

COUNCIL WORK SESSION APRIL 25, 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 April 25, 2017 at 5:00 p.m.

Council members

present:

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

Council members

absent:

Mrs. Micki Brumfield

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Mike Milnor, Altavista Police Department  
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. A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as presented.

Motion carried:

VOTE:

Mr. Michael Mattox	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.

Mrs. Carol Day, 1403 Bedford Avenue, approached Council requesting they read the material for the Purple Heart Community and make themselves aware of what will be required if it is passed.

4. Introductions and Special Presentations

- a. 7<sup>th</sup> Street
- b. Charlotte Avenue/Alley Drainage

Mr. Coggsdale advised Mr. Earl Dickerson, Hurt and Proffitt would provide Council with an update on the 7<sup>th</sup> Street Storm Drainage and Charlotte Avenue/Alley Drainage.

Mr. Dickerson advised Mr. Mike Wilson (also present) had done all the work in regards to the design for the two projects. Mr. Dickerson referred to the 7<sup>th</sup> Street project and proposed removing the sidewalk from the alley to above the crosswalk at Town Hall, replace the alley driveway with concrete, add a drop inlet, and mill the asphalt in the parking area. The sidewalk would have a slope to make the water drain towards the street away from the buildings. He noted this would be a face down sidewalk. The top of the curb would be 4 to 6 inches below where you would come

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out of each business. To soften the slope, milling would need to start at the centerline of 7<sup>th</sup> Street.

Mayor Mattox asked for an estimate to go to the centerline.

Mr. Dickerson advised the \$82,500 would cover the expense to mill to the centerline; \$76,500 with a 15% contingency would cover the expense to mill the parking area.

Mr. Higginbotham asked if a trench drain would be needed.

Mr. Dickerson advised the concrete driveway would be the same height as the sidewalk. He felt the only water going down the alley would be what falls on the alley and from the downspouts.

Mr. George stated he is not opposed to this proposal but questioned the thoughts of a trench drain in front of the store with the drainage problems.

Mr. Coggsdale stated this is an option but the proposal is a more direct fix. This proposal moves the drainage away from the buildings.

Mr. Dickerson noted this option would require no maintenance by the town staff.

Mayor Mattox asked if this would be eligible for highway funds

Mr. Coggsdale noted it would be eligible for partial highway funds.

Mr. Dickerson stated they are ready to go to bid when authorized to.

Mayor Mattox asked for Council's thoughts on milling to the middle of the street.

Mr. Higginbotham felt it would make 7<sup>th</sup> Street look better.

It was the consensus of Council to proceed with moving forward with bidding the 7<sup>th</sup> Street project to the centerline.

Mr. Wilkerson presented a drawing of Charlotte Avenue and 5<sup>th</sup> Street and explained how they propose to correct the drainage problems in these areas. He noted this project has been designed to satisfy the 10-year storm event which is a standard used by the Virginia Department of Transportation.

Mr. Higginbotham suggested going north on 5<sup>th</sup> Street to go deeper with the drain lines.

Mr. Dickerson explained because of the flat area there is not much grade to work with; they had to design with a minimum fall of a half of a percent on the pipelines. The elevation is not there. He advised the construction cost is \$141,130 with a 10% contingency.

Mr. Higginbotham asked Mr. Dickerson if he could combine this project with the 7<sup>th</sup> Street project when bidding with options.

Mr. Dickerson stated the 7<sup>th</sup> Street project will be a difficult project to bid; the concrete person will be the lead and the asphalt will be a subcontractor. He stated it makes some sense to combine the two projects.

Mrs. Dalton asked where the funds come from.

Mr. Coggsdale advised funds would come from the General Fund.

It was the consensus of Council to bid the two projects as one.

5. Items for Discussion

a. Purple Heart Community Consideration

Mr. Coggsdale advised recently Mr. Dennis Janiak with the “The Military Order of the Purple Heart” Chapter 1607 VA, approached staff about its interest in the town being designated a “Purple Heart” Community. He presented Council with information about the goal of the designation and the conditions. The conditions are related to the Town having signage indicating the designation, recognition/celebration of Purple Heart Day (August 7<sup>th</sup>) and other items that may be adopted by Town Council. Mr. Coggsdale suggested if Council is interested in designating a “Purple Heart” Community that Mr. Janiak be invited to a future Council Regular Meeting or Work Session to give a brief presentation on the Purple Heart designation.

It was the consensus of Council that this item be added to the June regular Council meeting.

Mayor Mattox asked Mrs. Day to meeting with him so that they could discuss her concerns.

b. Broadband Study/Implementation

Mr. Coggsdale advised through the assistance of a Virginia Telecommunications Planning Initiative (VATPI) grant from the Virginia Department of Housing and Community Development (DHCD), the Town hired Design Nine to conduct a study on Broadband Planning. Dr. Cohill made a presentation on the study at the January Town Council Work Session. Mr. Coggsdale mentioned at that time, Council asked staff to keep this item on their radar. He presented Council with a memo from Mr. Jarvis regarding an update with a revised cost for initial implementation. Installation of a municipal broadband system is identified in the Town’s Capital Improvement Plan (FY2019). Mr. Coggsdale advised a revised cost estimate and design plan; with Option 1 totaling \$334,520.34 to cover 1.9 miles of fiber installed with 50 potential customers connected. Option 2 totaling \$269,010.97 to cover 1.3 miles of fiber installed with 45 potential customers connected. This would be a cost savings of \$65,510.

Mrs. Dalton stated we are in a world of technology, things move quickly in the way of moving things. At a recent Legislative breakfast, Senator Steve Newman referred to 5G and she asked if the town was lagging in the latest technology and is the cutting edge not available to the town yet?

Mr. Jarvis stated he has not totally immersed himself in the 5G wireless, which is the next wave. He did not share Senator Newman’s enthusiasm for what the 5G means for rural Virginia; what it does mean for the metro area it will roll out much quicker. He noted because of our geography there is cellular limitations.

Mrs. Dalton asked if Design Nine’s recommendation is behind the times.

Mr. Jarvis stated that it was not.

Mrs. Dalton asked if it was possible to look for grants to help with the cost.

Mr. Jarvis mentioned an error in his CIP as he did not plan to put the funds for this project two years out. He referred to Design Nine’s revised design limiting the outlay of fiber by 6 tenths of a mile and reducing the cost by \$65,510. He

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noted there are opportunities depending on budget cycle and state and federal grant allocations. VHCD and VHA has funding initiatives that can be looked at. He noted the reduction of fiber would be taken off of 7<sup>th</sup> Street and Amherst Avenue. He told Council if they are directing him to move forward, he will work with Mr. Gary Christie, Region 2000, start identifying some sources and the process of giving them an overview of the potential sources.

Mrs. Dalton thought this was a very important infrastructure and felt Council needs to take charge and pursue.

Mrs. Overbey stated she is very much in favor of broadband and feels it is vital to Economic Development. She was concerned about the layout and stated she did not see this providing a lot on the residential side. She would like to see more being done on the residential side. She questioned the stretch from Franklin to Pittsylvania Avenue to the Lane Furniture property and stated this passes by two car lots that have only cars parked on them and a long stretch that would have no one connecting. She asked if there was a more efficient way to get to the Lane property without laying all the fiber in a dead zone.

Mr. Coggsdale felt the issue was the railroad.

Mr. Jarvis stated if an Option 3 is needed, he could go back to Dr. Cohill and his staff for a different layout. He noted this is not hitting residential areas because we are providing infrastructure to the greater Altavista area. He stated when looking at the fiber makeup, this would be providing service to residential areas as well.

Mrs. Dalton confirmed the presented layout was merely a backbone of the infrastructure.

Mr. Jarvis stated this infrastructure would enhance the value of the properties downtown.

Mrs. Overbey asked if the layout shows the fiber coming down Main Street and would we dig up what we just put down.

Mr. George recalled being told the fiber would go down the alleys.

Mr. Jarvis stated we would not dig up the pavement on Main Street.

Mr. Coggsdale advised based on some of the comments, they would work on defining, gather more information and bring back an update in a few months.

Mayor Mattox stated he knew this was the beginning and we would be serving 70 customers and with more people on that tower, what would be the broadband capacity at 3:00 p.m. when kids are home from school and on the internet? Will it be sufficient?

Mr. Jarvis stated when the surveys were completed, it was identified not everyone uses CenturyLink, Comcast, or nTelos. There were 15 to 20 providers hit on the survey. He felt if it would be a good thing if the speed was slower because of a greater number of customers.

Mayor Mattox stated the first goal is to have enough broadband to service the community and a provider that is willing to take that high speed from the hub to the house instead of going through towers.

Mr. Jarvis stated we are one of the most wired communities in all of the Commonwealth because of what we are servicing. Wireless is a way to provide more service to a larger spectrum of the community.

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Mayor Mattox did not feel the towers were going to serve the needs of the community.

Council asked staff to move forward with seeking grants and report back to Council with updates.

### c. Use of Parks for “Gus the Bus” Program

Mr. Coggsdale provided Council with an email from Mrs. Jane Green, Altavista Elementary School Librarian, concerning a summer program that “combats summer learning loss and food scarcity” with children in Altavista. She is requesting use of areas at the Avondale Park and the Leonard Coleman Park (School/15<sup>th</sup> Streets) for the program. He noted this is the same request as last year.

It was the consensus of Council to place this item on the May Regular Town Council Meeting Consensus Agenda.

### d. IALR Update—PCB Project Dr. Lowman

Mr. Coggsdale advised the Institute of Advanced Learning and Research (IALR) in Danville has been conducting research studies for PCB remediation efforts associated with the Town’s Emergency Overflow Pond (EOP). He presented Council with the “Final Report” provided by Dr. Lowman.

Mrs. Dalton questioned if this is the end of Dr. Lowman’s study.

Mr. Coggsdale advised this is the end of Dr. Lowman’s two-season study on the pots.

Mrs. Dalton felt this study should be used when communicating with the regulatory body; she asked if Dr. Lowman has statistically factored in what might be the effective natural attenuation. She noted she did not see this in Dr. Lowman’s data.

Mr. Coggsdale stated it would be covered in the “Soil Only” segment.

Mr. Higginbotham stated Dr. Lowman and Dr. Sowers are mixing and if left alone there is still a “peanut butter” layer on the bottom.

Mr. George referred to previous conversations about advice from an Environmental Attorney and asked Mr. Coggsdale if he had gotten in touch with anyone.

Mr. Coggsdale stated he and Dr. Lowman has discussed this and Dr. Lowman has a name that he will get in touch with.

### e. Classification/Compensation Study Adoption/Implementation

Mr. Coggsdale presented Council with the latest update on the Classification/Compensation Study. The Town contracted with Springsted to conduct a Classification and Compensation Study, which could be used as a tool to update the Town’s Compensation Plan. The initial report was presented to Town Council at their January 2017 Work Session and staff has been working with the consultant to make several modifications to the study and the report. The study reviewed the Classifications and the Class Descriptions and presented new Classifications and Class Descriptions for the Town’s implementation. Springsted also evaluated the Towns positions with other comparable agencies in

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development of the proposed classification and compensation plan. Staff is continuing to work with the consultant on development of a Merit Based Performance System; as well as staff training so that they can develop, maintain and update the plan.

The consultant proposed several different options for implementation, with Option 3 being their recommendation. Option 3 would bring all of the employees' salaries to the minimum of their proposed grade on the proposed scale and provide for an adjustment based on the number of years of service in their current position. The years of service component assists in addressing the "compression" issue between employees in the same positions but with varying experience in those positions. Staff would like to slightly modify the Option 3 proposal and provide any employee that would receive less than a 2% increase under the plan, with a 2% increase. Based on the latest review, the implementation of the proposed plan, utilizing Option 3 (with staff's modification), would be a total annual cost of approximately \$110,000. The total estimated cost of this option including benefits would be less than \$133,000, which is provided for in the FY2018 Proposed Budget. He noted in the updated plan some part time positions were removed so it is hard to compare the two studies. He saw a little impact but not a huge change.

Mr. Higginbotham asked if the town of Woodstock was still in the survey.

Mr. Coggsdale advised the towns of Woodstock and Ashland were removed. Christiansburg and Farmville were left in the study based on discussions at the previous meetings.

Mr. George asked in the future would this give Supervisors the authority to give some a raise and leave others where they are.

Mr. Coggsdale advised staff would be working on the merit base performance system.

Mr. George asked would this do away with the COLA.

Mr. Coggsdale stated it could, it would be however Council deems to work that out.

Mrs. Dalton stated she has seen it work in other places where Council would give an overall percentage of allotment for improvements and town manager is in charge with the use of evaluations, which may be a more equitable format, and then everybody gets the same.

Mr. Emerson asked in the course of a year what would 2% equals to.

Mrs. Shelton advised this would be approximately \$60,000 for salaries.

Mr. Coggsdale stated the new job descriptions and all those options would need to be accepted and then the implementation if Council so chooses.

Mr. Higginbotham questioned the recently updated study, noting the implementation is listed as \$94,000.

Mr. Coggsdale advised some part time positions were removed from the study.

Mayor Mattox noted the cost of living raise would not be given if the compensation study is implemented. He stated something that has concerned him

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with the COLA, in his mind the cost of living is the cost of a family to pay their bills. If someone is making \$30,000 per year at 2% that is only \$600; someone making \$100,000 a year would see an increase of \$2,000. Mayor Mattox felt this creates expansion where the upper level's pay goes up faster than the ones at the lower level.

Mr. George asked what the alternatives would be.

Mayor Mattox stated he did not know if there was an alternative but asked staff to research.

Mr. Emerson stated in his mind it was simple math to take the amount that everyone would get and divide equally among all the employees.

Mayor Mattox felt this would prevent the expansion of salaries because the person making \$30,000 wages is not increasing as fast as the person making \$100,000 is.

Mr. Coggsdale stated not dollar amount but percentage.

Mayor Mattox said the dollar amount compounds every year with the increase.

Mr. Emerson suggested taking the pool of money dividing by employees; everyone would get the same raise.

Mrs. Overbey felt this was a separate discussion from this discussion.

Mrs. Dalton stated this is a piece of the puzzle and noted what is wanted is to pay people fairly for what they do. She felt the study will help Council to determine what fair is and this is why they have this tool.

Mr. Coggsdale advised this item is included in the proposed FY2018 budget. The proposed FY2018 Budget is scheduled for a public hearing on May 9<sup>th</sup> at the Regular Town Council meeting.

### f. Delinquent Utility Accounts-5 Year Write Off

Mr. Coggsdale advised annually staff presents to Town Council a request to write off delinquent utility accounts that are five years old and those of deceased individuals. The total amount of the write-off request is \$1,704.29.

It was the consensus of Council to add this item to the May Town Council Consent Agenda.

## 6. Public Comments

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

No one came forward.

Mr. Emerson asked what the timeframe is for taking over the County's portion of English Park.

Mr. Coggsdale advised he would follow up with the County Administrator.

Mr. Emerson asked if there were any updates on the Boat Ramp.

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Mr. Witt advised he has chosen an Engineering Firm and he has passed the contract on to the Town Attorney for review. He is planning a “Kick-off” meeting with Mr. Brian Stokes, Campbell County Environmental Manager.

Mr. Emerson asked if it had been 12 months since the Board of Supervisors were asked about in kind services.

Mr. Coggsdale advised he would verify this information.

Mr. Emerson suggested approaching the County again for these services.

Mr. George asked if the two fields as you enter into the County portion could be added to the mowing cycle because they are usable.

7. Closed Session

8. Adjournment

Mayor Mattox adjourned the meeting at 6:18 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk