Mrs. Dalton stated Mr. Higginbotham’s suggestion would keep the contributed funds “in-house” for the town and Chamber’s convenience.

Mr. George stated his favor with keeping the \$6,000 SBDC contribution item in this year’s (FY2020) proposed budget, but for Council and staff to also evaluate all town contributions for whether or not they bring a return on investment to the town in order for Council to consider whether or not to continue supporting each one.

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Mr. Bennett stated he also favored the town evaluating its contributions and whether or not they should continue supporting the organizations/programs moving forward.

Mayor Mattox suggested, when the town looks at ways to help small businesses, they should consider lowering the BPOL (Business, Professional & Occupational License) fee/tax for local business owners. He stated BPOL taxes are a large expense for small businesses.

Mr. Coggsdale referenced a previous request by Council for staff to gather information regarding town contributions to local organizations. He stated, accordingly, staff sent a letter to local organizations in Altavista with a request to answer a few questions regarding their “return on investment” to the town. He continued stating, to date, the Chamber of Commerce was the only letter returned, which had been shared with Council.

Mr. Coggsdale stated staff would continue to communicate with the other organizations and would share the information with Council when received, hopefully in the next 30-60 days. He stated Council could use the information received to evaluate more in-depth their considerations for contributing therefore, being more prepared to have a discussion on the subject before and/or during the next budget review process.

Mayor Mattox asked Council if they had any additional questions or concerns, to which there were none. Council was in consensus to move forward with the budget adoption process.

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution to approve/adopt and appropriate the FY2020 Budget.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mr. Higginbotham, seconded by Mr. Emerson, motioned to adopt a resolution to adopt the FY2020-2024 Capital Improvement Program (CIP).

Motion carried.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to adopt Ordinance 19-06-01: (Master List) tax rates, water and sewer rates, and other charges.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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Mayor Mattox referenced a previous discussion by Council at their May work session regarding the utility base charge implemented December 1, 2018. He stated Council had taken citizen's comments and concerns into consideration and were actively seeking options to help senior citizens and/or others with certain criteria that need assistance paying their utility bills.

Mr. Bennett shared with Council a conversation he recently had with a representative from the local DAWN organization. He stated they were in favor of collaborating with the town on a program for utility assistance.

Mayor Mattox stated he was happy DAWN was willing to work with the town on such a program. He suggested placing the item on the next work session agenda for further discussion by Council and staff.

Mr. Coggsdale informed Council he had been in contact with DAWN's treasurer, Mrs. Lukin, to discuss how their process of assistance works and how DAWN could assist the town with their own utility assistance program.

Mr. Coggsdale stated staff would have the collected information available to Council at their next work session.

b. Adoption of New Utility (Water & Sewer) Rates

Mrs. Dalton, seconded by Mr. George, motioned to adopt a resolution to adopt the new utility (water & sewer) rates, effective as of December 1, 2019.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

10. Reports and Communications

Town Manager's Report for the June 11, 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.*

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.) in December. Town Staff contacted Boxley and 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 this project will be completed by the end of April. The contractor indicated the surface work was scheduled to begin May 2; it did not occur.

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Staff is communicating with the contractor for 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 and playground area. Contractor has been on-site completing the surfacing and lines on the court.*

Booker Building Evaluation/Visioning Process: *Staff has contacted LPDA, the firm that conducted the Town's Park & Trails Master Plan, and they are preparing a proposal for the Booker Building Evaluation/Visioning process.*

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 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 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 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. *Staff is working with Peed & Bortz to advertisement the necessary "public comment" period and will include a public input period on the June 25th Work Session agenda for this item.*

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.*

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, April 12, 2019. *The next meeting of the SR RIFA has not been scheduled.*

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 are being processed and should go out by mid-April.

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. *For additional information, see the Woodard & Curran Update.*

Clarion Road Control Valve Improvements Engineer has submitted draft Preliminary Engineering Report for the Health Department's review. Tom Fore met with Woodard & 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 & Dobyns: 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. The Streetscape portion of the project will begin in July; the Pre-Construction meeting was held on June 5th and include the Town, Hurt & Proffitt, Virginia Carolina Paving; and VDOT. The Notice to Proceed has been issued. This project has a 365 project time period.*

Trail Project (mausoleum area): Town Council approved the award of the trail design and 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 has inspected the project and has provided the contractor a short punch list of items. Staff will work on the entrance to the trail. Daniel Wagner is beginning the bridge construction project which will serve as his Eagle Scout Service Project.*

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

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

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 the April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the engineers from VDOT they had the following recommending;

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.

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. *Staff is communicating with the residents and advising them of the proposed work. Once several prices are received for this work, a recommendation will be submitted to Council.*

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. Proposal are due April 9th. *Proposals have been received and a short list is being created.*

CAPITAL IMPROVEMENT PROJECTS

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 streetlights purchased in FY2019 (Phase 1) was 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.*

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.*

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 \$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; 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. Staff is seeking approval of the Peed & Bortz proposal for engineering and design services at the June Council meeting.*

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. 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. Town has received the lighting agreement from VDOT related to this project.*

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. *Work began the first week in June.*

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 cost estimate was \$2,370,161.

Main Street Speed Study: *VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.*

Projects Recently COMPLETED:

Downtown Public Parking Signs and Banners
Pavilion (English Park) Roof Replacement
Hand Rail Replacement (Library and Train Station)
Washington Street Sidewalk Project
Meals Tax Audits Notification

Mr. Coggsdale stated he would be glad to answer any questions regarding the monthly report.

Mr. Mitchell referenced the Mausoleum Trail, starting at the Green Hill Cemetery off of Bedford Avenue, and asked how much longer until the trail was completed.

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Mr. Coggsdale stated the contractor for the project, Mr. Kirk Shultz, had finished his portion of the project, except for “trimming back” trees/bushes in a few spots along the trail.

Mr. Coggsdale informed Council staff was now in the process of working on (grading) a recognizable “entrance point” to the trail for visitors and walkers.

11. Matters from Council

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

- Mr. Emerson asked Council if they were still interested in installing a “sun/shade” structure behind the Booker Building in English Park and, if so, suggested Council ask staff to investigate options and the cost associated with such a structure.

Mr. Emerson referenced the recent Uncle Billy’s Day Festival and stated a structure addition would have been nice for visitors to use during the festival.

Mr. Coggsdale stated a structure addition was part of the “vision” analysis for the Booker Building that Council discussed during their recent Council Retreat. He stated staff had been in contact with LPDA (Land Planning and Design Associates) regarding viable options and costs. He stated he would have the information available for further discussion by Council at their next work session on June 25th.

- Mayor Mattox shared with Council a conversation he recently had with the Town Manager and stated he indicated staff was continuing to work on a “budget policy” for the Town of Altavista as previously requested by Council and should have a draft ready for Council’s consideration and/or approval very soon.
- Mr. Higginbotham referenced the APD/Town Vehicle Retirement Criteria Policy recently requested by Council and asked Mr. Coggsdale when he expected staff to have a draft proposal ready for Council’s consideration. Mr. Coggsdale stated a proposed draft should be ready for Council within the next 30-60 days.
- Mr. George referenced a previous conversation by Council at their last work session regarding the possibility of the town staffing the splash pad area of English Park this summer; after renovations were complete and the new playground and splash pad were open to the public in mid-July. He stated, since he was not present at the last work session, he would like to reiterate the recommendation of the Altavista Recreation Committee and stated it was the full consensus of the Recreation Committee to staff the splash pad area for the first initial year, giving the town time to observe whether or not staffing would be necessary moving forward.

Mr. George stated “you only get one chance to make a first impression” and he and the Recreation Committee felt the town should pay the extra cost for staffing the new playground and splash pad area the first year.

Mr. Mitchell stated, at the previous work session, Council and staff had conversations with Chief Merricks and Mr. Garrett, Public Works Director, regarding members of their staff having a heavier presence in the playground area for the couple of months this summer the splash pad would be open to the public. He stated both Chief Merricks and Mr. Garrett agreed it was possible to do so, therefore, no additional staffing was approved at that time.

Mr. Higginbotham reminded Council of the security cameras that were going to be installed at English Park and stated the addition of security cameras would help deter any misconduct around the playground and splash pad. He stated the security camera addition to the park was another reason Council decided not to staff the area at that time.

Mayor Mattox stated it was the consensus of all Council members present at the last work session not to have the area staffed by the town, but to wait and see how the first initial year went before adding the additional cost of staffing the area to the annual budget.

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- Mr. George referenced the “log cabin” property, 1706 Bedford Avenue, Altavista, that was for sale. He suggested Council consider purchasing the property for town use, such as a “visitor welcome center” for Altavista or a parking lot for the town’s new trail system, etc.

Mr. George asked Council to consider allowing staff to investigate the sale price of the property and also acquire a key to the home on the property, in order for Council and/or staff to look around inside and decide if the property was viable/feasible for town use.

Mayor Mattox stated he felt there was nothing wrong with the town investigating the property and stated he would be ok with staff looking into the subject further.

Mrs. Dalton stated she would also be ok with staff/Council investigating the cost of the mentioned property, but stated she had reservations of the town taking on additional projects/properties at that time that may have structural needs, therefore additional costs.

Mr. Higginbotham suggested, instead of acquiring additional property, Council “first” continue working on a plan to update and renovate the Booker Building in English Park.

Mayor Mattox stated he agreed with all of the comments and suggestions related to the log cabin property for sale on Bedford Avenue.

All Council members were in consensus to allow staff to investigate the cost for the home/property for sale at 1706 Bedford Avenue, Altavista.

- Mr. Bennett referenced town taxes (real estate and personal property) and asked Council to consider allowing staff to investigate the feasibility of Altavista offering its citizens the option to pay their taxes twice per year, instead of once.

Mr. Bennett informed Council some surrounding localities were already offering the service; Pittsylvania County, Town of Bedford, and the City of Lynchburg.

Mr. Coggsdale, confirmed by Altavista Finance Director Mrs. Tobie Shelton, informed Council the residents of Altavista are able to pre-pay as much, or as little, on their tax and/or utility accounts as they desire. He stated the prepaid amount would be credited to the citizen’s account until such time as the funds are needed to pay the citizen’s due bill.

Mr. Bennett suggested the prepay option be better communicated to town residents.

Mayor Mattox asked Council if they had a preference regarding the mentioned options for town residents to pay their taxes.

Mr. Mitchell stated he did not have an issue with staff investigating a “twice-per-year” option for town residents to pay their taxes.

Mr. Emerson stated, since the town already offered citizens the option to prepay on their account for town taxes, he did not favor a twice-per-year tax billing.

Mrs. Dalton stated she was ok with staff investigating the twice-per-year option, but she favored keeping the tax billing cycle as it was, but advertising the prepay option to residents.

Mr. Higginbotham shared his appreciation for Mrs. Shelton having the option available for town residents to prepay on their town taxes and also their utility bills. He stated he did agree with other Council members that the prepay options needed to be periodically advertised to citizens.

Mr. Coggsdale stated staff could use the quarterly utility bill mailings as an opportunity to relay the tax and utility prepay option to town residents.

All Council members were in consensus to do so.

- Mr. Emerson referenced Altavista’s annual Uncle Billy’s Day Festival. He stated, with the festival having rain/storm interruption almost every year, he recently had several citizens communicate to him their recommendation to move the festival’s event date to a time later in the year, in hopes there would be less of a chance for it to rain.

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Mr. Mitchell stated the recommendation to move the festival date would have to go through the Uncle Billy’s Day Committee and/or The Chamber of Commerce because they sponsor and schedule the annual event.

Mr. Emerson stated the final decision whether or not to change the event date would ultimately be done by the Chamber of Commerce, but he felt the decision should come from a group discussion between the town (Council) and the Chamber, along with public input.

Mayor Mattox stated the Uncle Billy’s Day Committee, or a representative of, could come before Council, at a future work session, with a recommendation allowing for further discussion.

Mr. Coggsdale referenced the monthly Town Manager’s report regarding the Dalton’s Landing Canoe Launch item. He informed Council that Tuesday June 11th was the first day of a “thirty-day comment period” required for the Environmental Permit the town was seeking for the project. He stated the comment period would conclude on July 12, 2019.

Mr. Coggsdale informed Council a required announcement regarding the project had been advertised, giving interested citizens the opportunity to attend the June 25th Council Work Session and offer any comments or concerns they may have regarding the subject.

Mr. Coggsdale stated Council would still have to conduct a public hearing on the item, but the comment period during their next work session would allow citizens to communicate with Council before an official public hearing was scheduled.

Mayor Mattox asked Mr. Coggsdale would a discussion by Council be scheduled soon regarding their recent Council Retreat, to which Mr. Coggsdale stated the item was on the June 25th Council Work Session Agenda.

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

12. Closed Session

DATE: Tuesday June 11, 2019

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

The motion was made by Vice-Mayor Dalton and seconded by Mr. Emerson._____.

Motion carried.

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

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Council went into closed session at 8:03 p.m.

Notice was given that council was back in regular session 8:35 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

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

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 8:36 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk