

## Regular Council Meeting – March 12, 2019

The regular scheduled Council meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on March 12, 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

Council absent: 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  
Ms. Emelyn Light, Main Street Coordinator  
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Dawn Coffman, Mount Herman United Methodist 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. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

4. Recognitions and Presentations

#### a. Employee Introductions and Employee Recognition

- Mr. Coggsdale informed Council of two new employees recently hired for the Altavista Public Works Department: Mr. Jason Simmons, Street Maintenance Specialist, and Mr. Jason Fermanis, Building & Grounds Maintenance Worker.
- Mr. Coggsdale stated Altavista's Water Plant also had an employee they would like to introduce to Council and Mr. Tom Fore, Utilities Director, would do the introduction.

Mr. Fore stated the water plant advertised last fall for a potential employee, but was unable to find a suitable candidate, so they hired a recruit from the employment agency Manpower.

Mr. Fore stated the water plant was fortunate to acquire an excellent recruit from Manpower and had since hired the young man, Mr. Shawn Mahoney, as a full time employee. He introduced Mr. Mahoney to Council and stated would be giving them additional information about himself.

## Regular Council Meeting – March 12, 2019

Mr. Mahoney stated he was happy to attend the meeting to meet Council members and additional staff, which would enable him to “match names with faces”.

Mr. Mahoney shared with Council he had graduated college last fall, Dayton Ohio University, and then signed with a temporary agency, Manpower, but wanted to find something more permanent in his field of study, environmental chemistry. He stated when the position became available at the Altavista Water Plant, he felt it would be a good fit for him and his collegiate background.

Mayor Mattox thanked Mr. Mahoney for attending the Council meeting and welcomed him to the water plant and to the Town of Altavista.

- Mr. Coggsdale recognized Mr. David Garrett for his 5 Year Milestone as the Director of Altavista’s Public Works Department.

Mayor Mattox thanked Mr. Garrett for his service to the Town of Altavista.

### b. Town Council Retreat Facilitator Introduction – Mr. Kimble Payne

Mr. Coggsdale introduced Mr. Payne and stated he had agreed to facilitate the Council Retreat on April 23, 2019, and stated Mr. Payne may have some “homework” (thoughts) for Council to consider for their upcoming retreat.

Mr. Payne introduced himself and thanked Council for having him at the meeting and also for the privilege of facilitating their council retreat in April.

Mr. Payne informed Council that the “homework” Mr. Coggsdale was referring to was in the form of thoughts, ideas, and/or items for discussion they may have for their retreat curriculum. He stated he would be calling each Council member individually to obtain those things in order to compile a cohesive set of goals desired by Council for their retreat agenda.

Mr. Payne stated, with the assistance of Mr. Coggsdale, he would compile a preliminary agenda for Council’s consideration and approval.

Mr. Payne stated, even though the retreat was only scheduled for a five hour time period, he was confident Council would be able to accomplish a desired outcome that would be beneficial to them and the community.

Mr. Payne stated it was his intent, for the first forty-five minutes of the upcoming retreat, to review items from Council’s last retreat and discuss what has been accomplished with those items or if any of the items needed to be addressed further. He stated he had been keeping up with Altavista in the papers and social media, and was impressed with the town’s progress since his last visit at the last Council Retreat in August of 2017.

Mr. Payne continued stating the majority of the retreat’s agenda would focus on items and/or issues Council would like to discuss or work on moving forward. He stated, for example, the Town of Altavista’s newly proposed Economic Development Strategic Plan was an item Council could choose to place on the retreat agenda.

Mr. Payne stated the ultimate goal for the council retreat was to be as productive as possible in the discussions regarding the retreat agenda items. He stated he would do his best to facilitate and assist Council during those discussions.

Mr. Payne thanked Council for their time and stated he looked forward to working with them.

Mayor Mattox asked Council if they had any questions for Mr. Payne regarding the council retreat scheduled for April 23, 2019. There were no questions from Council at that time.

Mayor Mattox thanked Mr. Payne for his time and stated he looked forward to working with him at the retreat.

## Regular Council Meeting – March 12, 2019

### c. Boy Scout Merit Badge Requirement

Mayor Mattox introduced Mr. Ronald Layne, current Boy Scout Commander.

Mr. Layne recognized the Troop 278 Scout Master in attendance, Mr. Jonathan Dawson, and two Boy Scouts also in attendance, Colby Dawson and Seth Ware.

Mr. Layne stated the two young scouts were in attendance because they were required to attend a public meeting as a part of earning their Boy Scout Communications Merit Badge.

Mr. Layne thanked the Mayor and Council for their time and for allowing him to recognize the Boy Scouts and their efforts in trying to earn their merit badges.

Mayor Mattox commended the Boy Scouts Dawson and Ware on their merit badge efforts.

### 5. Citizen's Time

There were no citizen comments on this date.

### 6. Consent Agenda

#### a. Approval of Council Minutes:

- February 12, 2019 Town Council Regular Meeting
- February 26, 2019 Council Work Session

#### b. Acceptance of Monthly Financial Reports

#### c. Recreation Committee Appointment – Ann Shelton

#### d. Staunton River Garden Club “Snowflake Project” Funding

#### e. Altavista Police Department – Summer Intern Request

#### f. Staunton River RIFA Funding Request

#### g. Declaration of Town Property as Surplus/Salvage

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. George, motioned to approve the Consent Agenda as presented.

Motion carried.

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

### 7. Public Hearing

No public hearings were scheduled for the March 12, 2019 meeting.

### 8. New Business

#### a. Jordan Goff – Utility Connection Fee

Mr. Coggsdale stated Mr. Jordan Goff, 218 Frazier Road, had requested placement on the Town Council Agenda in order to address Council regarding the recent increase of the town's utility connection fee and also the town's website information pertaining to the fee.

Mr. Coggsdale informed Council the citizen, Mr. Goff, was not present at the meeting.

Mayor Mattox stated, with Mr. Goff not being present for discussion of his request, Council would move forward to the next item on the agenda.

Regular Council Meeting – March 12, 2019

b. Peed & Bortz Proposal – Ridgeway Avenue Drainage Project

Mr. Coggsdale reminded Council of the preliminary engineering services Peed & Bortz had provided at the February Council Work Session for the development of options regarding the Ridgeway Avenue Drainage Project. He stated it was then the consensus of Council to have Peed & Bortz proceed with Option 1A, with the modifications indicated by Council.

Mr. Coggsdale stated staff was seeking approval of the Peed & Bortz revised proposal of Option 1A for the final engineering, bid process, and construction administration, in the amount of \$9,500; with the anticipation project inspections would be done by the town.

Mr. George asked was the amount for the entire work to be done on Ridgeway Avenue.

Mr. Coggsdale stated the proposal before Council tonight was only for the engineering part of the project's process.

Mr. Higginbotham asked if the town had already committed to spending a certain amount of money with Peed & Bortz for the Ridgeway Avenue project, or if town staff could do some of the work to lower the project's total cost projection.

Mr. Coggsdale stated staff was not able to perform the engineering tasks associated with the project, but staff was planning to perform the project's inspections in order to save costs.

Mr. Coggsdale informed Council there were Highway Funds available to use for the project because the town was replacing existing drainage pipes.

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

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept the recommendation from staff to approve the \$9,500 proposal from Peed & Bortz for engineering services associated with the Ridgeway Avenue Drainage Project.

Motion carried.

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

c. Meals Tax Ordinance Text Amendment

Mr. Coggsdale informed Council that Mr. John Eller, Town Attorney, would be addressing them regarding a meals tax ordinance amendment.

Mr. Eller stated, after recently reviewing Altavista's Town Code, he found portions of the code previously amended by Council had not been incorporated into the printed version of the town code. He stated staff needed to remove the numerical percentage related to the meals tax rate (Sec. 70-42 (a) and the commission for payment (Sec. 70-46 (d)). He stated the two items were already in the Altavista Master List of Fees & Rates.

Mr. Eller stated since 2017, under Council approval, staff had been removing all references from the town code that pertained to a set fee or rate and placing them in the town's master fee list. He stated, by doing so, it allowed the town the ability to change a rate without having to go through the lengthy process of amending the ordinance related to the rate.

Mr. Eller stated Altavista's current master list of fees & rates was up-to-date and included the meals tax rates, but requested Council approve the removal of the numerical reference from the town code. He continued stating the approval would not require a public hearing because the town's master fee list had already been approved by Council.

## Regular Council Meeting – March 12, 2019

Mayor Mattox asked Council if they had any questions for Mr. Eller or Mr. Coggsdale regarding the recommendation to amend the town code by removing the meals tax rate, to which there were none.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request by Mr. Eller and staff to amend Altavista's Town Code by removing the meals tax rate, keeping the code cohesive and allowing Altavista's Master List of Fees to contain all rates moving forward.

Motion carried.

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

### 9. Unfinished Business

#### a. FY2020 Budget / CIP Follow Up

Mr. Coggsdale referenced the FY2020 Draft Budget and FY2020-2024 CIP that Council received on February 19<sup>th</sup> and stated staff gave an introductory overview to Council of the revenue and expenditures of all funds associated with the budget at the February 26<sup>th</sup> Town Council Work Session. He continued stating, following a brief discussion, Council decided to send any input or questions in regards to the budget/CIP to the town manager in preparation for additional review or discussion.

Mr. Coggsdale informed Council there would be an additional opportunity for review and discussion of the budget at their March 26<sup>th</sup> Town Council Work Session. He stated the next evening, March 27<sup>th</sup>, had also been set aside should Council desire to continue the discussion.

Mr. Coggsdale stated the budget would need to be finalized no later than the April 9<sup>th</sup> Town Council Regular Meeting, so the budget and CIP related items could be advertised in April and May. He continued stating, the deadline was made in order for Town Council to conduct the required Public Hearings at their May 14<sup>th</sup> Regular Meeting.

Mr. Coggsdale informed Council the adoption of the FY2020 Budget/CIP had been tentatively set for the June 11<sup>th</sup> Town Council Regular Meeting.

Mr. Coggsdale asked Council if they had any questions or concerns regarding the FY2020 draft budget.

Mr. Higginbotham asked, since there was an upcoming Council Retreat on April 23<sup>rd</sup>, if Council envisioned any discussion regarding the draft budget while at the retreat.

Mr. Coggsdale stated the timing of this year's retreat would be too late in the process to discuss any individual items within the FY2020 draft budget, but would be a good time to discuss any items desired for future budgets and/or CIP plans.

Mrs. Dalton stated the Council Retreat would be a good time for Council to discuss the budget process and whether or not Council desired any revisions to the process.

Mr. Coggsdale stated if there are any questions or concerns Council had regarding the proposed FY2020 budget or CIP items, to please let staff know so the items can be discussed and/or addressed at the March 26<sup>th</sup> Council Work Session. He stated waiting until the Council Retreat in April would be too late in the process for the draft budget to be changed.

Mayor Mattox asked all Council members to make a list of any questions and/or concerns they may have, and also any suggested changes regarding the FY2020 draft budget. He stated those items would be discussed by Council at their March work session.

Mayor Mattox thanked Mr. Coggsdale, Town Manager, and Mrs. Shelton, Town Finance Director, for their work on the FY2020 draft budget and for generating a "five year forecast" of the town's General Fund for Council's review.

## Regular Council Meeting – March 12, 2019

Mr. Higginbotham stated he was not in favor of the town using an out-of-state service provider (Florida) for “the cloud” upgrade they will be converting to later this year. He suggested staff gather additional quotes from Virginia based providers.

Mayor Mattox stated the request from Mr. Higginbotham was the type of “questions and concerns” staff was asking for Council to relay to them in regards to the draft budget.

Mr. Higginbotham also asked if there was still an investigator position in the FY2020 draft budget, to which Mr. Coggsdale answered there was.

Mr. Higginbotham requested staff and Council should further discuss whether or not there was a current need in Altavista for the position.

Mr. Coggsdale stated staff would investigate any request Council had regarding the draft budget and have the information and/or additional options available at the next work session.

### b. Economic Development Strategic Plan Consideration

Mr. Coggsdale referenced the work session held by Town Council earlier that evening to review and discuss the Economic Development Strategic Plan proposed by the Altavista Economic Development Authority (AEDA). He asked Council if they had any additional items or questions regarding the proposed plan they would like to discuss.

Mr. Coggsdale suggested Council discuss the next step they desired in regards to the proposed strategic plan in order to give staff direction on moving forward.

Mr. Coggsdale stated staff would deliver Council more details in regards to organizing the strategic plan at their March 26<sup>th</sup> Council Work Session.

Mayor Mattox stated he saw value in Altavista having a strategic economic plan and he was in favor of supporting the proposed plan by the AEDA.

Mr. Coggsdale stated Council could choose to show its support of the strategic plan by “accepting” the proposal by the AEDA. He stated accepting the proposal was not the same as adopting the plan, which meant Council agreed to every item in the plan.

Mrs. Dalton stated if Council chose to accept the proposal by the AEDA, it would only be giving staff the direction to move forward in the planning process. She stated it was not a “policy adoption”, which would mandate Council commit to every project within the plan.

Mr. Higginbotham stated, with Altavista already having an Economic Development Director position available, he did not see the need for the town to hire a Community Coordinator as mentioned in the proposed strategic plan. He stated a report he recently studied, Lee Cobb Report, suggested combining the two roles into one.

Mr. Higginbotham stated he was otherwise in favor of the proposed strategic plan by the AEDA and felt Altavista was moving in the right direction regarding economic development.

Mrs. Dalton stated the desired success of the Economic Development Strategic Plan for Altavista would greatly depend on the town’s ability to coordinate all of its organizations (AOT, Chamber of Commerce, etc.) working together as a whole.

Mrs. Dalton stated, even though the Chamber of Commerce was not owned and operated directly by the Town of Altavista, Chamber Director, Heather Reynolds, had conveyed to

Mrs. Dalton the chamber’s willingness to work with the town at any time, on any project. She stated Mrs. Reynolds welcomed the collaboration with Council and the town.

Mrs. Dalton continued stating the Altavista On Track (AOT) organization was always willing to collaborate with other town organizations and using the proposed strategic plan would only enhance their ability to successfully accomplish a collective goal.

Mayor Mattox asked for Council’s consensus to vote on the proposed strategic plan.

## Regular Council Meeting – March 12, 2019

Mr. Emerson asked if there were still two town positions available and not yet filled already accounted for in the current budget, to which Mr. Coggsdale answered there were.

Mr. Emerson asked if Council would be discussing whether or not the town needed those two positions or if combining the two would be sufficient for the town's needs. Mr. Coggsdale stated he would be evaluating the two open positions and making a recommendation to Council at a later date for discussion and/or consideration.

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept the Altavista Economic Development Strategic Plan draft proposal presented by the AEDA.

Motion carried.

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

### c. Annual Mowing Contract Follow-up

Mr. Coggsdale referenced the previous discussion brought to Council at their February work session regarding the request by staff to award an annual town mowing service contract to the lowest bid received for the service. He stated the lowest bidder had been non-responsive to staff attempts to contact him, so staff had to move forward in the process.

Mr. Coggsdale requested Council approve staff's recommendation to award the annual mowing contract to the second lowest bidder, L&A Lawn Care, for the base bid of \$1,408.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, had received all required documentation needed from the contractor and was ready to move forward with the award.

Mayor Mattox asked if Council had any questions or concerns regarding the request, to which there were none.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to approve the recommendation by staff and award the town's annual mowing service contract to L&A Lawn Care.

Motion carried.

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

## 10. Reports and Communications

### **Town Manager's Report for the March 12, 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 9<sup>th</sup>. 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 had to be modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session.*

**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 has been working with Boxley to get a target completion date for this project.*

**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.

**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 14<sup>th</sup> 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 31<sup>st</sup> to go over the sub-grantee paperwork and to visit the site.*

**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. *Installation has begun on the parking banners and signs.*

**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 22<sup>nd</sup>; they will work on a final draft and anticipate providing it to Town Council at the February Work Session.*

**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.*

**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.*

**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.*

**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.

**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. For additional information see the attached Weekly Peed & Bortz Project Status Report (page 3)*

**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.*

**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 1<sup>st</sup> with a timeframe of three (3) months.

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



**WWTP Clarifier #1 Project** *See weekly Hurt & Proffitt Status Report (page 1)*

**WWTP Emergency Overflow Pond (DEQ):** Town Council discussed several items related to 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 had 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.)*

**WWTP Phase 1 Electrical Design** *See weekly Peed & Bortz Project Status Report (page 2)*

**RFQ/P Engineering Services** *This item has been published and posted on the Town's website.*

### **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.*

**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.*

#### **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).

## Regular Council Meeting – March 12, 2019

*AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information.*

### **Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project):**

This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. *It is anticipated that this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.*

Mr. Higginbotham asked, in reference to the WWTP Overflow Pond item in the Town Manager Report, if staff was still waiting on a response from Mr. Sowers. Mr. Coggsdale stated Mr. Fore was communicating with Mr. Sowers regarding the subject.

Mr. Fore stated he was currently working with Mr. Sowers and his team on a budget quote regarding a small scale study to be done at the town's water plant overflow pond. He stated he should have the information and the quote for Council's review at their March work session.

## 11. Matters from Council

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

- Mr. Emerson asked when construction would begin on the Dalton's Landing Project.

Mr. Coggsdale stated he recently met with a DCR representative and they are currently working on completing a NEEPA document for the town's boat ramp project. He stated when the document process was complete, staff/town would then move forward with the bidding process for the project.

Mr. Coggsdale informed Council there were restrictions for not entering the river for construction between April and September 15<sup>th</sup>. He stated the plan was to start the project in mid-September.

- Mayor Mattox shared with Council a "thank you" note from Peace of Pie Owner, Donna Hendricks.

*"Thank all of you for letting my penalty be forgiven. I don't remember everything after my surgery, but I do remember asking the nurse if I could come and pay my Meals Tax. They must have thought I was crazy since I was in the ICU. Just know that I had the town on my mind. Thank you again. I am Thankful our town has a soul. Sincerely, Donna Hendricks, Peace of Pie."*

Mayor Mattox stated the town would always work with its citizens and businesses going through hard times in order to resolve a situation for everyone involved.

- Mr. George asked when the town would be starting its Meals Tax auditing.

Mr. Eller answered the town could not start the tax audit process until May (after tax season).

Mr. Bennett asked if the Cigarette Tax would also be part of the mentioned audit.

Mr. Eller stated cigarette taxes would not be included with the Meal Tax audit.

Mr. Coggsdale stated Cigarette Tax audits were easier to accomplish because the town could do "field checks" for stamps on the cigarette packages.

- Mr. Coggsdale informed Council the Altavista Water Treatment Plant has been recognized by the Virginia Department of Health - Office of Drinking Water (ODW). He stated there will be an Open House at the Southeast Rural Community Assistance office in Richmond, Virginia on April 24<sup>th</sup> where the water plant would be receiving an "Excellence in Waterworks Operations and Performance in 2018" award. Mr. Coggsdale stated that Mr. Tom Fore, Altavista Utilities Director, would be at the ceremony to receive the award on the town's behalf.

## Regular Council Meeting – March 12, 2019

Mr. Coggsdale stated Mr. Fore and the water department are doing a great job in providing quality water to the citizens of Altavista's through the town's water system.

Mayor Mattox thanked Mr. Fore and his staff for the excellent work they do for the town.

- Mr. Bennett asked if the town had ever conducted an "energy audit" to determine areas in which the town could help lower the budget regarding its utilities. He referenced examples, such as replacing the lanterns/lightbulbs on the town's decorative light poles all at one time, instead of gradually, in order to reap the cost saving benefits faster. He also suggested changing out the Town Hall florescent lighting to LED lighting, which would save the town in long term utility costs.

Mr. Higginbotham asked if such an audit was something Dominion, the town's energy provider, would perform, or if it would be more feasible to be done "in-house" by the town.

Mr. Fore, Utilities Director, stated the town was headed in the right direction, referencing the recent electrical upgrades to the town's water plant. He stated the town had already seen a significant amount of energy savings from the previous year, before the upgrades were installed.

Mr. Fore stated, it was staff's intent to upgrade electrical systems in all of the town's water plants, (water plant, pump station, and waste water plant), to continue energy saving efforts.

Mr. Coggsdale stated staff would research additional options the town could possibly use to lower its utility costs and ultimately lower the annual utility budget. He stated he would have the information at the March work session for Council's review and consideration.

- Mrs. Dalton commended Mr. Fore for attracting and hiring the new employee, Mr. Shawn Mahoney, to the Altavista Water Plant. She stated Mr. Mahoney had a great opportunity to learn from Mr. Fore's expertise and leadership. She continued stating, with Mr. Mahoney's college background and field of study, he would be an asset to Mr. Fore and the water plant.

Mr. Fore stated staff did a background check and also spoke with some of Mr. Mahoney's previous professors before hiring him permanently, and was very impressed with him. He stated he was very pleased to have Mr. Mahoney working at the Altavista Water Plant.

- Mayor Mattox took the opportunity to thank the Altavista Police Department (APD) Chief, Mr. Tommy Merricks, for his service. He also asked Chief Merricks to convey his appreciation to the entire police department for all of their hard work and service for the Town of Altavista and surrounding community.

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

### 12. Closed Session

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

Section 2.2-3711 (A) (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) (3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

Section 2.2-3711 (A) (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.

Regular Council Meeting – March 12, 2019

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

Motion carried.

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

Council went into closed session at 7:38 p.m.

Notice was given that Council was back in regular session at 7:57 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. George, 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. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Town Manager, Mr. Waverly Coggsdale, informed staff there were no official actions taken in Closed Session on that night.

13. Adjournment

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

The meeting was adjourned at 7:58 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk