

COUNCIL WORK SESSION NOVEMBER 28, 2017

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 November 28, 2017 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mrs. Tanya Overbey

Council members  
absent:

Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Mike Milnor, APD  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. John Eller, Town Attorney  
Miss Emelyn Gwynn, Main Street Coordinator  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. Emerson, made a motion to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	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. FY2019 Altavista Community Transit System (ACTS) Proposed Budget

Mr. Coggsdale advised at the November Regular Meeting, Town Council was presented with the proposed FY2019 Altavista Community Transit System Operating Budget and Capital Improvement Program (CIP). He noted the Town reviews the ACTS budget early due to the grant application process that funds the majority of the cost for the system. He added staff will be seeking to place this item on the December Regular Meeting for approval of the budget and authorization to apply for the grant funds.

Mr. Witt advised the grant application is due the end of January and added there are no significant changes. He will not be purchasing a new bus so that item has been

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removed. He has also removed the bus shelter from the budget because he does not have a need or a good location for a shelter at this time. He noted as in the past the grant continues to pay 40 percent of the Assistant Town Manager's salary. Mr. Witt advised the total budget is \$100,950. The grants are from the Virginia Department of Public Rail and Transportation (DPRT) with 50% being Federal funds; 15% being State funds; and the remaining operational funds being local (35%).

Mr. Witt noted the citizens appreciate the Transit system.

Mayor Mattox suggested to Mr. Witt when he is considering the bus route to consider adding English Park.

Mr. Witt advised at this time the bus comes down Fifth Street to Pittsylvania Avenue and will deviate at any time to pick up or drop off at the park. He noted he has been approached in regards to a bicycle rack being added to the bus for transporting bicycles to the park. Mr. Witt stated he has funds from the sale of a bus that could be used for this project.

Mr. Coggsdale advised staff would come back with prices for the bicycle racks.

It was the consensus of Council to put this item on the consent agenda allowing staff to move forward with the FY2019 Altavista Community Transit System (ACTS) grant application and the budget process.

### b. Consideration of Renewal of Right of Way Clearing Contract

Mr. Coggsdale presented Council with a memorandum in which staff requests that Town Council consider the renewal of the Right of Way clearing contract with NaturChem. The Code of Virginia allows such a contract to be extended for up to two additional one year terms. The FY2018 Budget has a total of \$60,000 appropriated for this purpose in the Water and Wastewater departments (\$30,000 each).

Mr. George asked if this is the line going to the springs.

Mr. Fore advised NaturChem is doing specific jobs for the town. Part of the McMinnis Springs area was completed last year, Mr. Fore did not feel the other part would be in the budget this year because of all the other lines. He noted with the purchase of the skid steer both the town's crew and NaturChem are cutting. Some of the trees are too large for the town's skid steer to remove.

Mrs. Overbey questioned the purchase of the skid steer and contracting with NaturChem to do this work.

Mr. Fore stated after discussing, it was decided to contract with NaturChem to remove the large trees and the town would use the purchased skid steer to maintain the right of ways. He has no plans to add NaturChem to the next budget cycle.

It was the consensus of Council to approve the NaturChem Right of Way clearing contract as outlined and place on the December Regular Meeting Consent Agenda.

### c. CIP-Council Chamber's Audio/Visual Improvements

Mr. Coggsdale advised previously staff briefed Council on different alternatives for upgrading the audio/visual system in the Council's Chambers; presenting four options. He noted if Council desires to continue using the I-Pads there is a reoccurring cost. Mr. Coggsdale also mentioned the ceiling microphones are not capable of being individually muted but can be manually controlled at the control panel.

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**OPTION 1** \$18,847.18

(2) 75" monitors for public's and Council's view mounted on side walls of council chambers. Very similar to current setup, however presentations will be seen on both side walls versus one.

(5) ceiling microphones

**OPTION 2** \$15,515.47

(3) 55" monitors for public's and Council's view. (2) monitors will be mounted from the wall for the audience to view on articulating mounts. (1) monitor will be mounted on a motorized ceiling mount directly above the current location of the podium.

(5) ceiling microphones

**OPTION 3** \$21,079.32

(2) 55" monitors will be mounted from the wall for the audience to view on articulating mounts.

(5) 10" monitors as displays for council mounted on stands at the dais.

(5) ceiling microphones

**OPTION 4** \$16,027.76

(4) 49" monitors mounted on articulating mounts for public's and council's view. (2) monitors will be mounted in a 'V' on both side walls of Council Chambers.

(5) ceiling microphones

Mrs. Dalton stated she is flexible but felt Option 4 was the most intriguing to her as it seemed the simplest and straight forward.

It was the consensus of Council to move forward with Option 4 and to put this item on the December Regular Meeting Consent Agenda

d. Project Updates

Mr. Garrett addressed Council with some project updates:

Seventh Street—milling has been completed on the east side of the street, replacement includes five inches of stone, four inches of base, with two inches of overlay. The contractor will be moving forward with the west side on Wednesday. The center of the road will be dropped approximately two inches. The following week the street and parking will be striped.

Charlotte Avenue—contractors will move to Charlotte Avenue once they complete Seventh Street. All the drainage pipes and inlet boxes have been installed. Mr. Garrett noted a six-inch sewer line was located that services the Schewels Warehouse which they were unaware. A new section of line has been installed as well staying under budget.

Park Bathrooms—staff is working on remodeling the Shreve Park bathrooms and will move to English Park bathrooms after the completion of Shreve Park bathrooms.

Garbage Trucks—two of the garbage trucks are in the shop and he will be putting the third garbage truck into service in the morning.

Leaf Collection—staff is ahead of schedule on the leaf collection.

English Park Parking—finalized the parking area striping at English Park and this should be completed within the next two weeks.

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Mr. Fore addressed Council with some project updates:

Water Electrical Upgrade—was started in March 2017 and is scheduled to be completed by the end of this year. A major shutdown is scheduled for December 6<sup>th</sup> to switch everything over.

Right of Way Clearing—Naturchem is working to clear the right of ways.

Abbott Vault—staff will be building the vault at Abbott Labs, then Woodard and Curran will be advised to finish up Scada Phase 1.

Facility Assessment Improvement Plan—Mr. Fore will be presenting Council with a formal presentation soon.

Rate Study—Mr. Coggsdale will be presenting Council with information on the rate study.

Snow Removal Trucks—two trucks have been ordered.

Mr. Garrett advised the new trucks have a lot of new technology and staff has been provided training.

Chief Milnor addressed Council with some updates:

Firing Range—advised the zoning hearing is scheduled in January in Pittsylvania County.

New Radios—all vehicles have new radios except for Chief Milnor and Deputy Chief Moorefield. All vehicles have new radars.

Shop with a Cop—twelve children have been selected to “Shop with a Cop” on December 9<sup>th</sup>. 1<sup>st</sup> Sergeant Penn is putting this event together.

Senior Watch Program—Chief Milnor advised the Senior Watch Program is a success and noted the officers are adopting the seniors.

Drug Arrest—the drug arrest are up by 60% over the past four or five years. These arrests occurred during traffic stops. He noted all the officers have been sent to Drug Interdiction programs.

Chief Milnor noted the department is fully staffed at this time and expressed his pride in this department.

Mayor Mattox stated it is good to see true community policing and to know the officers are doing their jobs.

Mr. Fore mentioned the bid opening for the Clarifier Rebuild Project is scheduled for November 29<sup>th</sup>. Fluoride Improvement Project will begin in December.

Mr. Coggsdale mentioned representatives from Springsted will be on site Thursday, November 30<sup>th</sup> for Employee Evaluation Training. A Southern Virginia Multimodal Park meeting is scheduled for November 29<sup>th</sup>. He, Mr. Witt and Mr. Eller will be meeting to discuss the nuisance ordinance and will be returning to Council with a revised copy for their consideration.

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### 6. Public Comments

Mayor Mattox asked if anyone would like to comment on anything not listed on the agenda.

No one came forward.

Mrs. Overbey stated it has been brought to her attention that the intersection of Main Street and Broad Street does not have a crosswalk light. She stated this is a heavier pedestrian area because of the parking lot and access to the crosswalk to English Park.

Mr. Coggsdale advised he would consult with VDOT.

Mr. Emerson stated at some point Council anticipates moving forward with the Boat Launch. He asked how far out would the bid process be. He asked if the Launch was to open in the spring, when should the bid go out regardless of where the funds are coming from.

Mr. Coggsdale asked when the engineers would be finished with what they need to do.

Mr. Witt advised the engineers are finished with everything except for the joint permit application.

Mr. Coggsdale noted staff needs to contact the Virginia Marine Resources Commission and verify when they will wrap up the issue with the adjacent landowners.

Mr. George asked for the location of the meeting and if it would be prudent for someone from the Town to attend.

Mr. Coggsdale advised once staff knows the process, he will communicate this to Council.

Mr. Emerson recommended that before it gets to this point, he and/or Chief Milnor contact the landowners in regards to their complaints and perhaps ease their minds. He felt they may withdraw their complaints. He noted the Town can submit a "letter of authority" to other agencies to police the site and the concerned citizens need to know the details behind this. Mr. Emerson stated he knows the concerned citizen and would stop by to speak with him. He added he would like to see the Boat Launch open in the spring of the year. He asked what can be done to keep the process moving.

Mr. Witt mentioned one challenge is there is a spotted perch located in the river and Federal Wildlife regulations state you cannot work in the water for a sixty day period. He felt the timeframe was in the spring. He noted everything could be completed except for the ramp down into the river.

Mr. Coggsdale noted Mr. Chism does not have a written complaint; the written complaint lies with Mr. Keesee.

Mr. Emerson mentioned he was not aware of any other Boat Launches being gated.

Mr. George stated on Bedford Avenue the road has varying widths and asked if there is regulation as to how wide a road has to be to park on the street.

Chief Milnor stated he is unaware of any regulations of width in the Code.

Mr. Coggsdale advised staff could look to see if there are any specifications but reminded Council that VDOT owns Bedford Avenue.

Mrs. Brumfield advised it is the 110<sup>th</sup> Anniversary of the establishment of the Town of Altavista and suggested the Bedford Avenue Park be renamed to honor the Lane Family who founded the town. She suggested having staff approach the family in this regard.

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Mrs. Brumfield also suggested having someone design a bench resembling the “red cedar” boxes that were produced by the Lane Company.

Mayor Mattox noted Council has a precedence for naming parks and referred to the Leonard Coleman Park. He stated he didn’t want future generations to forget what our founding families did for the town. Mayor Mattox asked if there were any objections to moving this project forward.

Mrs. Dalton suggested that Council give it some time, thought and consideration. She is hearing two things: the origin of the Lane Company through the Lane Family and Mrs. Minnie Lane who had a treasure of contributions. Mrs. Dalton did not feel these were necessarily the same. She felt Council needs to decide whether to tie this to Mrs. Lane specifically or the family in general. Before approaching family, Council needs to have a better understand of the direction in which to go. She did not disagree with the concept just felt the focuses were being mixed.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 6:12 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk