

COUNCIL WORK SESSION JUNE 27, 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 June 27, 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 (Left at 6:30 p.m.)  
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 Michael Milnor, Altavista Police Department  
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
	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. Introductions and Special Presentations

Chief Milnor introduced Patrol Officer Austin Tosh and Patrol Officer Jarrett Rea to Council. Both graduated from the Police Academy June 2017 and are working with the Altavista Police Department.

5. Items for Discussion

- a. Zoning Ordinance Proposed Changes (Non-Profit Facilities-R-2 District)

Mr. Coggsdale advised staff was approached by Mr. Jordan Parker in regard to use of a building (a former church) that was being donated to his non-profit foundation. After review of the ordinance, such a use was not specifically permitted in the Residential R-2 zoning district, therefore it was not permitted. Staff worked with Mr. Eller to provide draft language that, if adopted, would allow the “non-profit” use with the issuance of a Special Use Permit (SUP). Mr. Parker presented the intended uses for the building and the Commissioners considered this proposal along with the

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proposed changes to the code. After the discussion, the Commissioners voted to move forward with a public hearing at their June 26<sup>th</sup> meeting on the proposed language change to the zoning ordinance concerning “non-profit” use. Mr. Coggsdale noted if the zoning ordinance text amendment is approved, Mr. Parker could then file a Special Use Permit application.

Mayor Mattox noted the Claire Parker Foundation is named in memory of Mr. Parker’s daughter.

Mr. Higginbotham asked if the ordinance would be changed and then Mr. Parker would then apply for a Special Use Permit.

Mr. Coggsdale offered that is the typical process.

Mr. Higginbotham stated it looks as if Council is agreeing to change the ordinance and are agreeing to the Special Use Permit.

Mr. Coggsdale noted staff does not know that the ordinance will be changed.

Mr. Higginbotham stated he realizes this but felt it could all be done at once.

Mr. Coggsdale stated staff would be happy to move forward in this manner at Council’s direction.

Mr. Eller stated it is better to change the ordinance and then move forward with the Special Use Permit. The proposal for changing the ordinance and asking the public for comment and moving forward with the Special Use Permit looks as if the Special Use Permit has already been decided. The public may feel they are not getting a fair hearing. Mr. Eller recommended considering the proposed changes to the ordinance followed by a public hearing for the Special Use Permit.

Mr. Higginbotham stated it has been done before with Council and the Planning Commission holding a joint public hearing.

Mayor Mattox asked if the Parkers have requested that this item be expedited.

Mr. Witt advised he explained the timeframe to Mr. Parker and he was okay with it.

Mr. Eller suggested a joint public hearing with the Planning Commission.

### b. Strategic Planning Retreat Discussion

Mr. Coggsdale advised Town Council has scheduled a Strategic Planning Retreat for Wednesday, August 30<sup>th</sup> and asked what time of day Council would like to begin and end. He noted Mr. Kimball Payne, former Lynchburg City Manager, will be facilitating the retreat and they are working together to create an agenda. He is planning to attend the July 11th Council meeting and will be reaching out to each Council member in preparation for the retreat. Mr. Coggsdale asked Council to provide any additional items they would like to see covered during the retreat. Some items of discussion identified: Booker Building Improvements, Budgeting and Reserve Fund Policy.

After discussing, Council decided to schedule the Strategic Planning Retreat for Wednesday, August 30<sup>th</sup> from 12:00 p.m. to 8:00 p.m.

Mr. Higginbotham stated two issues he was interested in would be the PCBs and the Gray Water issue.

Mrs. Brumfield stated she is interested in conversation on the decanting.

Mr. Coggsdale mentioned these items could also be discussed at the work sessions but the bigger items at the retreat.

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Mrs. Overbey stated she would like to spend time on visioning; what Council sees as the direction they are headed and how it can be facilitated.

### c. Street Paving Discussion

Mr. Coggsdale advised over the past few years, there have had several utility projects ongoing and annual paving has not been performed. The Highway Funds used for that purpose have been placed temporarily in Reserves. The FY2017 Budget (Fund 20-State/Highway Fund) included \$150,000 for paving and the FY2018 Budget has \$300,000 for the same function, these funds are allocated from VDOT for maintenance of the town streets. Also included in the FY2018 Budget (General Fund) is \$100,000 for alley maintenance and paving, as well as \$66,650 for paving in English Park, these items are not eligible for use of VDOT Highway Funds. Council was provided with a memo and list of streets including English Park, from Mr. Garrett and staff is seeking concurrence to move forward with the identified contractor. Based on the calculations, approximately \$464,000 will be eligible for Highway Funds and remaining \$80,000 would be for Town funds. Staff is seeking approval to carryover any remaining FY2017 Highway Funds allocated to paving (estimated at \$130,000) to go with the \$300,000 allocation in FY2018 leaving a possible need of \$34,000, which would come from previous year Highway Funds that are in Reserves. Actual billing would be based on actual material and equipment used on the job. Mr. Coggsdale advised later this year, staff will create another list of streets for paving in an effort to get back on schedule with the paving and the use of the Highway Maintenance Funds.

Mr. Higginbotham suggested Mr. Garrett look at some of the alleys that are raveling and have the Public Works employees fill the holes with asphalt. He asked about the water valves and manholes.

Mr. Garrett advised the utility crews are going to put rings on the manholes noting some of the boxes will have to be dug up and adjusted.

Mr. Higginbotham stated if Hurt and Profitt is finished with their design, the milling and paving is the contractor's responsibility. He felt for this small job, it should be done when the paver is here instead of asking them to mobilize a milling machine. He asked if staff was progressing with Mr. Earl Dickerson on this.

Mr. Coggsdale advised they were; the plans have been provided and they will make note of the paving.

Mr. Eller noted the plans were approved so everyone is on board.

Mr. Coggsdale asked if there were alleys in need of repair, that staff be made aware so it will go on their list.

Mr. Garrett stated some of the alleys are in bad condition and he recommended a 2-inch base be put down and either use as is or surface treat. He mentioned the garbage truck tears up the alleys.

Mr. Higginbotham recommended on some of the alleys, using a small motor grader and scratching in a base. This would be good enough for an alleyway.

Mr. Garrett stated he is working with VDOT on the use of some equipment.

Mr. Higginbotham asked if alleys are now primed and sealed.

Mr. Garrett responded the ones that are surface treated are primed and sealed.

Mr. Coggsdale noted there are two alleys that are treated as secondary streets because the residents do not have entrances at the front of their house (Woodland and Hillcrest).

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Mayor Mattox asked if patching has been done on Eudora Lane.

Mr. Garrett responded that 16<sup>th</sup> Street has been patched with Eudora Lane on the list. He noted he is creating a six-year plan based on the monies received from VDOT.

Mr. Higginbotham asked who the low bidder was.

Mr. Coggsdale advised Lawhorne Brothers was the lower bidder.

Mr. Higginbotham stated he would have to abstain when the time comes to vote.

This item to be placed on July 11<sup>th</sup>, 2017 Regular Council meeting agenda.

### d. Budget Amendments

Mr. Coggsdale advised staff is seeking approval of the budget amendments related to previously approved Town Council actions. The budget amendment finalizes the action

Mr. Higginbotham questioned the \$37,000 for Dominion water connection.

Mr. Coggsdale advised Dominion paid for the connection of a new line to their power plant off Main Street.

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

### e. Purple Heart Community Designation

Mr. Coggsdale advised at the June 13th Town Council meeting, Council heard a presentation regarding the process of becoming a designated “Purple Heart Community”. He presented Council with a resolution and the information regarding becoming a designated community for possible adoption.

Mrs. Dalton stated there are many opportunities in the program called “Purple Heart” and asked if they are voluntary or will the town be mandated somehow to facilitate these issues.

Mr. Coggsdale stated based on the information, there are a few items such as signage, and it refers to some benefits that the Town does not have. Displaying a banner, recognizing “Purple Heart Day”, August 7<sup>th</sup>, by adopting an annual resolution, fly a Purple Heart flag, and etc., could be anything else the town would want to do. He stated the other things are outside of the Town’s jurisdiction.

Mrs. Dalton asked Mr. Coggsdale if he saw this program as being a program for budgetary funds.

Mr. Coggsdale stated he did not view it that way. He stated he would be glad to follow up with Chapter 1607 Commander Gary Witt.

Mrs. Dalton asked Mr. Coggsdale if he could contact a similar community who has this designation for feedback.

Mr. Coggsdale advised he would follow up with Commander Witt, email Council his findings, and then place on the regular agenda.

Mrs. Dalton stated she did not want anyone to misinterpret her questions; she is very interested in honoring Veterans, Law Enforcement and any of those who have put themselves in harm’s way. She just wants to know what the details are.

Mayor Mattox stated he was in agreement with the Vice-Mayor; he wants to make sure there were no mandates.

f. Lynchburg Daily Bread Use of Town Property Review

Mr. Coggsdale advised at the April 11th Town Council meeting, Council approved a request of the Lynchburg Daily Bread to use a portion of the parking lot at English Park near the boat landing. This request would be used for distribution of meals to individuals. Council approved the request on a “trial period” basis for three months, which would conclude in mid-July. He stated they are at the park on Mondays and Thursdays and finish up around 11:30 a.m. Mr. Coggsdale stated staff is not aware of any complaints regarding this setup. Staff requested Council’s consideration on extending the use of the property for this express use. He noted that at this point the agreement is informal.

Mrs. Dalton asked that this be brought back to Council if it becomes a problem.

Mr. Coggsdale stated the Lynchburg Daily Bread would now move from a trial period to a more permanent basis. He noted he would ask for a copy of their liability insurance paperwork.

Mayor Mattox asked if this needed to stop, what would be the “exit” strategy.

Mr. Eller stated he would compose a “Use” agreement that would include how to “exit” and a 30-day notice requirement.

Mayor Mattox asked that this be placed on the consent agenda.

g. AOT “Food Truck Event”—Street Closing

Miss Gwynn addressed Council and advised Altavista on Track is planning a “Food Truck Event” for Friday, August 18<sup>th</sup>, 2017 and requested permission to close Broad Street from 5:00 p.m. to 8:30 p.m. The event will offer free admission and there are presently seven trucks participating. Miss Gwynn noted they will be collecting school supplies to be donated to the Altavista area schools and in return, the donator will receive coupons at area businesses.

This item is to be added to the consent agenda.

h. Project Updates

Mr. Witt updated Council on the Route 43 Gateway Project. VDOT has completed their audit and there were five findings that have to be finished before we are allowed to sign the contract with the Engineering firm. He noted these will be finished by Friday, June 30<sup>th</sup>, 2017, then we can move forward with the design. In regards to the Canoe Launch site, Mr. Witt stated he has been in contact with the Engineering Firm who is going through the joint application process and sees no issues. Mr. Brian Stokes, Campbell County, did not feel additional permitting was needed for a small site. Mr. Witt hopes to have something for Council in July. He noted the next round of grants for the DCR is not until the fall and felt we have a strong application. He noted a lot of federal programs are getting hit at the local level with funding.

Mrs. Shelton stated the Administration Department has been working on replacing the phone system, transferring from a traditional phone system to VoIP phone system. This is the CIP project for the fiscal year. Mrs. Shelton advised a new part time employee has been hired, Kayla Donigan for Administration.

Chief Milnor addressed Council. He noted he is working with the two new patrol officers to possibly relocate into the Town of Altavista. He mentioned the recruitment has gone great and the Police Department is now fully staffed. He is affording as much training opportunities to the Officers as possible that will benefit the department. In the last quarter, the officers have completed 280 hours of training. There are two new instructors, Sgt. Williams and Sgt. Abbott; Sgt. Williams is the

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Less than Lethal Weapons instructor and Sgt. Abbott is the new firearms instructor. This brings a good dynamic to the department. Chief Milnor noted the Senior Watch program (implemented two months ago) is going well with 28 home visits this month.

Mr. Emerson questioned the firing range.

Chief Milnor advised he would start work on the details of the firing range July 1, 2017.

Mr. Jarvis addressed Council in regards to the Housing study proposal and advised he will be meeting with the committee June 29th. He will update Council on their recommendation as to the direction the committee would like to see Council take. The Broadband study has been completed and is in the Capital Improvement Plan for two years out. He noted there is a grant opportunity that is being evaluated that is with the Virginia Tobacco Commission. It parallels with the programs that the Department of Housing and Community Development offers from the state level. In regards to the Staunton River RIFA, legal documents have been forwarded to the Town Attorney for review.

Mr. Garrett addressed Council advising in the past 30 to 60 days, Public Works has been working on hiring new employees; currently three positions are open at Public Works. They are working on hands on training. He noted he and Mr. Fore are reorganizing the Public Works Maintenance Shop. Mr. Garrett stated Public Works has been busy maintaining the parks due to the wet season. He has been working on the paving plan, and re-evaluating the operations. Mr. Garrett is working with the Police Chief in an effort to service the patrol cars monthly. He noted Public Works continues to replace the faded street signs, stop signs, etc.

Mr. George questioned the pile of millings at the park.

Mr. Garrett stated the plan is to spread on the park trails and pack down with the roller for a good base.

Mr. George asked if the park is being locked at night.

Mr. Garrett responded that the park is being locked at night.

Mr. George noted people are riding around at the second railroad area.

Mr. Garrett stated that an additional barricade might have to be installed to prevent entrance.

Mr. Coggsdale mentioned at the small pavilion at English Park, there is nothing to stop a vehicle from entering the park after dark.

Mr. Garrett also suggested changing the lights at the park to “dusk to dawn” LED lights. He stated he is working on estimates for the upgrades to the bathrooms at both parks.

Mr. Fore addressed Council advising the Water Treatment Plant electrical upgrade is supposed to be going on but it is not, he is waiting for a review on all the equipment that is coming in. The facility assessments have been completed for the Water and Sewer Plants. He advised he will be having a sit down meeting with Woodard and Curran to discuss ways to make the operations work better. He stated on the Wastewater Treatment Plant side, the PCBs and “grey” water is being looked at in the facility assessment of the Sewer Plant. Dominion’s SCADA is complete; getting gallons per minute at the plant. When the meter is installed at Abbott Labs, it will provide real time flows.

Mr. Higginbotham questioned the amount of water consumed by Dominion daily.

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Mr. Fore stated on average since they came back on line approximately 850,000 gallons a day.

Mr. Higginbotham asked for the highest amount they have taken.

Mr. Fore responded the amount is 915,000; 1 day in October Dominion took in over a million gallons. He advised the GIS hydraulic model is complete. There are maps at the shop that the crews are working with to clear Miss Utility tickets. He noted the engineers are using the hydraulic model now for the facility assessment. They are looking at what needs to be done to put water from the Melinda tower zone back out into the rest of the system, what can be done to lower the tank level, and still provide the folks in that general area 60 to 70 pounds of pressure instead of the 20 to 30 pounds of pressure that they have now. Ross Connection Control Program: the program is being written now to tell the inspectors, the industry and commercial businesses the expectations of the program. As part of the program, there will be educational training. Mr. Fore stated the Fluoride equipment is in and the invoices have been submitted to the Health Department. Mr. Fore advised Council of a real time report that keeps Mr. Coggsdale updated of the activities of the Public Works, Water and Wastewater Plant.

Mr. Coggsdale noted last year the Virginia General Assembly adopted a resolution declaring June 30<sup>th</sup> as Drinking Water and Wastewater Professionals Appreciation Day.

Mrs. Brumfield asked the amount of gallons per day that is being used for backwash.

Mr. Fore stated it is not sent every day; normally with the backwash process 20,000 gallons of water for each filter. With five filters, approximately 100,000 a week is sent to Wastewater.

Mr. Garrett stated the Dearing Ford tank is being used every day.

Mayor Mattox questioned the trees blocking the logo on the water tower.

Mr. Garrett stated these trees are on the VDOT right of way but has given the okay for the trees to be cut for site distance.

6. Public Comments

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

No one came forward.

7. 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)(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.

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

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Mr. Jay Higginbotham Yes  
Mrs. Tanya Overbey Yes

Council went into closed session at 6:22 P.M.  
Notice was given that council was back in regular session 6:36 P.M.

FOLLOWING CLOSED SESSION:

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

8. Adjournment

Mayor Mattox adjourned the meeting at 6:37 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk