

COUNCIL WORK SESSION MARCH 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 March 28, 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
Mr. David Garrett, Director of Public Works
Mr. Tom Fore, Director of Utilities
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 Mr. Emerson, seconded by Mrs. Overbey, to approve the agenda as presented.

Mr. Higginbotham questioned if there was any information from Dr. Scott Lowman, Institute of Advanced Learning & Research.

Mr. Coggsdale advised he is waiting on information from him and hopes to have it available for the April 11, 2017 Town Council meeting.

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.

No one came forward

4. Introductions and Special Presentations

5. Items for Discussion

- a. Mutual Aid Agreement-Law Enforcement

Mr. Coggsdale advised of a recent email from Campbell County Commonwealth's Attorney Paul McAndrews regarding renewal of the existing Mutual Aid Agreement concerning law enforcement. The last revision was in 2014 to add the Town of Chatham. The effective date of the updated MAA would be May 1, 2017. He presented a draft resolution that Council would adopt to be included in the MAA.

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It was the consensus of Council to place the adoption of the Regional Mutual Aid Agreement and the Resolution on the April 11th Town Council Regular Meeting's Consent Agenda.

b. AOT Mural Project Update

Mr. Coggsdale advised Altavista On Track received a Virginia Commission for the Arts "Local Government Challenge Grant" for \$5,000, which required a Town match of \$5,000. The Altavista Arts Council, through the Altavista YMCA, is serving as the fiscal agent for the project. A small committee has worked on identifying a space for the art and an artist to create the art. The space identified is the wall in front of Altavista Appliance, which is privately owned and the owner is agreeable with its use. Mr. Coggsdale added an artist was selected, and he presented a rendering of the proposed mural designed by Mr. Jack Pabis of Maryland.

Miss Emelyn Gwynn addressed Council and thanked them for the Town's match of \$5,000 to make this project possible.

It was the consensus of Council to place approval of the AOT Mural Project on the Consent Agenda for April 11th, 2017.

c. Comprehensive Plan Update Discussion

Mr. Coggsdale report at a previous Council meeting, the Altavista Planning Commission presented their recommendations on the five-year update of the Town's Comprehensive Plan. It was decided that additional work was needed concerning the "Transportation" component of the Comprehensive Plan. Staff worked with the Region 2000 Local Government Council on the Transportation chapter, which was then submitted to Council last month. At this time, staff is seeking input as to possible changes to the draft Comprehensive Plan.

It was consensus of Council to schedule a public hearing on the Comprehensive Plan Update for Tuesday, May 9, 2017 at 7:00 p.m.

d. Rt. 43 Gateway Project (Streetscape/Utility) Discussion

Mr. Coggsdale advised this project was born out of the previous Downtown Streetscape projects, as it would complete and connect the previous project areas along Main and Seventh Streets. Over the past few years, the Town applied for funding through VDOT's Transportation Alternatives Program (TAP), and has been awarded a total of \$518,652, based on the original estimated project budget of \$648,315. The Town has \$129,663 earmarked to match the awarded VDOT grant funds. The latest revised engineer's "Estimated Streetscape Budget" is \$837,945. The Town has applied for Tobacco Funds in the amount of \$172,648 and if awarded the project funding would have a deficit of approximately \$17,000. Mr. Coggsdale stated should the Tobacco Funds grant not be approved, staff would suggest applying for additional VDOT "TAP" funds for the project. He noted staff reviewed the area for potential utility upgrades and has communicated that information to the engineer. Mr. Coggsdale provided Council with engineer's "Estimated Budget Construction" costs for both the utility and streetscape portions of the project, as well as their estimated fees. Staff has been in discussion with the engineer regarding how the project could be scheduled and whether to bid the utility if Council chooses to move forward, and the streetscape as one project or as two.

Mr. Higginbotham questioned splitting the project.

Mr. Earl Dickerson, Jr P.E., Hurt and Proffitt, Inc., felt there would be more bidders interested if the utility part was separate which would allow for a better price.

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Mr. Higginbotham stated as far as damaging the sidewalks, the utilities should be completed and out of the way and where the damage is to the sidewalks there would be gravel.

Mr. Dickerson stated assuming all the funding works, the utilities could be completed first. He felt this would be a three to four month project. He added the Streetscape project could be reviewed by VDOT while the utilities is being completed.

Mayor Mattox asked if this should be timed with construction of the new bridge.

Mr. Coggsdale offered this should be completed before the construction of the bridge because traffic would likely be diverted to Seventh Street.

Mr. Higginbotham asked for the figures for each; utilities and streetscape and asked if there were any recommendations.

Mr. Coggsdale stated construction of streetscape would be \$719,000 and \$420,000.

Mr. Dickerson advised they would lower Seventh Street from Broad Street to Bedford Avenue (except for the area close to First National Bank, which has been corrected over the years).

Mr. Higginbotham asked if anything would be done north of Broad Street and should it be done at the same time.

Mr. Dickerson noted he has a crew coming in Thursday to core a portion of Seventh Street and stated it would make sense to do everything at one time.

Mr. Higginbotham asked if this would include the "Peanut" roundabout.

Mr. Dickerson stated it is not in what has been presented to him.

Mr. Coggsdale advised this project does not include the "Peanut" roundabout. He stated at this time the funding for the utility side has not been designated, which is part of this discussion.

Mrs. Dalton feels this discussion needs to be carried forward and charge the Town Manager with ways to fund together and separately.

Mr. Coggsdale asked if Council is interested in bidding the project together or separately.

Mr. Dickerson noted this information will impact the way the documents are put together and did not feel the best contractor would be obtained if utilities and streetscapes are put under the same project.

Mrs. Overbey agreed with moving forward and the project being separated.

Mr. George asked for the projected cost to the town after the grants.

Mr. Coggsdale advised currently the town has \$129,000 in this project; left on the Streetscape side is \$189,630.

Mr. Dickerson noted the current numbers are 3 ½ years old.

Mr. Coggsdale stated if the grants are not approved for the streetscape, Council would need to come up with additional funding or cut the project back. If Council decides to move forward with the utility portion of the project, funding would have to be provided for in the FY2018 Budget, although some of the engineering may be needed in FY2017. Staff is seeking direction concerning the Utility portion of the project for budget purposes.

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Mr. Dickerson noted there will be water and sewer lines and storm sewer on Seventh Street that will be replaced; they will need to do the road design because the road will be taken down for proper drainage. He noted the design work needs to go hand and hand.

Mrs. Dalton felt the decision tonight was if there were any circumstances as to why Council would decide to not move forward. Funding would either come from the town, financing or some combination of the two. She asked if the project is not done now, when would it be? She suggested this item be put on the regular agenda of the April 11th, 2017 Council meeting giving Council members time to consider these items.

Mr. Witt noted it is less than \$100,000 for the design.

Mr. Coggsdale clarified the engineering design is only \$31,515, construction administration is \$12,606 and construction inspection is \$25,000 for a total of \$69,121.

Mayor Mattox asked staff to bring back additional information to the April 11 Town Council Meeting.

e. Declaration of Surplus Property

Mr. Coggsdale advised the Utility Department has several items that they would like for Council to declare as surplus at this time; eleven (11) E Low Range Turbidity Analyzers with Twelve (12) SC 100 Controllers and ten (10) Control Techniques Variable Frequency Driver (VFD) Units. He noted Virginia Technical Institute (VTI) would like the Town to donate four (4) of these units for their use as a training tool.

Mr. Higginbotham asked Mr. Fore what he would do with the items.

Mr. Fore stated he would sell the VFDs.

Mayor Mattox asked the value.

Mr. Fore stated as long as the VFDs have been stored, have no value unless there is someone out there that actually wants them.

Mr. Higginbotham asked how he would sell them.

Mr. Fore responded he would contact ones that might have an interest in the VFDs noting if they are declared surplus they become trash. There is a need/interest in the Turbidity Analyzers because they are no longer made and will have some sell value.

It was the consensus of Council to put this item on the consent agenda declaring this property as surplus and donating four (4) of the VFD units to VTI, as requested.

f. Pledge of Allegiance

Mr. Coggsdale advised during a recent "Citizen's Time" at a Council meeting, it was recommended that in addition to the invocation at the beginning of Council meetings the Pledge of Allegiance be said also. He noted staff would recommend approval, with it occurring only at the Town Council Regular Meeting (2nd Tuesday of each month). This is consistent with two communities that he spoke to that have work sessions during the month, which are less formal.

Mayor Mattox asked that the minutes reflect his appreciation to Mrs. Carol Day for bringing this item to Council's attention.

g. Cross Control Connection Policy

Mr. Higginbotham asked Mr. Fore if he was required to have a certified plumber to install backflow that a regular contractor can't do.

Mr. Fore replied affirmatively. He stated they are not planning on doing this in the Town of Altavista as far as staff goes but there is an obligation to VDH that we check the certification by the plumber and we annually verify that the inspection has taken place. This is for commercial only; does not pertain to residential. The Altavista Town Code (Chapter 78, Article IV. Water) has provision concerning Cross Connections to the Town's water system. The ordinance needs updating to be compliant with EPA and Virginia Department of Health regulations, which Mr. Fore has been working on.

Mayor Mattox asked that the ordinance be placed on the April Regular Town Council agenda for a "First Reading" and that the "Public Hearing" be scheduled for the May 9 Town Council meeting.

h. Planning Commission Update

Mr. Coggsdale presented Council with a memorandum from Mr. Witt updating Council on recent discussions/applications being considered by the Planning Commission. This update will provide initial view of these items and advises of the Planning Commission's progress.

Request to amend the boundaries of the Downtown Revitalization Ordinance (DRO)
Planning Commission Public Hearing scheduled for April 3, 2017

Amendments to the Zoning Ordinance, while most of the amendments are "housekeeping" in nature there is the discussion about changes to the definition of "Bed & Breakfast".

Planning Commission Public Hearing schedule for April 3, 2017

Mr. Coggsdale noted should the Planning Commission make a decision on one or both of these items, an update will be provided to Council at their April Regular Town Council meeting allowing Council to schedule the required Town Council Public Hearing at their next Regular Meeting (May 14, 2017).

Mayor Mattox questioned the changes to the definition of the "Bed & Breakfast" and asked if this is so the property owner can lease or rent the property to someone else and proceed to operate a "Bed & Breakfast".

Mr. Witt advised this was correct and is typically handled this way in other localities.

i. FY2018 Draft Budget Discussion

Mr. Coggsdale advised time on the agenda is set aside for Town Council's discussion of the proposed FY2018 Budget and CIP noting this is the last "scheduled" session regarding the budget prior to the April meeting where Council will conduct the "First Reading" of the budget.

Mayor Mattox thanked everyone for their work on the budget and noted much discussion was held via email.

Mrs. Overbey expressed concern over the bathrooms at English Park and Shreve Park noting the CIP has English Park being repaired first and Shreve Park being repaired in

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a different year. She noted at a recent Band Boosters meeting there was discussion of the Shreve Park bathrooms conditions. She asked if both bathrooms should be remodeled at the same time or if the Shreve Park bathrooms could be repaired first because of the Cruise Ins being held on the trade lot.

Mr. Higginbotham asked what renovations are being done and what the \$31,000 in the budget is for.

Mr. Garrett stated he is proposing to replace all of the fixtures and replace the wooden partitions with metal ones.

Mr. Higginbotham asked if there is a quote for this for \$31,000 and if this was the same cost for English Park.

Mr. Garrett advised both parks would be \$62,000; both bathrooms are alike. He noted this amount does not include labor, it is materials only.

Mr. Higginbotham asked if it would be cheaper to remodel both bathrooms at the same time.

Mayor Mattox asked Mr. Garrett if he had could remodel both in one year.

Mr. Garrett preferred to stagger.

Mr. Higginbotham suggested putting this item out for bid.

Mayor Mattox stated he gets a lot of complaints about the conditions of the bathrooms at both parks and would not be opposed to remodeling both within the same year. He asked staff to get an estimate of the cost to do both in the same year with Shreve Park being first.

Mr. Coggsdale clarified that \$31,000 would be added to the FY2018 Budget so both can be completed in the same year.

Mrs. Overbey referred to her request to increase Altavista on Track's line item by \$1,000 to assist with their "Anniversary" year celebration.

Council agreed to add \$1,000 to assist Altavista on Track.

Mrs. Overbey referred to the Town Hall security system line item for a barrier at the counter for the administrative office and is not fond of the concept of putting a barrier at the counter.

Mr. Coggsdale advised when he first envisioned this it bothered him; he stated he has to balance the thought of the barrier for protection for the people on the other side of the counter to an open counter.

Mrs. Overbey referred to the railing at the Staunton River Memorial Library noting a section looks like it will fall down. This item is a CIP item for FY2020/2021.

Mr. Garrett stated there are some areas in which "Building & Grounds" plans to replace and paint. When they replace the rails completely, he plans to look at some new material instead of vinyl.

Mr. Emerson referred to the Trolley bus and felt Mr. Witt had answered his questions.

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Mrs. Dalton noted the town manager's position was not included in the Springsted, LLC, study and proposed that a 3% rate increase be included in the proposed budget.

Mrs. Dalton referred to the request from the Virginia Technical Institute to help fund the expansion of their Welding program. She advised the Economic Development Authority has made a contribution of \$10,000 and felt this would be the town's contribution.

Mrs. Dalton thanked Mrs. Overbey for her approach to the budget with the emails and responses, which shortened the budget process.

Mayor Mattox stated as a policy, outside agencies requesting funding are asked to address Council with justification for their request. He noted three agencies were not in attendance at the Council Meeting and asked if they should present to Council or not be considered.

Mr. Coggsdale advised the Small Business Center, Altavista EMS and Campbell County Seniors did not appear.

Mrs. Dalton felt Council needs the opportunity to ask questions.

Mr. Coggsdale advised he would correspond with these agencies and asked them to attend the April 11th, 2017 Town Council meeting and if they do not attend, they will not be considered in the proposed budget.

Mr. Higginbotham referred to joint sharing district for the Dearing Ford Commerce Center, \$34,000 budgeted in the CIP for FY2018, and then \$3,260,000 in FY2019.

Mr. Coggsdale advised staff has been working with Campbell County staff to develop sites and a shell building in the Dearing Ford Commerce Center. He noted these funds are just placeholders for this potential investment and these discussions will likely be the same for the Intermodal Park.

Mr. Higginbotham felt \$3 million for a shell building was crazy. He did not know where that figure came from. He asked that it be listed as Investment/Commerce Park/Dearing Ford; this would give the opportunity to spend the funds where needed.

Mr. Coggsdale noted this would all be based on discussions that staff will have with Council and is in line with the goals and objectives.

Mrs. Dalton said nothing will happen to the dollar amounts until Council agrees to it.

Mr. Higginbotham stated he would be satisfied if it read "Joint Investment Sharing District for Dearing Ford/Intermodal Park. He asked that an asterisk be placed beside that number; Council needs to be made aware before any monies are spent.

Mrs. Dalton agreed that a footnote should be added that for any monies expended, Council should be made aware.

Mr. Higginbotham referred to the English Park playground equipment listed under Public Works proposed budget and asked why it would not be under Recreational.

Mr. Coggsdale advised it will come out of the Public Works budget and estimates the playground equipment to be approximately 15 years old.

Mr. Higginbotham questioned the pole building for \$67,000 in FY2019; he felt Public Works needs a concrete pad, walls with a galvanized roof with a nylon cover instead

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of a pole building. Mr. Higginbotham suggested Mr. Garrett pour the concrete pad and put up the walls and next year add the roof.

Council was good with this decision.

Mr. Higginbotham returned to the playground equipment and felt it should fall under Recreation. He then referred to the Trail Master Plan at \$40,000, stating this ties into the utility right of way. There are utility right of ways that need to be cleared and then if a Master Trail is wanted, incorporate where the pipelines are. He referred to the \$60,000 proposed for the clearing of the right a ways and suggested the skid steer be purchased with the forestry head to clear and use for the Trail Master Plan. He felt it was premature to have a Master Trail Plan at this point.

Mayor Mattox asked how long it would take to get the right of ways cleared.

Mr. Fore stated it would depend on how aggressive we are. He noted there are a lot of water and sewer lines that have to be cleared so they can video these lines which mean he has to be able to put a vehicle in the area. He noted Mr. Garrett has a crew that he is pulling over into Utilities; he is trying to give Council an actual cost of running utilities. To put the tractor there and pull Public Works into it for operation is another accounting step. Mr. Fore stated he can use the Public Works employees but he has gotten behind.

Mr. Higginbotham stated he understands this but his point is if a trail is made it can be used for walking trails, golf carts, etc.

Mr. Fore agreed once the right of ways are cut, this could be part of the Master Walking Plan.

Mr. George noted some of these lines are on private property; such as the trail from the Bedford Avenue Water tank down to the park.

Mr. Fore stated to turn some of the area into a public walking trail, there has to be an easement from the property owner.

Mr. George asked if the \$40,000 came from the Recreation Committee for a future Master Plan.

Mr. Witt answered that it is.

Mr. George stated he did not think the Recreation Committee was ready to spend the monies; it is there we might not use it.

Mr. Higginbotham suggested using that money to clear the trails and giving Mr. Fore \$100,000 instead of \$60,000 to get the trails cleared, then design.

Mr. Coggsdale questioned why the funds were there if they might not use them.

Mr. Witt stated we are not ready to spend waiting on ownership of English Park.

Mr. Coggsdale advised the Campbell County Board of Supervisors will hold a public hearing on April 4, 2017 in regards to the conveyance of English Park to the town. If this is approved then there is \$40,000 in this year's budget (FY2017). He noted several items in the CIP that need to be looked at; bathrooms, trails, a splash park; a Master Plan would cover these items.

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Mrs. Dalton stated for tonight's discussion she would be satisfied if Mr. Higginbotham's notion about clearing Mr. Fore's project happened before a Master Plan of trails. She felt it would be Mr. Fore's decision as to who does the work of clearing the right of ways, Public Works or an outside contractor.

Mr. Coggsdale stated currently an outside contractor is being used to clear the overgrown right of ways. He felt Mr. Higginbotham has a valid point but did not feel there was the manpower available to work the equipment.

Mr. Higginbotham stated he would rather see the employees work on the right of ways than to tear out bathrooms.

Mayor Mattox felt some things have gotten out of hand and now has to be caught up. He stated if more money has to be spent in one year to get things caught up and be where they need to be, it is not a bad thing.

Mr. Coggsdale noted most of the items that are being discussed is in the Enterprise fund. The operational side is covered; the CIP is an issue, bringing \$600,000 to balance that side.

Mr. Fore noted when the water and sewer lines were installed they were not put in properly stating they are on grades that he would not put a piece of equipment in for fear the operator would tip it over.

Mayor Mattox stated he is not opposed to borrowing from the General fund but when the rate study is completed, there is a prepayment back into the General fund to get these problems fixed as quickly as possible. If there are problems hanging around waiting for a rate study to build up the capital reserve to fix these problems, he doesn't see it happening fast enough.

Mrs. Dalton felt Mr. Fore and Mr. Garrett should make the decisions on how quickly this process should take place. If they came to Council and said they would like to knock this out, Council would consider. They are trying to be sensitive to the financial side of this.

Mr. Emerson asked where the piece of equipment is in the CIP.

Mr. Coggsdale advised the decision is to move forward with right of ways clearing with the contractor or purchase a piece of equipment and do in house.

Mayor Mattox suggested Mr. Fore and Mr. Garrett make this decision and noted they are saying they don't have enough manpower to take care of day to day business.

Mr. Emerson asked how much this piece of equipment would cost.

Mr. Fore stated the equipment Mr. Higginbotham is referring to ranges from \$130,000 to \$140,000.

Mr. Higginbotham stated the skid steer with rubber tracks is approximately \$60,000; the head will be approximately \$30,000.

Mr. Fore stated he has five employees, one is tied up with meter service calls, the other four employees take care of sewer blockages, etc. He stated he is amazed at the services offered by the town, which keeps Mr. Garrett's employees busy and at a cost of zero. In order for the Utility side of the house to keep in proper order, they have to be able to maintain the lines. He noted he could rent the equipment, or rent an

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operator but he is down two employees now and it is all he can do to keep up with day-to-day operations.

Mayor Mattox asked if Council wants to continue outsourcing or purchase a piece of equipment.

Mr. Emerson asked if it was \$60,000 a year for right of ways.

Mr. Fore stated that is for this year. Next year he can bring it up again and staff may be in a position to roll.

Mayor Mattox clarified this year Mr. Fore is asking for funding to outsource the clearing of the right of ways which may change next year and delay buying in the skid steer one year.

He asked Mr. Higginbotham if he would be opposed to waiting one year to buy the skid steer.

Mr. Higginbotham stated it will have to be bought sooner or later.

Mr. Emerson stated it sounds like Mr. Fore needs additional personnel.

Mr. George asked Mr. Fore and Mr. Garrett if they felt they had enough personnel.

Mr. Fore responded this is still being evaluated; if he is going to be building water lines he doesn't have enough staff but if they are just maintaining, five employees is plenty.

Mr. Garrett stated he too was still evaluating this and noted one is being added in the Fleet Maintenance and he is evaluating on the Streets and Building and Grounds sides. He mentioned when a blacktop crew is put together, it takes all of the forces.

Mayor Mattox stated the decision is does Council want to wait a year and reevaluate or buy the skid steer now and ask staff to find an operator to operate it.

Mrs. Dalton felt this should be left up to Mr. Fore.

Mayor Mattox noted they have requested to wait a year.

Mr. Higginbotham felt this is a mistake because it is delaying the trails and everything.

Mr. Emerson asked if this was a piece of equipment that could be used for other functions as well.

Mr. Higginbotham responded it is.

Mr. Emerson asked what the point was of waiting if the equipment had other purposes as well.

Mr. Fore stated it is a staffing issue noting in his department there are some in house transfers, some retirement and now training. He noted he will have a piece of equipment out and he is not able to put an operator on it unless he rents an operator.

Mr. Emerson told Mr. Fore to come back to Council and they address the problem.

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Mr. Coggsdale noted the question is not the equipment but the ability to get the right of ways cleared. He asked for clarification if the piece of equipment should be in the budget in place of the contractor.

Mrs. Dalton responded, "no both."

Mayor Mattox stated Mr. Emerson is suggesting buying the equipment just in case the opportunity arises to do some work.

Mrs. Dalton stated this is brand new, that Council adds equipment to a request made by staff.

It was the consensus of Council to use the contractor another year and purchase the skid steer for \$90,000 to \$100,000.

Mr. Higginbotham referred to the Canoe Launch and questioned the \$7,000 in the budget.

Mr. Witt stated he backed into that number; this is the amount outstanding if the town wanted to build the Canoe Launch today noting no money will be spent until he completes one more round of grants. He noted the only money to be spent will be for the design which has already been approved by Council.

Mr. Higginbotham questioned where the Frisbee Golf would be located.

Mr. Coggsdale responded that would be at English Park and noted these are things that should be rolled into a Master Plan for the park.

Mr. Higginbotham questioned the paving in English Park being in the Recreation proposed budget and part of it in the Highway Funds.

Mr. Coggsdale stated a portion of the road that was dedicated (from the intersection of the Booker Building to the cul de sac) to VDOT which is now contributed to the Highway Fund; a section that Highway Funds can be utilized for.

Mr. Higginbotham asked if paving would go around by the river using the \$60,000. He stated there is \$100,000 playground equipment, \$40,000 for trail design (with an asterisk), \$7,000 for Canoe Launch, \$20,000 for Frisbee Golf, \$60,000 for paving. He noted Campbell County gets \$60,000 of the town's meal credit, which could be used to fund these projects.

Mr. Higginbotham stated he did not understand the salary adjustments. He appreciated Mr. Coggsdale getting Blackstone, which was a format he understood but didn't understand the ranges from Rocky Mount.

Mr. Coggsdale noted Council asked staff to remove localities from the compensation study and get information from Blackstone and Rocky Mount. The consultant has this information and is reanalyzing that data for new reports. Mr. Coggsdale stated he is hoping to have the revised report in next week. Mr. Coggsdale also mentioned the Chief of Police is gathering information from BWXT.

Mr. Higginbotham noted the ones to be removed as Christiansburg, Ashland, Woodstock and Farmville.

Mr. Emerson did not understand why Farmville would be removed because the town of Altavista is similar to them as Liberty University is 19 miles from the town.

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Mr. Coggsdale referred to Rocky Mount as a mirror image of the town of Altavista when looking at structure and services delivered.

Mr. Higginbotham asked about the “grey” water for Dominion Virginia Power and where the town stands.

Mr. Fore advised he has been in touch with an engineer with Dominion Virginia Power and a team has been assembled to begin reviewing three years of the town’s data.

Mr. Higginbotham asked if it was accurate that they can use the river water on days that the river is running clean.

Mr. Fore stated that they could do that now.

Mr. Higginbotham stated the town is providing potable water on days when the river is running clean.

Mr. Fore stated the town has a five-year contract with Dominion Virginia Power.

Mr. Higginbotham asked if anything needed to go in the budget for “grey” water resolution.

Mr. Fore stated the engineer told him that they were slow; he did not feel anything needed to be added to the budget for Dominion Virginia Power.

Mr. Higginbotham felt if the water demand was down it would take the pressure off of the Water Plant needing to be expanded.

Mr. Fore stated he is waiting on a response from Dominion Virginia Power.

Mr. George presented a short power point on English Park. He stated the Parks and Recreation Committee recommends paving all the way around and would like a price for that so Council can vote. Another proposal is to have an inner trail (walking/bike loop) noting during busy hours kids are darting in and out passed parked cars. The idea is to get the walkers/bikers out of the area used for vehicles. Mr. George asked the last time the field at English Park has been fertilized.

Mr. Garrett responded he thought it was last year.

Mr. George noted the ballfield is in bad shape and asked if anything could be done to make the field look nicer.

Mr. Garrett responded this is on his list to be taken care of.

Mr. George referred to the temporary fencing and asked if a permanent one could be installed.

Mr. Coggsdale advised the temporary fencing was there for senior softball. In regards to the permanent fencing, there are maintenance issues and when the fence is not there, this area is used for soccer.

Mrs. Overbey suggested hearing what Campbell County has to say about their portion of English Park and then working on the Master Plan.

Mayor Mattox asked Council if they were interested in a Special Meeting to discuss the budget.

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Mayor Mattox referred to the Police vehicles.

Mr. Coggsdale advised there have been some vehicles that have gone out. There isn't a vehicle in this current budget but one slated for next year's budget.

Chief Milnor stated he is in the same position as Mr. Fore, he is trying to catch up and get the fleet back to where it needs to be.

Mr. Coggsdale asked would it be possible to look at purchasing a vehicle this year and if this is not an option, budget for two vehicles next year.

Chief Milnor stated if two vehicles could be purchased, it would get him on a good rotation. He noted one of the Chargers was lost today and will take \$2,300 to \$2,400 to repair; he was looking to replace this vehicle in July. An SUV that is approximately 10 years old is up for replacement as well.

Mr. Emerson noted these vehicles run non-stop unlike Campbell County vehicles that take a rest.

Mr. Higginbotham asked how many miles was on his vehicle.

Chief Milnor stated the rotation on these vehicles is maximum 110,000 miles; which equals to 150,000 to 160,000 to a County vehicle.

Mayor Mattox asked for Council's thoughts.

Mr. Higginbotham stated staff needs to look at what can be cut in the budget.

Mr. Coggsdale stated staff could look at line items that were not used.

Mrs. Dalton felt staff needs to look at this year's budget and advise Council.

Mr. Emerson asked Council to keep in mind in a few months two officers will be coming out of the Academy, which will put the department short on vehicles.

Mayor Mattox stated this is a Public Safety issue that should be considered. He asked staff to look into this matter.

Mr. Coggsdale asked Mr. Fore to address the Fluoride Grant with Virginia Department of Health.

Mr. Fore advised \$70,000 would be provided by VDH over the course of two years. The town would provide some engineering services to where an engineer would create a design for both of the facilities and they would bid it out to a contractor who would install the equipment purchased with this money. This would require funds from the town of \$60,000. He noted this would get a spring done with VDH's money and a spring done with the town's money. This would put SCADA ready equipment at both springs should the town decide to.

Mayor Mattox clarified this would be \$60,000 on the Utility side. He asked the Town Manager to include this in the Utilities and look at the possibilities.

Mr. Coggsdale advised he and Mr. Fore made some changes to the Enterprise Fund by reducing, removing or moving to FY2019 some line items.

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Mayor Mattox advised the “First Reading” of the proposed budget is scheduled for April 11th at the regular Town Council Meeting. He again asked if Council wanted a Special Called meeting to review and discuss changes to the budget.

6. Public Comments

Mayor Mattox asked if anyone had any comments on items not listed on the agenda.

Ms. Betty Gilliam, 1707 Dale Avenue, addressed Council in regards to paying her water bill. Ms. Gilliam stated when she moved back to Altavista and started paying her water bill she was surprised that she could not use her debit card. She was told at that time that it was under consideration and she was wondering if there was any action on that. Ms. Gilliam noted she has to pay for each check she writes on her checking account.

Mrs. Shelton advised the town does accept credit cards, there is a nominal fee charged by the company that the transactions go through.

Mrs. Gilliam asked the fee amount.

Mrs. Shelton responded the fee for a debit card is normally \$1.00.

Ms. Gilliam felt this was a little high and she didn't pay any fees when using her credit card in other locations. She asked that Council consider other options.

Mr. Coggsdale advised the other companies are absorbing the fees.

Ms. Gilliam asked if the town could absorb the fee.

Mrs. Shelton advised staff is looking at automatic withdrawal as well.

Ms. Gilliam stated she was very impressed with the Budget discussion and that some excellent points were brought up. She asked in regards to the Rocky Mount Study if their tax revenue can be compared. She pays most of her taxes to Campbell County but receives her services from the town of Altavista. She asked how the town provides all those services when they are not collecting residential taxes.

Mayor Mattox encouraged Ms. Gilliam to look at the budget as it shows the revenue streams.

Mr. Coggsdale advised he would work with Ms. Gilliam.

Mr. Coggsdale advised of a few items Mrs. Brumfield asked him to bring up. Mrs. Brumfield referred to a sign at Green Hill Cemetery stating “No Dogs”. She would like Council's thoughts on allowing dogs in the cemetery on a leash only. She is also wants to look at a decant type system at the Wastewater Treatment Plant. Mr. Coggsdale stated the decant system can be put on their list for conversations with Woodward & Curran.

Mrs. Dalton felt the cemetery was a little different and didn't feel dog owners would clean up after their dogs.

Mr. Coggsdale referred to the Council Retreat and advised he is still looking for a suitable date.

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Mayor Mattox thanked everyone for their work on the budget especially Mr. Coggsdale, Mrs. Shelton and the department heads.

7. Adjournment

Mayor Mattox adjourned the meeting at 7:26 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk