

COUNCIL WORK SESSION OCTOBER 24, 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 October 24, 2017 at 5:00 p.m.

Council members  
present:

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

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  
Chief Mike Milnor, Altavista Police  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. Bryan Mawyer, Water Operator in Charge  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox advised of an addition to the agenda; Closed Session Section 2.2-3711 (A)(5)

Mrs. Dalton, seconded by Mr. Emerson, made a motion to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	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. Public Informational/Input

- a. VDOT “Transportation Alternatives Program” Grant

Mr. Coggsdale advised the Route 43 Gateway Project grant was first applied for in 2013. This project would be the culmination of the previous 6 projects with the purpose of creating an entrance into our downtown while allowing for safe passage of pedestrians coming from the Altavista Combined School. Staff based the original budget estimate on the bids for Projects 5 & 6 and VDOT agreed to pay for the pedestrian actuators at the crosswalks on Route 43 and 7<sup>th</sup> Street. VDOT informed the Town that their funding source for the actuators was no longer available and the Town was asked to amend the budget and reapply for another TAP grant, which the Town did. The Town was awarded the grant for the additional funding and the project estimate, approximately 4 years ago, was \$648,315.

He noted while these estimates were good at the time of the applications, once the Town contracted with Hurt & Proffitt to design the project, an engineer’s estimate of probable cost was developed. The estimate now stands at \$830,945 or \$182,700 more than originally thought. In addition, VDOT incorporates Project Oversight Charges (recommend 5-7% of project budget), which is an additional \$58,165. The TAP grant would be for project total and the VDOT Project Oversight Charges which totals \$240,865, with \$192,692 being VDOT grant funds, the remaining \$48,173 is the Town’s match.

Mr. Coggsdale advised staff is seeking authorization to submit a VDOT TAP grant application for the Rt. 43 Gateway Streetscape Project to cover the remaining needed funds.

Mayor Mattox asked if anyone would like to speak on this matter. No one came forward.

Mrs. Overbey, seconded by Mr. George, motioned to adopt the resolution in support of the Rt. 43 Gateway Streetscape VDOT TAP grant application.

Motion carried:

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

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by the Town of Altavista.

**Now**, Therefore, Be It Resolved, that the Town of Altavista, requests the Commonwealth Transportation Board to establish a project for the Route 43 Gateway Project,

**Be It Further Resolved**, that the Town of Altavista hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

**Be It Further Resolved**, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

**Be It Further Resolved**, that the Town of Altavista will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

**Be It Further Resolved**, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

**Be It Further Resolved**, that the Town of Altavista Town Council hereby grants authority for the Town Manager or his designee to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018-19.

Adopted this 10<sup>th</sup> day of October, 2017

By the Altavista Town Council, Altavista, Virginia

By: \_\_\_\_\_, Mayor

Attest: \_\_\_\_\_, Clerk of Council

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Mr. Coggsdale advised the second project that is being considered, the Route 29 Bridge Lighting Project, is being moved to an Urban Allocation fund.

Mr. George, seconded by Mrs. Brumfield, motioned to adopt the Urban Project Programming resolution.

Motion carried:

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

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL  
TOWN OF ALTAVISTA, VIRGINIA  
URBAN PROJECT PROGRAMMING RESOLUTION  
ROUTE 29 BUSINESS- MAIN STREET- BRIDGE LIGHTING

WHEREAS, in accordance with Virginia Department of Transportation construction allocation procedures, it is necessary that a request by council resolution be made in order that the Department program an urban highway project in the Town of Altavista; and

WHEREAS, there is currently an approved allocation of funds to replace the existing Route 29 Business, Main Street Bridge with the Town of Altavista being responsible for the bridge lighting, to include the entrances at the Town of Altavista and Town of Hurt; and

WHEREAS, UPC project 104944 will be programmed by the Virginia Department of Transportation as a urban highway project; now

THEREFORE BE IT RESOLVED that the Town Council of the Town of Altavista, Virginia requests the Virginia Department of Transportation to establish an urban system highway project for the bridge lighting as described above.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Altavista hereby agrees to pay cost share in the amount of 2% of the Urban Project funding.

BE IT FURTHER RESOLVED THAT: The Town of Altavista will be responsible for maintenance and operating costs of the lighting as constructed unless other arrangements have been made with the Department.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Altavista hereby grants authority for the Town Manager to execute the agreement between the Virginia Department of Transportation and the Town of Altavista for the urban project hereinabove requested.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

J. WAVERLY COGGSDALE, TOWN CLERK

\_\_\_\_\_  
MICHAEL MATTOX, MAYOR

In my capacity as the duly appointed Clerk of the Town of Altavista, I hereby certify that this resolution which is hereto attached, was adopted at a duly called and constituted meeting of the Town Council held at the J.R. Burgess Municipal Building at 510 7<sup>th</sup> Street on October 24, 2017. Said meeting was called to order by Mayor Michael Mattox at 5:00 pm with the following members present who remained in attendance throughout and constituted a quorum:

_____	_____
_____	_____
_____	_____
_____	_____

The Town Council of the Town of Altavista voted unanimously to adopt attached Resolution.

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
J. WAVERLY COGGSDALE, TOWN CLERK

STATE OF VIRGINIA  
TOWN OF ALTAVISTA

5. Introductions and Special Presentations

a. FY2017 Financial Report

Mr. David Foley, Robinson, Farmer, Cox Associates, addressed Council with the results of the FY2017 Audit. He was the audit manager for the Town's FY17 Audit. He advised they issue two documents; the Audit Finance Report and the Governance Letter. He reviewed with Council the Audit Finance Report stating the representation letter on Page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. Page 2 notes an unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give on a set of financial statements. Mr. Foley highlighted some items in the financial statement. He referred to Exhibit 3 (the balance sheet for the Town's General Fund); the Town ended FY2017 with total assets of \$16.4 million compared to total liabilities and deferred inflows of over \$200,000; ending with a fund balance of \$16.2 million. Exhibit 5 is a statement of Revenues, Expenditures, and changes in fund balance stating the town has total revenues of \$15.3 million during FY2017 compared to \$3.9 million; change in the fund's balance is \$1.4 million (an increase in the fund balance). Exhibit 7, Statement of Net Position, shows the assets and liabilities with the net position of the water and sewer fund being \$13.1 million. Exhibit 8, Statement of Revenue, Expenses, and changes in Net Position, he noted the change in the net position was decreased by a little over \$187,000. He advised over all it was a very clean audit. Mr. Foley then reviewed with Council the Governance letter noting management is responsible for the selection and use of appropriate accounting policies. He stated there was no significant difficulties in dealing with the management in performing and completing the audit nor were there any misstatements identified. Mr. Foley stated Mrs. Shelton and the Town staff do an excellent job preparing for the auditors and thanked them for their help and cooperation in helping complete the audit. He added there were no uncorrected misstatements with very few audit adjustments. He felt the few adjustments speak highly of the strength of the town's Finance Department. Mr. Foley stated there were no disagreements with management and if so; they would have to be disclosed to Council.

Mr. George questioned if it was an increase of \$1.4 million.

Mr. Foley advised there was an increase of the General Fund of \$1.4 million.

Mayor Mattox thanked Mr. Foley for his work. He also thanked the Town Manager, Mrs. Shelton and her staff for the great work they are doing.

It was the consensus of Council to place this item on the consent agenda.

b. Peed & Bortz-SVMP Utility Service Study/Report

Mr. Coggsdale thanked the partners in this SVMP Utility Service Study/Report which includes Pittsylvania County, Town of Hurt and SAMET. Those in attendance: Mr. Richard Hicks, Pittsylvania County Assistant Administrator, Mr. Jeff Ashburn, co-owner of SVM Park, Mr. Brian Hall, SAMET, Mr. Chris Hancock, Pittsylvania Service Authority Director, Mr. Matt Rowe, Pittsylvania County Director of Economic Development, Mr. Ed Hodges, Town of Hurt Public Works Director, Town of Hurt Mayor Gary Poindexter, Town of Hurt Vice Mayor Norman Bivens, representatives from Peed & Bortz, Mr. Keith Layne, Mr. Scott Bortz and Mr. Russell Jackson.

The representatives from Peed & Bortz presented a power point to Council pertaining to the SVMP Utility Service Study/Report. Mr. Bortz advised they have completed an evaluation of the source of Water and Wastewater Service at the SVMP site in Hurt, Virginia. The partners are the town of Altavista, Pittsylvania County and SVM Partners, LLC. He advised they looked at three tiers of service for water and wastewater. He explained to Council each of the tiers; Tier 1 is what water and

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wastewater service we can get to and from that site with the current situation, Tier 2 would be reasonable plant expansion and Tier 3 would be the next progression of plant expansion.

Mr. Jackson addressed Council and advised in the Tier 2 and 3, they looked at two general options for both. One would be expanding Altavista's Water Plant and the other set of options would be making use of the existing decommissioned water plants and intakes. Tier 2 SVMP site option: 1.6 MGD at \$3.42 million. This would have about half of the plant working. He noted Tier 3 would take the plant from 2.0 MGD to 3.2 MGD.

Mr. Bortz referred to the Tier 1 Wastewater and noted all the wastewater coming out of Hurt is going to the Altavista Wastewater Treatment Plant. He stated Tier 1 Wastewater calls for half a million per day costing \$270,000 for an 18" gravity sewer to get it to the Pocket Road Pump Station. Altavista would need no transmission improvements to take on this additional wastewater. He noted there is the existence of the components of a Wastewater Treatment Plant at the SVMP site (what is left is part of an original plant). He stated it is not feasible to rebuild this plant using the components that are there. Mr. Bortz referred to Tier 2 stating it would allow 1.8 MGD total at \$18 million (\$13 million in plant work with the remainder being infrastructure).

Mr. Russell stated on the Treatment Plant side 1.8 million represents a 50% increase in the current treatment plant capacity.

Mr. Bortz referred to Tier 3 stating it is a 3.6 MGD service level at a cost of \$31 million to \$35 million.

Mr. Layne stated Tier 3 is essentially doubling the existing Altavista Wastewater Treatment Plant with either expansion or a satellite location.

Mr. Bortz stated there are no local needs. The report does not take into account any growth on anyone's part. It is what is needed at the site. These are tiers not phases, so they are really big jumps.

Mr. Jarvis asked if this would potentially mitigate in a negative way for existing industries. There isn't excess capacity to throw either way.

Mr. Bortz referred the question to Mr. Fore. He did not feel in regards to water there was danger in the short term.

Mr. Higginbotham questioned the hardness of water at Sycamore Creek and asked if the Roanoke River is preferred.

Mr. Russell stated Sycamore Creek was favored by the previous industry because they had softeners on site for their manufacturing process. The Roanoke River is better suited because it has a potable water supply.

Mr. Higginbotham asked what causes the hardness in the water.

Mr. Russell responded the hardness is due to the geology (limestone).

Mrs. Brumfield referred to the permits that are grandfathered in; would the town be able to withdraw that amount of water.

Mr. Russell stated there was a letter from the DEQ confirming this prior to the purchase of the property.

Mr. Hall, SAMET, approached Council and expressed appreciation for the work that has been done. He stated Mr. Jarvis, Mr. Rowe and he stand on the front line watching the request come through and it is important for them to be able to respond positively. He appreciates being able to work together as a group.

6. Items for Discussion

a. Hunting Regulations-Greenhill Cemetery Property

Mr. Coggsdale advised previously Council has discussed concerns regarding hunting around Greenhill Cemetery. Staff suggested sending a letter to the individuals who have permission to hunt on town property and Council agreed to this as a first step. He presented Council with copy of the letter that was submitted to the hunters that have obtained hunting rights on town property.

Mr. Higginbotham felt the letter was well written.

Mr. Emerson felt the letter was exactly what was needed and at some point the property around the cemetery may need to be limited to the hunters.

Mr. George stated the letter is good for now but when there are multiple trails there should probably be no hunting.

b. Budget Amendments

Mr. Coggsdale advised staff is providing the Budget Amendments/Departmental Transfers for Council's consideration. The Budget Amendments will need to be approved and represent past action by Town Council.

Mrs. Dalton, seconded by Mr. Emerson, motioned to place the budget amendments on the November 14<sup>th</sup> consent agenda.

Motion carried:

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

c. Town Council CY2018 Meeting Calendar

Mr. Coggsdale advised for the past two years, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00 p.m. and the second meeting being a Work Session held at 5:00 p.m. Presentation of this calendar allows the Town Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. He noted Christmas Day falls on the fourth Tuesday of the month of December which would be the Work Session date. Staff asked that Council consider either cancelling the December Work Session or rescheduling to another date. Mr. Coggsdale also asked that Council adopt the CY2018 Town Council Meeting Calendar so that the dates could be included in the 2018 Town Calendar.

Mrs. Dalton suggested removing the December work session from future meeting calendars.

It was the consensus of Council to adopt the Town Council CY2018 Meeting Calendar and place on the November 14<sup>th</sup> Town Council consent agenda.

d. CIP Updates

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Mr. Coggsdale presented Council with a listing of FY2018 Capital Improvement project updates and reviewed each with them.

He referred to the "Council Chambers Audiovisual and explained ITG's recommendations/proposals to Council.

Mayor Mattox felt the dais was cluttered enough without placing additional monitors in front of them.

Mr. George suggested larger screens on both sides of the room with a screen behind the Council members for the audience.

After discussing, Council felt two large screens would work.

Mayor Mattox stated the cost savings from the third screen would allow for two large screens.

Mr. Coggsdale noted five microphones will be suspended from the ceiling.

Mr. Coggsdale referred to the mobile radio replacement noting this has been completed and comes in under budget.

Chief Milnor advised the radios came in at \$9,500 versus \$27,000 and asked if he could move next year's CIP item to this year and purchase 15 portable radios.

Mayor Mattox asked Chief Milnor to bring in the cost.

Mr. Coggsdale advised the park bathroom upgrades will begin in November 2017.

Mr. Higginbotham asked if quotes for this has been received.

Mr. Garrett advised he is working on obtaining the quotes.

Mr. Emerson referred to the English Park Pavilion Roof and asked what the life of the shaker roof is. He asked would there be any difference if there was a colored metal roof put on the pavilion.

Mr. Garrett advised he is looking at the cost of replacing the roof with architectural shingles.

Mr. Coggsdale stated he had a concern with rocks and tin roofs.

Mr. Emerson felt a metal roof would be more modern looking than a shaker roof.

Mr. Coggsdale advised of a public input session scheduled for November 14<sup>th</sup> for the Park/Trails Master Planning. The Canoe Launch Site Development is pending grant application.

Mr. Witt mentioned the Virginia Marine Resource Center has received one formal complaint in regards to the Canoe Launch Site and unless he can resolve this satisfactorily and have the complainant withdraw the complaint, it has to go before the Board. Mr. Witt advised he has sent the complainant a letter. He explained that because of the complaint the permit cannot be given to the town administratively; the request has to go before the board. The complainant states there is a site 3 miles up the road and the proposed site is not needed. Mr. Witt also noted it has been suggested that the bottom of the canoe launch be cut off. He has contacted the engineers who advised normally the water level is at the lower level and recommended leaving the bottom of the ramp as is.

Mr. Coggsdale noted a listing of rules and regulations needs to be created.

Mayor Mattox asked staff to bring back some recommendations.

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Mr. Coggsdale presented Council with a proposal from Woodard & Curran regarding the electrical upgrades at the Water Treatment Plant. He advised this proposal would pick up where the electrical upgrades end and tie everything together. This proposal is \$24,000 (\$152,000 for SCADA Phase 1)

Mrs. Dalton, seconded by Mrs. Brumfield, motioned to accept Woodard & Curran's proposal for the Water Treatment Plant SCADA Integration for New Motor Control Center in an amount not to exceed \$24,000.

Motion carried:

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

e. Project Updates

Mr. Garrett referred to the 7<sup>th</sup> Street project and advised they ran into dirt so they will have to undercut and place six inches of stone. He recommends milling out across the road where the connection to the storm drain was made and dropping the center of the road approximately 2 inches so the other side will not be so steep. He noted the contractor will be submitting some figures for the paving.

Mr. Fore advised they are going out to bid with the fluoride improvements.

7. Public Comments

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

Mayor Mattox asked if anyone else would like to speak. No one came forward.

Mr. Eller advised a citizen who recently passed away, Mrs. Roberta Jenks, left the town \$150,000 designated to the development of the new portion of English Park. She also left \$50,000 to the Altavista Fire Company and \$50,000 to D.A.W.N. These gifts are left in the names of Roberta and James Jenks.

Mr. Jarvis addressed Council and advised three years ago he came to work for the Town of Altavista. He listed his accomplishments during his tenure with the town. Mr. Jarvis stated he was thankful for the leadership of Council, Mr. Coggsdale and the supportive staff. He expressed appreciation for Altavista on Track, Altavista Chamber of Commerce, Avoca, Altavista Fire Company, Altavista Police Department and their endeavors to make sure the Town is successful.

Mayor Mattox thanked Mr. Jarvis for his service to the community wishing him the best of luck in his future endeavors.

Mrs. Dalton stated she learned long ago that most people that move to Altavista, move on to bigger opportunities assuming this is where Mr. Jarvis is going and offered congratulations.

8. 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,



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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.

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

Motion carried:

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

Council went into closed session at 6:37 P.M.

Notice was given that council was back in regular session 6:50 P.M.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Brumfield, 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.

Motion carried:

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

9. Adjournment

Mayor Mattox adjourned the meeting at 6:51 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk