

COUNCIL WORK SESSION APRIL 26, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on April 26, 2016 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Timothy George  
Mr. Jay Higginbotham

Council members  
absent:

Mr. Charles Edwards  
Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. Dennis Jarvis, Economic Dev. Director  
Mr. Steve Bond, Wastewater Treatment Plant  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox advised of some changes to the agenda—canoe launch update and paving of Myrtle Lane.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield, to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

3. Public Comments—Agenda Items Only

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Introductions and Special Presentations

5. Items for Discussion

- a. Declaration of Surplus Property

Mr. Coggsdale presented Council with a list of Town property that staff is seeking to have declared as surplus and would like to dispose of the applicable items via electronic auction. He noted two methods of electronic auction have been used in the past: Public Surplus and GovDeals; except for items considered to be scrap metal. Mr. Coggsdale stated he and Mr. Eller have discussed the code and pursuant to the Code of Virginia §15.2-951, Town Council is authorized to sell personal property by electronic auction.

Mr. Eller stated he was unsure if some of the residents in town are aware of GovDeals or Public Surplus and they may be interested in the surplus items. He suggested running an advertisement in the paper and on the government channel.

Mayor Mattox asked if there was any evidence of having a public auction over electronic auction being more profitable.

Mr. Witt stated he had not used a public auction before but has been successful with the electronic auction noting people from all over (Florida, Ohio) have purchased items.

A motion was made by Mrs. Dalton, seconded by Mr. George, to declare the submitted list of Town property as surplus and allow staff to utilize GovDeals and/or Public Surplus to dispose of surplus property.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b. VRS "Alternate Rate" Consideration

Mr. Coggsdale advised every two years the employer has the option to pay either the employer certified rate set by the Virginia Retirement System (VRS) or to pay an alternate rate every biennium. He noted the board certified rate is 11.42% and the alternate rate is 10.28% for FY2017-2018.

A motion was made by Mrs. Dalton, seconded by Mr. George, to continue with the board certified rate of 11.42%.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

c. Woodard & Curran Proposals

Mr. Coggsdale presented Council with the engineering task orders #1-5 as discussed in the work session on April 19, 2016.

Mr. George asked why Dominion Virginia Power would be paying for their own radio (Task Order #5).

Mr. Coggsdale stated this goes on Dominion's meter and is associated with their cost.

Mr. Garrett said it is also due to Dominion being such a large user; the Water Plant needs to know what they are pulling, how much they are pulling and when they are pulling. This would be tied into the SCADA. He noted this is critical to the town's operation for planning.

Mr. Coggsdale advised Dominion would be paying for the hook up and working directly with the contractor.

Mr. Garrett advised the engineers estimated the total cost being \$139,000 for the complete water tap.

Mr. George asked if the idea of selling Dominion effluent was discussed any further.

Mr. Coggsdale advised it is in the discussion phase.

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Mr. Higginbotham asked Mr. Bond if he is familiar with anybody using the discharge for an application like this.

Mr. Bond stated he is not familiar with anybody but this was mentioned to Dominion in December. He stated things could have changed but there were a couple of parameters with the discharge that they were not fond of. He did not feel they were overly fond of it in December.

Mr. Higginbotham asked who the expert would be on the effluent.

Mrs. Dalton stated Woodard & Curran left her with the notion this was a "to do" on their list. They have to look at it on an individual basis.

Mr. Higginbotham asked if this was discussed this past December with Dominion.

Mr. Bond stated he had spoken to the person who was with the previous power plant owner and he was involved in the study of the water from the beginning.

Mr. Higginbotham questioned if information could be obtained from WW Associates (previous engineers) in regards to the hydraulic model.

Mr. Garrett stated these documents are obtainable for \$9,500.

Mr. Higginbotham asked if any of this information would help Woodard & Curran. He felt \$50,000 was a lot to do the hydraulic model. Is there any value to what has already been done and can the Town legally demand these documents from WW Associates?

Mr. Eller stated the contract would have to be reviewed.

Mrs. Dalton asked would Woodard & Curran spend more money validating the information provided by WW Associates.

Mr. Coggsdale felt if the \$9,500 has to be paid for the documents, it would not be worth doing.

Mr. Garrett advised Woodard & Curran would physically verify the information in the field and the computer is correct; he explained the process of how this would be done.

Mr. Higginbotham questioned the timeframe on this process.

Mr. Garrett stated from his discussions with Mr. Kendrick and Mr. Perrow possibly three months or less; noting some of the work has begun.

Mr. Higginbotham asked Mr. Eller to send a threatening letter to WW Associates in regards to obtain the documents.

Mr. Eller noted Woodard & Curran would still have to stand behind their contract.

Mrs. Dalton stated Mr. Eller would need to review the contract and base his letter on the contract. Mrs. Dalton questioned the model; \$50,000 with everything ready to go and there would be no additional set up fees.

Mr. Garrett advised it is a computer program that will be put on a computer at Public Works and stated there may be something later that needs to be updated if a new line is added.

Mrs. Dalton asked if the same would occur with the orders: SCADA General Services, SCADA check, WTP/Remote Water Facility Electrical Evaluation.

Mr. Coggsdale stated Task Orders #2, #3 and #4 are more one price for all.

Mrs. Dalton stated she was looking for the second financial obligation once these are completed. She asked if all five task orders are staff's recommendation.

Mr. Garrett answered affirmatively.

A motion was made by Mrs. Dalton, seconded by Mrs. Brumfield to proceed with the services related to Task Orders 1-5 as presented by Woodard & Curran and defer Task Order 1 until an answer is received from WW Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

d. Paving of Myrtle Lane

Mr. Garrett advised some of the items that keep coming up on the punch list for Project 1 (Bedford Avenue) include paving on Myrtle Lane. The way the contractor left this street is unacceptable to some of the homeowners and town staff. He advised on the left side of Myrtle Lane there is not much asphalt where the water line was placed and the asphalt crumbled. Most was put down by hand and they did not put the valley to keep the water from running onto the property owners' land. He noted they have met several times with the contractor, Boxley. They are in agreement that the street needs to be milled out so they can create the right valley and overlay the entire lane so the water will flow to the proper drains.

Mr. Coggsdale noted there have been some complaints from residents that the water is running down their driveways now where it didn't before the construction.

Mr. Garrett stated they have come up with additional asphalt, 1184 feet would be needed to create the additional overlay. He noted this would call for one side of the street to look nice with the other one not. Mr. Garrett stated this is an opportunity for the entire street to be paved if it is Council's desire.

Mrs. Dalton questioned the cost.

Mr. Garrett stated he has the cost for portion of the street as indicated and that would cost \$21,000.

This item is to be placed on the May 10, 2016 Town Council agenda for discussion.

Mayor Mattox asked for a listing of other streets that need to be paved.

Mr. Garrett noted he is scheduling to take the Clarion Water Tank out of service to paint on June 6. He advised by taking the tank out of service the Water Plant will have to run 24 hours a day, seven days a week while the tank is out of service. He advised completion is due in 30 days.

Mr. George commented how nice English Park looks.

e. Appointments

Mr. Coggsdale advised of several appointments:

Mrs. Ann Shelton be reappointed to the Recreation Committee for a three-year term.  
Mr. Marvin Clements be appointed to the Planning Commission to fill an unexpired term, with this term ending December 2018.

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These items were moved to the consent agenda for consideration at the May 10, 2016 Town Council meeting.

### f. Canoe Launch

Mr. Witt advised he is working on the Timken Foundation grant which is due Friday, April 29, 2016. He stated they are very interested in considering the endeavor of the town. As he works through this process it has raised some questions in regards to this grant and some of the other grants. He will be writing two grants for the Department of Conservation and Recreation (DCR) and the Virginia Trails Program. He advised he has been in touch with Mrs. Womack who is in charge of both programs. The DCR grant is due May 26, 2016, a 50/50 matching grant with the minimum that could be asked for is \$400,000. The match for the Town would be \$200,000. Mr. Witt advised this would include the cost of the land and has approached Gay & Neel, Inc. in regards to changes to the existing plan. Mrs. Womack asked Mr. Witt to look at the existing plan in an attempt to increase the cost of the project to at least \$400,000 and apply for both grants. Mr. Witt stated he wanted to make Council aware of the possible changes to the existing project plan. He also advised when talking to Mr. Curtis Crews, Timken Foundation, they want to know that the Town has community support and Town support and wanted to know how much the town is willing to put towards this grant. He listed the grants that he is looking at: Timken, DCR and Virginia Trails Programs. Mr. Jarvis will be reaching out to his contacts with Abbott Laboratories, Schrader-Bridgeport, BGF and Rage Plastics. He also mentioned he would be contacting Wal-Mart because they have a grant system. Mr. Witt noted the Game Department is not sure they will get funded again. He will also be contacting the Lane Foundation, English Foundation and Powell Foundation to see if there is an interest in participating. He asked when he has raised "x" amount of dollars when would Council say they are willing to commit "x" amount of dollars to make this project happen. Mr. Witt advised he does have a commitment of \$10,000 from Dominion Virginia Power.

Mr. George asked with the 50/50 grant, could the awarded grants go towards the Town's part of the \$200,000.

Mr. Witt explained both grants, DCR and Virginia Trails are federal grants. Any other grant or foundation monies received can go towards the Town's match.

Mayor Mattox asked Mr. Witt if he had any recommendations.

Mr. Witt stated he didn't feel it was a good idea to arbitrarily inflate the project cost but could do so by adding some things to make it nicer and reach the \$400,000 mark. He advised of a timeframe which would have the canoe launch built by the summer of 2017.

Mr. Coggsdale asked if there was a number to be used as a placeholder for this project.

Mr. George suggested Council consider purchasing the land and securing it for the future endeavor.

After discussion, it was the consensus of Council to obligate a minimum of \$40,000 to the purchase of the site for the canoe launch.

### 6. Council/Mayor Items

Mr. George stated he has been asked about the stoplight at 7<sup>th</sup> and Broad Street holding persons a long length of time.

Mr. Garrett advised the timer has been changed and he will look at it again.

### 7. Public Comments

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8. Adjournment

Mayor Mattox adjourned the meeting at 6:17 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk