

Regular Council Meeting – April 9th, 2019

The regular scheduled April meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on April 9th, 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

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

3. Approval of the Agenda

Mayor Mattox asked Council if they had any questions regarding the agenda. There were none.

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

4. Recognitions and Presentations

- a. Employee Introduction – Mr. Derek Tyree

Mr. Coggsdale informed Council of a new police officer Chief Merricks hired for the Altavista Police Department (APD). He stated Mr. Tyree was unable to attend the Council meeting, but wanted him to be recognized for joining the APD in the meeting minutes.

Mayor Mattox stated he had the honor of swearing in Mr. Tyree as a new APD Officer and continued stating he felt Mr. Tyree would be an asset to the APD and the community.

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

There were no citizen comments on this date.

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6. Consent Agenda

a. Approval of Council Minutes:

- March 12, 2019 Continued Work Session
- March 12, 2019 Town Council Regular Meeting
- March 26, 2019 Council Work Session

b. Acceptance of Monthly Financial Reports

Mayor Mattox asked if there was any discussion needed by Council regarding the consent agenda items. 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. 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

No public hearings were scheduled for the April 9th, 2019 meeting.

8. New Business

a. Altavista On Track – “LOVE” Sign Request

Mr. Coggsdale stated Mr. Ed Soto, representing the AOT Design Committee, would be giving a presentation regarding the “LOVE” sign they designed; and would also asking be Council for permission to place the sign in English Park.

Mr. Soto referenced photos of the sign’s design, given to Council as a visual reference for their review and approval. He asked Council if they had any questions regarding the sign’s design or the proposed possible location options.

Mr. George stated the proposed LOVE sign design for Altavista was very unique to the community and unlike any other love signs he had seen in other localities.

Mr. George stated the sign would be fabricated of steel blocks by Mr. Mitchell, Alliance Industrial, and the sign faces would be “wrapped” with its design by Bryan Shelton of Creative Edge, Wards Rd. Altavista. He continued stating the sign would be structurally sound enabling the sign to be enjoyed by the community for many years to come.

Mr. George asked Mr. Soto if PCM had agreed to do the concrete work for the base of the sign, to which Mr. Soto answered there was nothing in official writing, but in previous conversations with Mr. Younkin, of PCM, he had a verbal confirmation they would.

Mr. Coggsdale referenced a picture of the proposed/desired locations to place the sign in English Park, and stated the locations were numbered 1-4 by AOT’s preference. He asked Council if they had a preference from the location options or if they had any questions regarding the proposed locations.

Mr. Emerson asked if the area closest to the river, numbered “1”, was a busy area, to which Mr. George answered yes because there is a beach-like area in that location.

Mr. Bennett asked what the chances were for flooding at AOT’s first preference area next to the river. Mr. Coggsdale asked Mr. Fore to weigh in on the question, to which Mr. Fore stated the area next to the river would be the most susceptible to flooding of the four options.

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Mr. Soto stated when the AOT Committee was picking possible locations for the sign's placement, they chose the river area as one location because of its visual beauty and esthetics when visitors want to take pictures at the sign/structure.

Mr. George stated he had seen other localities place their LOVE sign at or near water features, presumably for the same reason.

Mayor Mattox asked if the LOVE sign and its possible location had been advertised in order to receive public comments on the item. Mr. Soto stated that night was the first time the finished design of the sign structure had been officially introduced to the public.

Mr. Coggsdale stated there was an article in the Altavista Journal newspaper regarding the sign idea when it was in its early design stage.

Mayor Mattox asked if Council wanted staff and AOT to advertise the finished sign design in order to receive public comments before they moved forward with a location decision.

Mrs. Dalton stated she did not feel there was a wrong answer in choosing any of the four options. She stated she saw merit in each option, but was in favor of option four, near the park's trail entrance, because you would see the sign as soon as you drove or walked around the curve from the playground to that area.

Mr. George stated option four was the least favorable of the options because of the "English Trail" sign at that location. He stated he would not want to interfere with the visibility of the trail sign, to which Mrs. Dalton agreed. She stated an area where the LOVE sign could stand alone would ultimately be the best option for placement.

Mr. George stated the sign structure would be very visible at any of the location options. He continued stating the individual blocks were two feet by two feet with two inches in between each block; the blocks would be on an elevated concrete pad with the first block being six inches off of the concrete; above the blocks would be a "roof" with an Altavista flag/sign on the top; making the entire structure approximately ten to twelve feet tall.

Mr. Bennett asked, if there was a chance of flooding to the river area of the first preference, were the blocks removable, to which Mr. George answered they were. Mr. George stated the ability to remove the blocks was also in case the blocks needed repairing.

Mr. Higginbotham stated he had a concern with the sign structure having a concrete base because of the possibility of children climbing on the sign.

Mr. Soto stated the climbing possibility was also a concern for AOT. He stated they tried to address the issue and design the sign with that in mind, by keeping only a two inch gap in between the blocks and adding a slanted roof to the top of the structure.

Mrs. Dalton stated the climbing issue would always be a concern, but the LOVE signs in other localities are famous because of people wanting to take pictures with them and some even at the top of the sign. She stated she felt AOT had done a good job in addressing the concern and possibly keeping the issue to a minimum occurrence.

Mr. Higginbotham stated having a rubber mulch type material would soften the area in case of a fall. Mr. Emerson stated the concrete slab holding the sign could be sunken and the rubber material placed on the top of the concrete, to which Mr. Higginbotham agreed. Mr. Soto agreed with the idea and stated AOT would look into the option and cost.

Mayor Mattox asked if a location decision needed to be made at that meeting.

Mr. Coggsdale asked Mr. Soto what the timeframe was in regards to needing a decision from Council approving the design and the location of the sign placement in English Park.

Mr. Soto asked Mr. Mitchell how long it would take him to fabricate the sign structure, to which Mr. Mitchell answered the final fabrication process would have a six to eight weeks lead time for completion.

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Mr. Soto stated after the blocks for the sign were fabricated, they would then be sent to Creative Edge for the “facing” process. He continued stating the entire process to construct the LOVE sign would take approximately four to six months, allowing for any delays, but he hopes to see the sign finished sooner rather than later.

Mr. Coggsdale stated Council would not need to decide on a location placement of the sign that night, but in the near future in order for AOT to start planning for the sign placement.

Mrs. Dalton stated she favored AOT’s sign design, but felt Council needed more time to review and discuss the sign placement options. She continued stating each Council member may have different opinions and/or concerns regarding the placement options and the extra time would allow Council to hear each member’s thoughts and allow them to make a more informative decision by process of elimination.

Mr. George informed Council that the one design side that looked like bricks was to represent the old Lane Company chimney and the “brick look” was made with individual marble pieces.

Mr. George also informed Council, as a member of the AOT Design Committee, the LOVE sign project was possible through grant monies, to which Mr. Soto confirmed it was. Mr. Soto continued stating, therefore AOT would not be asking the town for any funds towards the sign project, only permission to move forward with the construction of the LOVE sign’s proposed design and permission to place the sign in English Park, with Council’s direction on the placement of the sign.

Mayor Mattox asked for a vote from Council towards approving the LOVE sign design and allowing staff to place the item in the Altavista Journal for public comments/feedback.

Mr. Coggsdale asked the Mayor what type of feedback Council was looking for from placing the item in the newspaper, to which Mayor Mattox answered Council and/or staff would possibly hear comments from citizens regarding a desired location for the LOVE sign that would help Council make a more informative decision on the placement of the sign.

Mr. Mitchell asked if the placement of the sign was the only decision to be made at a future meeting, and wanted to be clear if the sign design and structure were being approved by Council in order for him to know whether or not to move forward with its construction.

Mayor Mattox and Council members were all in consensus to approve the LOVE sign design proposed by AOT and move forward with its construction. Council members were also in consensus to allow AOT to place the sign in English Park upon its construction completion, but to delay the decision of its placement location for a later date, giving Council time to receive public comments from town citizens, and further review the placement options.

b. Planning Commission Recommendation – Text Amendment

Mr. Coggsdale informed Council of staff receiving a request from an existing organization that provided a “food bank” type service and their need to relocate. He stated staff had reviewed the existing ordinance and found food banks were not adequately addressed as a permitted use. He continued stating staff provided the Planning Commission with a proposed draft text amendment that addressed the use; as well as defined which districts food banks would be permitted in and the corresponding development standards.

Mr. Coggsdale stated the Planning Commission conducted a public hearing at their April 1st, 2019 meeting and unanimously voted to recommend approval of the text amendment to Town Council.

Mr. Coggsdale shared the proposed text amendments with Council for their review and consideration:

1. Definition set forth in Section 86-32

- a. *Food bank, food pantry or similar uses* means a public or charitable institution that collects and/or distributes food or edible commodities to individuals in need. This can include food banks, food pantries, soup kitchens, hunger relief centers or other food or feeding centers similar in nature.

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2. The use would be listed as a permitted use in the *Civic Uses* in the following districts:
 - a. C-1 (Local Commercial) District. Subject to Sec. 86-482.1 (by right)
 - b. C-2 (General Commercial) District. Subject to Sec. 86-482.1. Special use permit required.
 - c. M (Industrial) District. Subject to Sec. 86-482.1 (by right)

3. Development Standards set forth in Sec. 86-482.1
 - a. All activities conducted within the building or anywhere on the property shall be consistent with the purpose stated in the charter of the organization operating the food bank.
 - b. No outside storage or equipment of materials.
 - c. All parking shall be off-street with the maximum number of vehicles to be determined by the zoning administrator and in the case of the C-2 district in consultation with the planning commission and provided for in the special use permit.
 - d. Signage shall comply with the following requirements:
 - i. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.
 - ii. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.
 - iii. All lighting must be approved by the zoning administrator prior to installation.
 - iv. Identification signs: 24 square feet maximum
 - v. Temporary banners shall not exceed 40 square feet.

Mr. Coggsdale stated, at this time, staff was asking Town Council to review the proposed text amendments as presented and, if approved, allow staff to schedule a public hearing for the May 14, 2019 Regular Council Meeting.

Mayor Mattox asked Mr. Eller, Town Attorney, if he had any additional comments on the subject, to which Mr. Eller answered he did not.

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

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to approve the recommendation by the Planning Commission for text amendments to the town ordinance in regards to food banks and also to allow staff to schedule a public hearing at the May 14th, 2019 regular scheduled Council meeting regarding the subject.

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

c. First Reading of the FY2020 Budget and CIP / Setting Public Hearings

Mr. Coggsdale referenced the March 26th Town Council Work Session, where Council continued their discussion regarding the Fiscal Year 2020 Budget and Capital Improvement Plan (CIP). He stated the Fiscal Year 2020 proposed budget, which included the General Fund, Enterprise Fund, State/Highway Fund, Cemetery Fund, and the Capital Improvement Program (CIP), totaled \$10,231,000.

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Mr. Coggsdale stated the proposed Fiscal Year 2020 budget had a 3.31% increase from the adopted Fiscal Year 2019 budget. He continued stating there were no proposed tax increases in the budget; however the budget did include proposed utility rate increases of 8% (water) and 4% (sewer) and the rate increases would have an effective date of December 1, 2019.

Mr. Coggsdale requested, following Council’s review, consideration, and discussion of the item, they allow staff to schedule the necessary public hearings on the FY2020 Budget; the Capital Improvement Plan (FY2020-2024), and the Utility Rate changes for Tuesday, May 14, 2019 at 7:00 p.m. in the Town Hall of Altavista.

Mayor Mattox asked Council if they had any questions regarding the first reading of the FY2020 Budget and CIP, to which there were none.

Mayor Mattox stated he previously had some concerns regarding the FY2020 proposed budget, but after speaking with the Town Manager on the Friday before the Council meeting, most of his concerns were alleviated. He stated his conversation with Mr. Coggsdale, Town Manager, also brought forth the likelihood of having a “budget policy” in place before the next budget session.

Mayor Mattox asked Council for a motion to allow staff to set a public hearing regarding the proposed FY2020 Budget and CIP.

Mrs. Dalton, seconded by Mr. George, made a motion to allow staff to schedule the necessary public hearings at the May 14th, 2019 regular scheduled Council meeting regarding the Fiscal Year 2020 proposed budget, the Capital Improvement Plan, and the utility rate increases to become effective on December 1, 2019.

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

d. Staff Reorganization Plan / Request

Mr. Coggsdale referenced the draft proposal given to Council at their March 26th Town Council Work Session, regarding the Staff Reorganization Plan that would consolidate several positions into the “Office of Community and Economic Development”. He stated the proposed office layout in the “Economic Development Strategy” was very similar to the recent staff proposal, but with a few adjustments.

Mr. Coggsdale stated in order for staff to move forward with filling positions, Council would need to provide staff with direction on the organization/reorganization of the duties and responsibilities that previously had been handled by the Assistant Town Manager, Economic Development Director, and the Main Street Coordinator. He continued stating Council could weigh in on the duties needed and who would be performing those duties.

Mr. Coggsdale offered Council two viable options:

1. “The Status Quo” option would be to fill the vacant positions and restructure the Economic Development Office to include the Main Street Coordinator.
2. The second option would be to follow the Staff Reorganization Plan as previously submitted.

Mr. Coggsdale stated there may be other viable options or hybrids that could be considered, however, in order to begin implementation of the town’s newly adopted Economic Development Strategy, the process of filling the position responsible for that endeavor would need to proceed in the very near future.

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Mr. Coggsdale stated, if Council chose to proceed with the Staff Reorganization Plan (Office of Community and Economic Development), the following staff levels and process would be initiated: the department would ultimately include four full-time employees (FTE) and two part-time employees (PTE), with one of the FTEs currently being on staff. He stated the plan would be to proceed immediately with the advertisement/recruitment of the Community and Economic Development Director, followed shortly thereafter by the Community Development Coordinator position. He stated following the filling of those two positions, the remaining FTE position in the Community Development Division would be assessed by the new Director and/or the Coordinator in regards to the needs of the department.

Mr. Coggsdale informed Council town staff would begin the advertisement of the Event Coordinator position (PTE) at the Avoca Museum/Cultural Division, as that position would become vacant at the end of the current 2019 Fiscal Year. He continued stating staff would also begin the consideration of a Code Compliance Officer (PTE) and, if needed/approved, the advertisement for the position.

Mr. Coggsdale stated, if new positions are created, appropriate job descriptions for each position would be created and become part of the Town's Classification System.

Mr. Coggsdale reminded Council that funding in the proposed FY2020 Budget would cover either of the Status Quo or the Staff Proposal options.

Mr. Coggsdale stated, after further review and discussion of the town office's current and future needs, he had comprised an additional for Council's review and consideration. He stated the option would divide the Community & Economic Development Director position, previously proposed in option two, into separate parts/duties: Economic Development Director, Economic Development Specialist (Main Street Coordinator), and Community Services Coordinator (Asst. Town Manager). He stated the proposed third option was more of a "status quo" and segregated the Community and Economic Development duties.

Mr. Coggsdale asked for Council's input on the proposed office staff reorganization options and their direction on how they wanted staff to move forward.

Mr. Coggsdale reminded Council of Altavista's newly adopted Economic Development Strategic Plan and the immediate need to fill the Economic Development Director or the Community & Economic Development Director position in order for the town to move forward with the process of implementing the strategic plan.

Mayor Mattox asked Council for their thoughts and comments regarding any of the proposed staff reorganization options.

Mr. Bennett stated he agreed with the town manager that hiring an Economic Development Director was an immediate need in order to "get the ball rolling" with the new Economic Development Strategic Plan and felt filling the position should be the town's top priority.

Mr. George asked if the position of Economic Development Director would replace the position currently known as Assistant Town Manager, to which Mr. Coggsdale answered yes it would because, not only would the director be head of the economic development department, but also the community services division, which was handled by the previously known position of Assistant Town Manager.

Mr. Coggsdale stated most of the duties the previous Assistant Town Manager used to do (zoning, planning commission, etc.) would fall under the duties of either the Community and Economic Development Director or the Community Development Coordinator position, depending on which option Council chose to move forward with. He stated, with Council's input and direction, and the possible abilities of the new Director, the previously known position of Main Street Coordinator may also fall under one of those positions.

Mr. Coggsdale stated the name changes were intended to recognize and coincide with the ever changing needs of the town.

Mr. George stated he agreed an Economic Development Director was the most important position the town needed to currently focus on.

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Mr. George asked Mr. Coggsdale, with the Town Manager currently handling all of the duties the two proposed positions would be handling, whether or not the Community Services Division needed to be a full-time position.

Mr. Coggsdale stated he felt there were at least two full-time positions needed for the town to accomplish its desired goal moving forward with the Economic Development Strategic Plan. He continued stating there would possibly be a third part-time position needed with either option Council chose, Code Compliance Officer, depending on whether or not one of the two new full-time positions would take on those duties.

Mr. Coggsdale stated he was experiencing a higher number of calls lately regarding zoning, codes compliances, etc. and felt there was a definite need for the third part-time position, but the ultimate decision would be made by Council and the new department director.

Mr. George asked if the open positions would be hired all at the same time, to which Mr. Coggsdale stated no they would not. Mr. Coggsdale stated it would depend on which option Council chose; option one, with duties all under one department, staff would start the hiring process at the top position (Community and Economic Development Director) and work its way down from there; option two, with segregated duties, would be to immediately hire an Economic Development Director and a Community Services Director shortly thereafter.

Mr. Higginbotham stated he agreed the town needed to fill the position of Economic Development Director first and in the immediate future. He stated the town needed the person hired to be a motivated “doer” not just hold the position of Director.

Mr. Higginbotham stated he would like to see the Economic Director hired first, allowing that person to be a part of the hiring process for the Community Director. He continued stating it was important for the Economic Development Director to work together with the Community Development Coordinator, not just being the “boss” over the coordinator to delegate duties, but both positions working together to “make things happen” for the town.

Mr. Higginbotham also shared his concern of adding a new position for a Code Compliance Officer to the town staff. He stated he was unsure if the town needed to hire a separate person for that part-time position, or if the duties could be part of another position. He continued stating, if the right person was hired for the Economic Development Director position, he felt all of the other positions/duties would fall into place.

Mr. Coggsdale agreed with Mr. Higginbotham that the Code Compliance Officer position may not be needed. He stated after the Economic Director and the Community Director positions were filled, they would be able to assess whether or not the position was needed.

Mr. Coggsdale stated he did not want to rush Council on making any decision before they are ready to do so, but with the newly adopted Economic Development Strategic Plan ready for implementation, it was very important to “keep the ball rolling” and hire an Economic Development Director.

Mayor Mattox stated he appreciated the effort Mr. Coggsdale had put into bringing Council viable options for consideration regarding the proposed Office of Economic Development. He stated the town’s number one priority was economic development, therefore, the immediate hiring of an Economic Development Director was a big part of that priority.

Mayor Mattox also shared his thoughts on the position previously known as the Main Street Coordinator. He stated he felt if the town hired the right person/persons in the Economic Director and Community Development Director positions, the Main Street Coordinator position may no longer need to be a separate position, but those duties may be able to fall under one of the other positions.

Mayor Mattox also stated he did not favor having a separate position designated for a Code Compliance Officer, or having the town fund the “new” position, but to place those duties under one of the director’s positions.

Mr. Coggsdale stated, with the first option proposed to Council, the three positions available were adequately covered in the current fiscal year’s budget.

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Mr. Emerson asked what the amount was in the budget for the current staff open positions. Mr. Coggsdale asked Mrs. Shelton, Finance Director, to look up the budget item amount requested by Mr. Emerson. Mr. Coggsdale stated he would be glad to discuss the budget for the open positions with Council after all Council members had a chance to comment on the proposed options.

Mrs. Dalton stated she felt the town manager had offered Council two viable options for the currently needed open staff positions. She stated, it was her understanding, the skill sets of the first two hires would then help staff determine the next step needed, if any, moving forward.

Mrs. Dalton continued stating she was in favor of the town manager immediately proceeding with the hiring process, keeping in mind the top priority being an Economic Development Director, with either option, in order for the town to start the implementation of its newly adopted Economic Development Strategic Plan.

Mrs. Dalton stated she felt the town manager had a well-conceived plan and appreciated his thoughts and concept on how to allow the staff office to “evolve” into the town’s current needs and moving forward. She stated she was in favor of option one.

Mayor Mattox asked for clarification that option one would be for staff to advertise for the Community & Economic Development Director and the Community Development Coordinator positions, to which Mr. Coggsdale confirmed it was.

Mr. Higginbotham suggested hiring the Economic Director first, then allowing that person to be a part of the hiring process for the Community Director, to which the Mayor agreed.

Mr. Coggsdale stated, if Council desired, staff could offset the hiring process for those two positions by thirty to forty days, making it possible for the Economic Director to be a part of the interviewing process for the Community Director position.

Mr. Emerson stated he favored the first option proposal that designated a Community & Economic Development Director. He stated if a person was doing one of those duties, they were essentially doing the other. He felt the first option best suited the town’s needs.

Mr. Mitchell stated he agreed with the other Council members of the town’s immediate need of an EDA/Economic Director. He stated every day without having that position filled was a missed opportunity for the town to move forward with its AEDA strategic plan.

Mr. Mitchell stated he was in favor of option two, simply because finding a person dynamic enough to fill the head position of option one may be difficult.

Mr. Mitchell also stated he was not in favor of the Code Compliance Officer being a part-time position, but the duties being held under a full-time position, whether it be by the Economic Development Specialist or the Community Coordinator. Mr. Mitchell continued stating the more knowledge the hired individual/individuals had regarding town and official codes, the better it would be for the town and its residents.

Mr. Coggsdale reminded Council, with each proposed option, there were three positions needed in order for staff to implement either option Council chose. He stated, unless Council modified or changed an option, funding for those three salaried positions of \$181,000 would be covered under the current budget for either option. He continued stating the amount included health insurance, as with any fulltime open position, staff budgets as if the newly hired employee would be needing a “family plan” for insurance needs.

Mayor Mattox stated, with all Council members agreeing that the first step needed to move forward in the recruitment process was to hire an Economic Development Director, he asked Council to allow staff to move forward with advertising for the position. He stated, if the town were lucky enough to find a person that could handle all of the duties asked of them with the ability to “wear many hats”, then the town manager could take that into consideration when continuing the hiring process for the next position needed.

Mr. Coggsdale stated if Council chose to have staff advertise for the position of Economic Development Director, the existing town job description would still be sufficient, enabling the recruitment process for that position to move forward rather quickly.

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Mr. Coggsdale continued stating the Economic Development Director position was part of option B proposed to Council and it would depend on the skill set of the new Director whether or not Council/staff could continue moving forward with option B or have the ability to transition into option A, if Council desired to do so.

Mayor Mattox stated he was not opposed to either option, as long as the main priority of the choice was to focus on the economic development growth of the Town of Altavista.

Mrs. Dalton stated it would not matter what the name of the department was called because the duties of an Economic Development Director would coincide with the duties of a Community Development Coordinator.

Mrs. Dalton stated a person looking to apply for the Economic Development Director position would have to be aware of and willing to also take on some of the allocated duties of a Community Development Coordinator until such time as one was hired. Mrs. Dalton also stated the new Economic Director would be expected to follow the economic strategic plan recently adopted by Council, and stated the plan was full of community development ideas and potential projects.

Mayor Mattox confirmed to the Town Manager, Mr. Coggsdale, the consensus of Council to allow staff to move forward with the advertisement and recruitment of an Economic Development Director for the Town of Altavista.

9. Unfinished Business

a. Ridgeway Avenue Drainage Project Follow Up

Mr. Coggsdale referenced the approval by Council, at last month's regular scheduled Council meeting, for staff to move forward with the Ridgeway Avenue Drainage Project based on a preliminary design provided by Peed & Bortz. He stated the proposal by Peed & Bortz to do the final design of the project was also approved.

Mr. Coggsdale informed Council that during an internal meeting, staff continued to discuss/evaluate the ongoing issues of having pipe on private property; as well as the outfall at the terminus of that pipe. He stated staff met with VDOT representatives on-site to further evaluate the existing drainage structures on main street and VDOT had recommended the town consider installing curb along the east side of Ridgeway Drive, from the top of the street at its intersection with Elizabeth Street, and tie it into the existing curb and gutter on Bedford Avenue. He stated the modification would eliminate the need for any other drainage structures; as well as the drainage pipe currently going across private property.

Mr. Coggsdale stated VDOT's proposed option would be less expensive for the town to complete. He continued stating the new option would also eliminate the town from having to maintain underground drainage pipe on private property, as well as the town needing to acquire easement rights from private property owners.

Mr. Coggsdale also informed Council the project was eligible to be funded via VDOT Highway Maintenance Funds.

Mr. Garrett, Public Works Director, stated the new option would also eliminate the possibility of the town having to cut down a large tree in a homeowner's yard in order to replace the existing drainage pipe on the residence.

Mr. Coggsdale stated, while reviewing and evaluating the suggestion by VDOT, staff felt the new option was a better solution for Council to consider.

Mr. Coggsdale stated the new drainage solution option would consist of a plan to cross over two private driveways. He stated Scott Bortz suggested installing a two inch concrete "valley" at the top of each driveway in order to keep rain water from entering the driveway.

Mr. Coggsdale stated the newly proposed drainage solution option was only preliminary and staff would like Council's thoughts and input on the suggestion.

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Mayor Mattox asked Council if they had any questions or concerns regarding the subject.

Mr. Emerson stated, if the expertise of the Public Works Director approved of VDOT's option, then he would also be in favor of the town using the new option to eliminate the drainage issue.

Mr. Mitchell stated he felt adding the "valleys" to the two driveways, in addition to the installation of new curb and gutter drain pipe in the proposed plan by VDOT, would be the town's best option as a whole.

Mr. George asked what would happen to the already existing drainage pipe beside of the homeowner's driveway, to which Mr. Garrett stated the smaller pipe beside the driveway would be removed and the ground repaired and the larger pipe under the driveway would no longer be needed so it would be filled with concrete.

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

Council members were all in consensus to allow staff to "change direction" regarding the Ridgeway Avenue drainage issue project and move forward with the new option suggested by VDOT, to extend curb and gutter drainage pipe further down the street connecting to Bedford Avenue.

b. WWTP Emergency Overflow Pond – Pilot Study

Mr. Coggsdale stated, with staff previously making Council aware of their concern regarding the increasing water level of the WWTP Emergency Overflow Pond and the negative impacts should there ever be an overflow, and with Council's approval, staff had investigated options that would provide an "emergency operation plan" to mitigate the issue.

Mr. Coggsdale stated staff had looked at three different options and he shared with Council staff's suggested option; a five page "pilot study" proposal from the University of Maryland-Baltimore County (Dr. Kevin Sowers). He stated the town had previously worked with Dr. Sowers on other town projects and valued his expertise.

Mr. Coggsdale stated the proposed pilot study would evaluate a mechanism by which to lower the PCB level so that the water can be discharged back into the Wastewater treatment plant or directly into the discharge stream of the plant (outfall). He stated, based on the proposal, the town would construct the process unit to treat the water and Dr. Sowers' team would provide the necessary treatment materials, pull the necessary samples, and have the samples analyzed.

Mr. Coggsdale stated, if Council desired to move forward with the development of an "emergency plan" of this nature, staff found Dr. Sower's proposal was the most feasible and believes the Department of Environmental Quality (DEQ) would be agreeable to the town using that approach.

Mr. Coggsdale stated, per a conversation the previous week with Mr. Fore, Utilities Director, the water level at the WWTP overflow pond had decreased to 7.8 inches. Mr. Fore stated, as of that date, the water level was still holding at 7.8 inches, which was down approximately four inches from the previous high water level.

Mr. Coggsdale stated, even though the pond elevation had currently decreased, "mother nature" was unpredictable and staff recommended the town have an emergency plan in place in case the pond's possible overflow issue ever happened again.

Mr. Coggsdale stated staff wanted to present a plan to the DEQ they would possibly agree to the town using when needed. He stated staff felt the pilot study was a viable option for that purpose.

Mr. Coggsdale continued stating, unlike other options available, the pilot study would not require the town to obtain a costly permit for the process.

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Mr. Fore confirmed the process would not require a permit because, after the pilot study showed the PCB levels were lowered, the town would be running the water back through its own water plant system. He stated the DEQ would be more agreeable to the pilot study option because of that reason.

Mayor Mattox asked if the proposed study and process could potentially be used for reasons other than emergency use if the study showed results well under the liable limits, to which Mr. Fore answered yes, if the study was found effective, the process could be utilized for other town uses. He stated the process could possibly turn the pond into a “dry bed”, allowing the area to be used for other potential town needs.

Mr. George stated he had reached out to Mr. Scott Lowman for his expertise and input on the subject. He stated Mr. Lowman had asked some question that would be of valuable insight for the town to discuss.

- Will PCBs accumulate in the charcoal filters?
Mr. Fore answered yes, but the “sedimite” chemical in the filters would lower the PCB levels enough for the slurry to be returned to the pond.
- What was the target concentration in the outflow the town hopes to obtain and how does it relate to the acceptable DEQ and EPA standards?
Mr. Fore stated the amount the town desired to achieve was far lower than what the historical count was from industrial discharge the town was currently receiving. He stated, with the lower amount, there was a greater possibility the DEQ would approve the process. He continued stating the purpose of the pilot study was to show the PCB levels were lower than the concentration of what was coming into the pond.

Mr. Mitchell asked was the pilot study an experiment or a proven process, to which Mr. Fore answered the study had been used in other localities across the country. Mr. Fore stated the town would use the study to “prove” to DEQ the process was successful and could be used for the town’s future emergency needs.

Mr. Mitchell asked if the process was guaranteed to be approved by the DEQ, to which Mr. Fore answered the pilot study process was not guaranteed to be approved, but felt it was the best option available for the town to ask for DEQ’s approval of an “emergency plan”.

Mr. Fore stated, without the town having an emergency plan and if the pond were to ever breach the overflow level, the town would then be under a “consent order” from the DEQ and the town would have to use whatever process the DEQ asked them to use, no matter the cost. He continued stating the proposed pilot study by Mr. Sowers would be the lowest cost to the town at \$23,000 and, if DEQ approved the process, the town would then have their desired emergency plan in place.

Mr. Mitchell asked if there were examples of other surrounding localities using the same process, to which Mr. Fore answered not in the Commonwealth of Virginia. He stated the process was only being used as a study by Colleges/Universities to try and get a handle on the PCB issues facing localities, and the process was still experimental to the DEQ and the Commonwealth of Virginia. He continued stating there was a successful study done by NASA, with EcoSpears, using the same process.

Mr. Fore stated the EcoSpears process was another available option for the town, but was more costly at \$150,000 just to start the study program.

Mayor Mattox asked if the town had to get permission from the DEQ before they could conduct the pilot study at the WWTP pond, to which Mr. Fore answered yes.

Mr. Fore stated step one would be to take the proposed pilot study process to the DEQ and ask permission for the Town of Altavista to conduct the study to see if it would work in their WWTP overflow pond. He stated he would then ask the DEQ, if the process did work, what the numbers were they would consider to be acceptable, and also ask if the town could use the proven process as their emergency plan.

Mayor Mattox asked Council if there were any additional questions for Mr. Fore regarding the pilot study, to which there were none.

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Mayor Mattox asked Mr. Fore if it was staff's intent to take the proposed pilot study to DEQ for permission to use the pilot study process, and if approved by the DEQ, then come back to Council with a budget needed for the study and ask Council for permission to move forward with the process, to which Mr. Fore stated yes, that would be staff's intent.

Mayor Mattox stated he would like to know if the proposed process would work and hoped the DEQ would approve the town to proceed with the pilot study.

Mrs. Dalton stated if the pilot study was approved and the process deemed successful, it would be nice for the town to have the option to use the process in an emergency situation. She stated it was important for the Altavista WWTP to have an emergency plan for the overflow pond, to which Mr. Fore agreed.

Council members were all in consensus to allow staff to have a conversation with the DEQ regarding the proposed pilot study and the possibility of Altavista's WWTP using the process as an emergency plan for their overflow pond.

10. Reports and Communications

Town Manager's Report for the April 9th, 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.) 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.*

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.*

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.*

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.*

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.*

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.*

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.*

Utility Standard Details & Specifications See weekly Peed & Bortz Project Status Report (page 1).

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 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 (page 3)

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.*

RFQ/P Engineering Services This item has been published and posted on the Town's website. *Proposal are due April 9th.*

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.*

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. *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.*

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.*

11. Matters from Council

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

- Mr. Bennett informed Council he had recently received a phone call from a town resident regarding his water bill. He stated the resident asked if the utility increase was only for certain areas in town or if the increase was for everyone living in town. Mr. Bennett stated it was his understanding the utility increase was applied to everyone in town and he asked the town manager to confirm whether that information was correct or not.

Mr. Coggsdale stated the recent utility increase was for every resident within town limits. He stated the increase for each resident would depend on their meter size. He continued stating most single-home town residents had a 5/8 inch meter, so their water bill would now have a base charge of \$6.50 per month/\$19.50 per quarter. He stated larger meter sizes would have a different/higher base charge.

Mr. Coggsdale stated if a resident normally used a high quantity of water, they could cut back on their water usage to help offset the increase.

- Mr. George, as a member of the Altavista Parks and Recreation Committee, referenced a recent discussion they had regarding the desire to add a "sunflower field" to English Park. He stated the sunflower field would cover approximately ten acres in the back area of the park, next to the English Trail.

Mr. George informed Council the committee was currently in the process of gathering quotes for the cost of seeding the sunflower field.

Mr. George also referenced the four new ball fields added to the park when it was owned by Campbell County. He stated the county had tried their best to seed the fields, but they were never adequately done.

Mr. George stated, if Council approved the request to add a sunflower field to the park, they would also consider having the ball fields properly finished while the equipment needed to do so was there for the sunflower project. He stated it may be less costly for the town in the long run to have both projects done at the same time.

Mr. George suggested Council consider the possibility of using some of the Jenks Estate monies to fund both projects.

Mr. George stated the Parks and Recreation Committee would continue to investigate and gather costs for the sunflower field project and the re-seeding of the four ball fields and bring the information back to Council for their review and consideration.

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- Mr. Higginbotham referenced the amount paid to Peed & Bortz, \$4,200, for their preliminary services on the Ridgeway Avenue Drainage Project. He stated VDOT was “free advice” and suggested, moving forward, staff get VDOT involved first on projects that involved the town’s roadways, to possibly save the town money from costly engineer services.

Mr. Garrett, Altavista Public Works Director, stated one of the items staff was required to have Peed & Bortz “sign off on” (engineer approval) was making sure the new design plan would work for the needs of the Ridgeway Avenue project. He stated the engineer calculations and approval would adequately cover the criteria the town would need if there were ever a question regarding the design.

Mr. Higginbotham stated VDOT would also give the same “analysis” if the town requested.

Mr. Fore informed Council he would be meeting with a representative of Abbott Laboratories to discuss the possibility of the plant relocating some of their lines down the hill, on the back side of their property adjacent to Clarion Road. He stated Scott Bortz, Peed & Bortz, had agreed to also be at the meeting to offer his expert opinion on the subject. Mr. Fore stated that Mr. Bortz would not be charging the town for his service at the meeting.

Mr. Coggsdale stated Mr. Bortz had done a lot of “free” work for the town on various projects.

- Mr. Higginbotham also stated his concern of whether or not the town needed to invest in a brine tank at the Public Works facility. He stated, with the town spending so much money on a granule salt mixture to treat the roads in inclement weather, the use of brine was not necessary, therefore the tank would not be needed and could be taken out of the proposed FY2020 budget.

Mr. Higginbotham stated the Public Works Department already did a great job of treating the town roads when needed, so the extra process and cost was unnecessary.

Mayor Mattox asked Mr. Garrett, Public Works Director, if he agreed with the suggestion by Mr. Higginbotham of the town not using brine to treat town roads, and therefore not needing the proposed brine storage tank, to which Mr. Garrett stated he agreed.

Mayor Mattox thanked Mr. Higginbotham and Mr. Garrett for their discussion and review of the subject, which would ultimately save the town money.

- Mayor Mattox reminded Council of their upcoming Strategic Planning Council Retreat, scheduled for April 23rd from 11am-4pm, and they would be notified of the destination.

Mr. Coggsdale stated, if Council approved, staff would reserve the Altavista Chamber of Commerce Train Station as the location for the retreat. He continued stating, he would rather have Council already know of the location so they can be prepared. He stated he would advise Council if the train station was not available and the location needed to be changed.

Mayor Mattox and all other Council members were in consensus for their upcoming retreat to be located at the Altavista Train Station.

Mayor Mattox stated he looked forward to working with Council and Mr. Payne, retreat facilitator, at the retreat.

- Mr. Emerson stated he had previously been asked by a few town residents, living in the Bedford Avenue area of Altavista, if the sidewalk lighting could be improved. He stated, with the recent warmer weather, walking was more prevalent and the same citizens are again asking about the lighting issue.

Mr. Emerson stated he had investigated the request and found there was a dimly lit area on Bedford Avenue between Hillcrest, Dale Avenue, and Sunset Drive. He continued stating there are a lot of citizens that walk in the evenings and night; and also, there were several families in that particular area with small children, so he felt it was necessary for the town to look the request of improving the lighting in that area.

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Mr. Coggsdale stated staff would review the area at nighttime and investigate if there were existing light poles that could be update with brighter bulbs or if there was a need to place additional light poles in the area. Mr. Emerson thanked staff for agreeing to address issue.

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

12. Closed Session

There was no closed session scheduled for the April 9, 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 8:15 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk