

## Council Work Session – January 22, 2019

The Altavista Town Council’s January Work Session was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on January 22, 2019 at 5:00 p.m.

1. Mayor Mike Mattox called the meeting to order and presided.

### Council members

Present: Mayor Michael Mattox  
Mr. Reginald Bennett  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Mr. Wayne Mitchell

### Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. Tom Fore, Utilities Director  
Mr. David Garrett, Public Works Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

2. Agenda Amendments/Approval

Mrs. Dalton, seconded by Mr. George, motioned to approve the agenda as presented.

### Motion carried:

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracey Emerson	Yes
	Mr. Wayne Mitchell	Yes

3. Recognitions and Presentations

- a. FY2020 Budget Agency Requests

Mr. Coggsdale stated during the budget process each year, staff invites outside agencies who are seeking funding from the town to give Council a brief presentation on their request. He also offered Council a memorandum staff prepared with a brief overview of each FY2020 request and included the budgeted amount from FY2019.

- i. Altavista Area YMCA – requested \$100,000

Mr. Steve Jester, Executive Director, came forward on behalf of the local YMCA. He stated his appreciation for the town’s continued support in helping the YMCA offer a quality facility and wide variety of activities to town citizens and the surrounding community. He also stated the ease in working with Mr. Coggsdale, Town Manager, and Mr. Garrett, Public Works Director, on previous and current YMCA projects and the important significance of the Town/YMCA relationship.

Mr. Jester stated the YMCA respects and accepts its responsibility in the town and therefore continues to move forward by offering additional programs and keeping the facility and grounds up-to-date.

Mayor Mattox asked Council if they had any questions for Mr. Jester.

Mr. Mitchell and Mr. Bennett both made comments to having fond childhood memories related to their participation in YMCA programs.

Mr. Higginbotham and Mrs. Dalton both stated their appreciation for having a YMCA facility in the Town of Altavista.

Mayor Mattox and Council members all agreed the YMCA staff does a great job with the facility and its programs and thanked Mr. Jester for his continued hard work for the community.

ii. Altavista Chamber of Commerce – requested \$20,000

Mrs. Heather Reynolds, Altavista Chamber of Commerce President, presented Council with a brief overview of the Chamber's activities in 2018, including training seminars and networking events for town businesses, and community events such as TGIF and the annual Uncle Billy's Day festival. She also stated the Chamber held five "Ribbon Cuttings" for new or expanding businesses in the Town of Altavista in 2018.

Mrs. Reynolds informed Council of new endeavors the Chamber was involved with in 2018 such as a cooperative article in Home Magazine, which showcased the small town shopping experience, and was seen by over 100,000 households in the surrounding area. She stated the Chamber also had two 30 minute spots on the television show "Living in the Heart of Virginia" featuring eight of Altavista's local businesses.

Mrs. Reynolds continued by stating the Chamber secured \$3,000 in grants to Altavista's local schools for new programs and classroom support.

Mrs. Reynolds stated in 2019 the Chamber of Commerce would continue to host "lunch-to-learn" and "Chamber Connector" events in a continued effort to offer networking opportunities and valuable training to local businesses. She stated the Chamber planned to again host a "Legislative Breakfast", offering legislators the opportunity to meet with the industry and business leaders of Altavista in an effort to promote economic development and expansion.

Mrs. Reynolds stated the Chamber would continue hosting annual community events such as TGIF, Uncle Billy's Day, and the Christmas parade. She also stated, as Chamber President, she would continue to hold a seat on the Work Force Development Board and this year will help with VTI's Trade Expo for local high school students on February 27.

Mrs. Reynolds stated the Chamber of Commerce will continue to work with Altavista on Track in a joint effort to get citizens to work, shop, play, and explore all that Altavista has to offer as a community.

Mrs. Reynolds concluded her presentation with thanks to Town Council and the Town of Altavista for being creative and innovative in helping Altavista grow and be a good place to live. She also thanked the Altavista Police Department, Altavista on Track, AEDA, Altavista YMCA, and many more who continue to help the Chamber reach for and acquire their goals and stated the Chamber of Commerce looked forward to the new year of 2019.

Mayor Mattox asked Council if they had any questions for Mrs. Reynolds.

Mr. Mitchell asked Mrs. Reynolds how long she had been with the Altavista Chamber of Commerce, to which she answered since 2011.

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Mr. Mitchell also asked if the monetary request had always been the same amount as requested for this FY2020 budget and Mrs. Reynolds replied that when the town first started approving funds for the Chamber, the amount was higher at \$30,000.

Mayor Mattox thanked Mrs. Reynolds and the Chamber of Commerce staff for their hard work and commitment to the community.

### iii. Altavista On Track (AOT) - \$5,000 requested

Mrs. Lori Johnson, substituting for absent AOT Main Street Coordinator Emelyn Light, addressed Council. She started by thanking Town Council for their continued partnership with the Altavista On Track organization.

Mrs. Johnson stated 2018 was a good year for AOT and new business in Altavista and recognized four new businesses in town: Vista Fitness, Proving What's Possible, Jerrica Moore Massage Therapy, and Sew Simple.

Mrs. Johnson continued stating AOT continues to encourage new business and support local businesses by partnering with the Chamber of Commerce for the "Shop Small Saturday", Holiday Open House, and Spring Fling event. She continued and stated AOT also partnered with the Chamber to offer local businesses training such as Quick Books, Marketing, and Hospitality training.

Mrs. Johnson stated AOT updated their website and photography in 2018 to better market the Town's local businesses and downtown area.

Mrs. Johnson gave Council monetary details regarding the annual Giblett Jog held on Thanksgiving Day 2018. She stated there were 315 runners and AOT received \$7,000 in sponsorships and \$6,500 in registration fees.

Mrs. Johnson continued her presentation stating the budget requested for 2019 would go towards the AOT's annual audit, insurance, national membership dues, and bookkeeping.

Mrs. Johnson stated moving forward into the 2019 year, AOT's work plan would focus on two strategies: (1) continuing its efforts to promote Altavista as a "family friendly" district and (2) connecting with Altavista residents, businesses, and employees. She continued all of AOT's promotions, events, and community engagements would be a reflection of those two strategies.

Mrs. Johnson concluded stating AOT was excited to move forward with new goals, while maintaining their successful relationships with the Town of Altavista, the Chamber of Commerce, EDA, Altavista YMCA, and the Town Library. She ended with thanking Council for their support.

Mayor Mattox asked Council if they had any questions for Mrs. Johnson.

Mr. George asked if AOT was still conducting a "Pop-up" program (an entrepreneurial program designed to assist small business development for the Main Street district in Altavista).

Mrs. Johnson stated not at that time, but the program was something that could be brought back in the future.

Mayor Mattox asked if the State was supporting any other surrounding localities for that program, to which Mrs. Johnson stated she was unsure, but would check with Mrs. Light and have her follow up with Council.

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Mayor Mattox thanked Mrs. Johnson for the presentation and Mrs. Light and the AOT organization for their continued hard work and commitment to the Town of Altavista and the community.

- iv. Altavista Senior Center - \$1,000 requested

No one in attendance for this organization.

- v. Small Business Development Center (SBDC) - \$6,000 requested

Mrs. Stephanie Keener, Director of the local SBDC Lynchburg region, stated the local SBDC recently moved from Central VA Community College to a new location with the Lynchburg Regional Business Alliance.

Mrs. Keener presented Council with a brief overview of the organization for new council members. She stated the SBDC's mission was to assist in growth of local economy by supporting small businesses with advisement and training, which are free of charge and also open to the public. She continued stating the educational services offered by the SBDC are at low cost or free and open to any existing small business or a person/group planning to open a small business in the local area.

Mrs. Keener stated the local SBDC was partially funded by the United States Small Business Administration (SBA). Any funds given to the SBDC organization, by Altavista or any other locality, was matched dollar for dollar by the SBA and therefore, all monies acquired by the SBDC are mandatory to be reported to the SBA. She continued stating the Virginia SBDC estimates for every dollar given to the SBDC program, a locality receives an estimated \$2.39 in return from federal and state taxes.

Mrs. Keener stated Altavista's funding was generally 7% of the local SBDA's funding and was generally about 7% of its local clientele, including retail shops, non-profit organizations, small service firms, and others.

Mrs. Keener concluded, moving forward the local SBDC was planning to increase the number of educational programs they offer with Altavista's economic partners, Altavista On Track and the Chamber of Commerce.

Mrs. Keener asked if Council had any questions regarding the SBDC.

Mr. Bennett asked how many businesses had been helped in Altavista, and Mrs. Keener answered the number varies at any given time from five to ten.

Mr. Bennett asked how many clients the local SBDC currently served.

Mrs. Keener answered the SBDC was currently serving 74 clients, but stated the goal moving forward would be to service 115 to 150 clients.

Mr. Higginbotham asked was that number for the state of Virginia, to which Mrs. Keener replied the number 74 was for the local Lynchburg region.

Mayor Mattox asked Council if they had any additional questions for Mrs. Keener, to which there were none.

Mayor Mattox thanked Mrs. Keener for her work in the community.

#### 4. Public Comments (Agenda Items Only)

No one came forward on this date.

5. Items for Discussion

a. Consideration of Flood Insurance – Town Properties

Mr. Coggsdale informed Council of a letter staff recently received from VML (Virginia Municipal League) regarding town owned properties that were in flood zones for which the town did not have flood insurance coverage. He stated the areas were located at the Water Plant and the Wastewater Treatment Plant.

Mr. Coggsdale continued the letter stated the locations were at “risk” for flooding to such degree of a one percent annual chance of flooding and a twenty-six percent chance of flooding over the span of thirty years.

Mr. Coggsdale offered Council a spreadsheet showing an estimated premium cost of \$440,000 to \$450,000 to the town for flood insurance from VML if Council decided to purchase flood insurance for the mentioned locations/properties.

Mr. Coggsdale stated the letter was most likely in response to the major flooding that occurred in nearby North Carolina in 2018 and the State of Virginia could just be looking into its localities for areas with flooding possibilities.

Mr. George asked if there had been any recent changes in codes redefining a “flood zone” area, to which Mr. Coggsdale replied not to his knowledge.

Mrs. Shelton stated VML was only reaching out to localities letting them know what was available through them for flood insurance, but was not mandatory.

Mrs. Dalton asked if there was any recent instance of a flooding issue on town property that flood insurance would have been helpful.

Mr. Coggsdale stated there had not been a flooding issue or insurance claim due to flooding in Altavista during his fourteen years of service. He continued stating if there was a major flood event in the area and the President of the United States declared it an emergency, the town would then receive federal assistance for the natural (disaster) occurrence.

Mr. Higginbotham stated with Altavista having Leesville Dam and Smith Mountain Dam so close in proximity, it was unnecessary for the town to spend money on flood insurance. He stated the two dams lower their water levels when a hurricane or large rain storm were coming into the area.

Mr. Coggsdale stated the town is not mandated to have flood insurance nor was there a current reason it is necessary, but staff wanted Council to be aware of the letter from VML and the availability of the flood insurance for future reference.

Mayor Mattox asked for Council’s opinion/approval and it was the consensus of Council not to purchase flood insurance for any town property at this time.

b. Public Works – Chemical Storage Building Design Phase

Mr. Coggsdale reminded Council that over the past several years, Town Council had been budgeting funds for the design and construction of a new chemical storage building at the Altavista Public Works facility. He stated the structure would be utilized for the storage of chemicals used in the treatment of town roads during snow/ice events.

Mr. Coggsdale stated staff is seeking authorization to begin the design stage for the structure, so they can proceed with construction and hopefully have it ready for use by the end of 2020.

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Mr. Coggsdale shared with Council the budget and funding overview for the project. He stated this project was part of the Town's Capital Improvement Program (CIP), with construction slated for FY2020. He continued stating the estimated project cost was \$300,000, but there was already \$217,500 earmarked in reserves from previous fiscal year budgets and \$67,500 in FY2019, with the remaining \$15,000 being included in the proposed FY2020 Budget.

Mr. Coggsdale offered Council photos for a visual representation of what the dome-shaped building could look like when completed and also where the building would be located on the Public Works facility site. He stated the dome building in the picture was larger than the one proposed for Altavista, which would potentially be 33' wide by 40' long and 29' in height and the building's floor would be asphalt with an underlining to contain any salt runoff.

Mr. Garrett, Public Works Director, stated for the past couple of years staff had been analyzing the Public Works site to configure the best possible location to construct the chemical storage building, keeping in mind the facility's daily work flow and also the best angle for the building to keep harsh weather away from the chemicals and materials stored inside.

Mr. Mitchell asked if the proposed location site already had concrete for the building to be constructed on, to which Mr. Garrett replied a concrete pad would have to be poured before the new building could be constructed there.

Mr. Garrett continued stating the building would also have concrete sidewalls, but an asphalt driveway. He stated the asphalt was a better option for this type of storage building because it would hold up longer than concrete to the salt that would be stored there.

Mr. Bennett asked what the building's roof material would be made of.

Mr. Garrett stated the proposed roof material would be a fabric membrane, the same type of membrane VDOT has on their dome storage buildings.

Mr. Bennett asked if the fabric material could be punctured and Mr. Garrett replied the material was very strong and durable and had a hold capability of 600 pounds per square foot.

Mr. Bennett also asked what the life span of the fabric material was, to which Mr. Garrett replied the proposed fabric membrane for the dome building's roof had a life expectancy from 30 to 40 years.

Mr. Higginbotham asked if there would be a concrete wall dividing the inside.

Mr. Garrett answered there would be two concrete dividing walls to make way for three separate storage bays; one for salt, one for sand, and one mixed material.

Mr. Garrett stated the initial design plan was for a 50x50 building to hold more material, but staff had since looked into possibly using a liquid brine with the salt mixture, so the building size was revised to the current 30'x40'. He continued stating the brine mixture was more effective during inclement weather and would be a 30% to 40% cost savings from the current use of salt mix only.

Mayor Mattox asked how soon the brine process could start being used on town roads and if the current storage building project would have to be complete before the brine process could be implemented.

Mr. Garrett stated the brine liquid had to be stored separately from the other materials, but the 5000 gallon brine holding container, which could treat approximately 300 miles of road, and the concrete pad for the container were already designed into the current proposed storage building plan and budget.

He continued stating the brine container would be a double walled tank to secure the liquid without additional containment needed.

Mr. Higginbotham stated, since Mr. Garrett already had a preferred design in mind for the chemical storage buildings needed at the Altavista Public Works facility, suggested moving forward with the process allowing staff to advertise for contractors with a design/build request for proposal.

Mrs. Dalton agreed choosing the design/build option suggested by Mr. Higginbotham would eliminate added cost to the project's budget, from acquiring additional advisement, for a design plan that staff was already content with.

Mr. Coggsdale stated, since the project's budget was partially coming from state "highway funds", staff would check with VDOT to find out if there were any special regulations, laws, or procurement procedures the town would need to follow in proceeding with the design and build of the storage building project.

Mr. Higginbotham suggested asking VDOT if they had a list of contractors available that were already familiar with this type of project.

Mayor Mattox asked Council if they had any additional questions for staff.

All Council members were in consensus to allow staff to move forward with the design/build proposal process requested by Public Works regarding the chemical storage building project.

Mr. Coggsdale stated staff would research the proper procurement procedure and bring results to Council at their next regular meeting Tuesday February 12, 2019, possibly on adding the revised request to the February Consent Agenda.

c. Engineering Annual Services Request for Qualifications Proposals

Mr. Coggsdale stated that periodically the town would issue a Request for Qualifications/Proposals (RFQ/P) seeking interest from firms in regards to entering into an annual services contract with Altavista for engineering and related services. He continued stating having service agreements already in place helps the town move faster on projects that need immediate attention, rather than waiting on an individual RFP bidding process that could take a couple of months.

Mr. Coggsdale stated throughout the years, the town has had an on-going multi-year contract with several different firms. He stated at that time, the Town of Altavista had three firms under contract for annual engineering services; 1) Hurt & Proffitt; 2) Peed & Bortz; and 3) Woodard & Curran.

Mr. Fore, Altavista Utilities Director, stated the town currently had all three firms working on various projects throughout the town.

Mr. Coggsdale stated there would always be the option available to Council for bidding out certain town projects individually to any firm/firms other than the ones already under town contract.

Mr. Coggsdale stated it was now time to reissue the RFQ/P for these services and offered Council a copy of the draft RFQ/P for their review. He stated, in the past, the evaluation and interview process had been handled by staff and a Council representative. He asked if Council would like to continue to participate in the process, and if so, to only have two members be designated for the process.

Mrs. Dalton and Mr. Higginbotham both agreed to be available to staff when evaluating and interviewing potential firms from RFQ/P returns.

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Mr. Higginbotham asked if hourly rates would be acquired from the firms and Mr. Coggsdale answered yes hourly rates were requested to be in a RFP return.

Mr. Coggsdale shared with Council the timeline for the RFQ/P process and stated staff would keep Council posted with progress during the process.

Mr. Fore stated with Council's approval to move forward, staff would begin the advertisement process of the project by the first week of March.

- Advertisement of RFQ/P March 3 & 10, 2019
- Deadline for Questions March 25, 2019
- Response to Written Questions April 4, 2019
- Deadline for Proposal Submittal April 9, 2019 @ 2:00 p.m. (Town Hall)
- Interviews, if necessary May 1 & 2, 2019
- Town Council Approval May 21 – June 11, 2019
- Contract(s) Effective July 1, 2019

Mr. Coggsdale stated in completion, all contracts awarded to the approved firms, whether existing or new, would be effective starting on July 1, 2019.

Council members were all in consensus to allow staff to move forward with the advertisement for RFQ/P process regarding the annual engineering service contract agreements between outside engineering firms and the Town of Altavista.

### d. Annual Mowing Services Request for Bid (RFB)

Mr. Coggsdale addressed Council regarding the town periodically issuing a Request For Bids (RFB) for the annual mowing services of the Town of Altavista's maintained right of ways and properties.

Mr. Higginbotham asked how often staff issued a RFB for mowing services.

Mr. Coggsdale answered the mowing contract was usually for one year of service, and renewable for up to two years. He continued stating the most recent mowing contractor servicing the town had abruptly stopped providing the service, therefore staff was requesting Council's direction and/or approval to proceed with the bidding process again in hopes to have a new contractor in place for this coming spring season starting April 1, 2019.

Mr. Higginbotham asked if contracting out the mowing service was less expensive than having staff take care of mowing the town properties themselves, to which Mr. Garrett answered yes, a mowing contract was more cost efficient.

Mr. Coggsdale, at Mr. Higginbotham's request, stated staff would supply Council with a cost comparison between staff mowing town properties and a mowing service contract.

Mr. Coggsdale offered the Request for Bid draft to Council for their review and stated once the bids are received, staff would bring the bids before Council for review and possibly with a recommendation and/or approval request to Council.

- Publish Request for Bids January 27 and February 6, 2019
- Bids Requested to be Received by February 21, 2019
- Bid Awarded (with Council approval) March 12, 2019

Council members were all in consensus to allow staff to proceed with the RFB process and advertise for the mowing service contract.

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### e. Town Council Retreat

Mr. Coggsdale addressed Council regarding their previous conversations of conducting a “Town Council Retreat” that would enable Council members to have additional time to work together on a collective vision for the Town of Altavista, identify priorities to achieve the vision, and construct roles and operating guidelines that would enhance the effectiveness among Council members and staff. He stated the duration of the retreat would depend on the number of items Council desired to be considered during the retreat.

Mr. Higginbotham suggested in place of having staff plan a retreat, Council could instead add an additional work session to their schedule.

Mr. Coggsdale stated the decision would be for Council to discuss and decide and staff would be glad to plan for either option chosen by Council, keeping in mind the “retreat” option would take a couple of months to plan for in consideration of all Council member’s time and schedule availability.

Mr. Coggsdale stated, whether Council chose a retreat type gathering or an additional work session style meeting, the goal would be the same; for Council to utilize the extra time to thoroughly discuss any ideas or major projects they want to see planned for the Town of Altavista, which also helps staff construct future CIP budgets.

Mr. Coggsdale also suggested Council make a decision on how often they wanted to schedule an extra meeting/retreat moving forward.

Mayor Mattox suggested the meeting to be longer than a couple of hours, so Council had ample time to review and discuss any and all proposed items thoroughly. He also shared his thoughts on Mr. Kimble Payne, retired Lynchburg City Manager, being a good facilitator at the last Council retreat two years ago and suggested using his services again for the next meeting.

Mrs. Dalton stated having a retreat or an extra meeting helped Council give staff direction on the discussed items in order for staff to prioritize future projects and effectively plan future CIP budgets. She continued it also gives Council the opportunity to inform new members of current projects already in progress and new members an opportunity to offer ideas or suggestions they had for the town.

Mrs. Dalton suggested conducting the retreat every other year in order to give new Council members an orientation of procedures and the budget process.

Mr. Higginbotham agreed Mr. Payne was an effective facilitator and suggested staff using Mr. Payne’s format as a basis to compile an agenda for the next proposed retreat.

Mr. Coggsdale stated currently the most important decision for Council was to decide how soon and where they wanted to schedule the retreat/meeting.

Mayor Mattox suggested Council schedule a retreat or extra work session every two years in order to include and update all new Council members, giving them the opportunity to express any new ideas they may have. He also suggested starting the two year process with the current 2019 year in order to involve the newest members appointed from the most recent November 2018 election.

Mr. Coggsdale stated the particular day would be the decision of Council, but Tuesdays seemed to work best for past meetings. He continued and informed Council of a “5<sup>th</sup>” Tuesday in the month of April that Council could decide to use if suitable for everyone’s schedule.

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Mayor Mattox suggested Council proceed with scheduling an extra work session on the mentioned Tuesday April 30, 2019.

Mr. Emerson suggested not waiting until the normal work session time of five o'clock, but rather starting the meeting around mid-day in order to give Council the amount of extra time needed to achieve a successful meeting.

Mr. Higginbotham asked how the last meeting was scheduled and Mr. Coggsdale stated the last extra scheduled meeting was a one day event held during the week at the Altavista Train Station and Mr. Emerson added that a lunch was provided.

Mr. Higginbotham suggested starting the meeting at eleven o'clock, breaking around one o'clock for lunch, then continuing the meeting until five o'clock.

Mr. Bennett stated his acceptance and appreciation for any and all training received by Council that could help him become a better Council member and he looked forward to participating in the extra work session.

Mayor Mattox asked if Council members were all in consensus of staff scheduling the extra work session on Tuesday April 30<sup>th</sup>, starting at eleven, and also allowing staff to contact Mr. Payne checking on his availability to facilitate the meeting.

All Council members were in consensus to do so.

Mr. Coggsdale stated he would contact Mr. Payne for possible availability and also stated he would have a "draft agenda" ready for Council's review and consideration at the next regular council meeting Tuesday February 12, 2019.

### f. Bridge/Park Connection Idea

Mr. Coggsdale stated the item was included on the agenda from an idea/suggestion made by a Council member at the last Council meeting regarding staff looking into the possibility of a multi-use trail connection from the new Rt. 29 business bridge to English Park. He stated staff had taken a preliminary look at the proposed area of entry into the park and found one of the biggest obstacles would be crossing the railroad tracks that ran under the bridge.

Mr. Coggsdale stated staff was currently seeking additional input and direction from Town Council on the proposed item. He continued stating if Council desired to continue pursuing the item, staff could possibly submit the project to VDOT as a request for trail funding; however, staff would anticipate that any potential funding would be at least two years out.

Mr. Higginbotham asked if the connection would be used for only walking or was the desire for the trail to also be wide enough for bicycle access as well.

Mr. Bennett stated his suggestion would be for both and continued the only place currently available to bicycle traffic was the Pittsylvania Avenue park entrance.

Mr. Bennett stated currently there was only one connection from Bedford Avenue, Downtown Main Street, and the Gateway area into English Park which was the bridge crossing over the railroad tracks from lower Broad Street entering the park at the Booker Building. He continued that bridge was designed for walking pedestrians and was very hard to maneuver the stairs for a cyclist.

Mr. Bennett stated his desire was to have Council consider allowing staff to investigate the best options and/or location for the proposed project.

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Mrs. Dalton stated VDOT's project was federally funded, therefore if the project was being proposed to enter English Park from the new Rt.29 business bridge, the first course of action would be to contact VDOT for consideration and permission for the town to adjoin a trail connection to the bridge.

Mrs. Dalton also stated the timing may have passed to consider connecting the proposed trail with the new Rt. 29 bridge and Council/staff should investigate additional location options for the project.

Mr. Mitchell asked who the proposed connection trail would be serving.

Mr. Higginbotham stated the connection would benefit cyclist wanting to enter the park from the downtown area, since the existing railroad overpass at lower Broad Street was mainly designed for walkers.

Mr. Higginbotham also stated VDOT already had a pedestrian walkway as part of the new bridge project connecting Altavista and Hurt.

Mr. Bennett stated he would understand if the project was found to be too costly for the town to pursue, but would hate for the town to miss an opportunity to obtain funding for a bicycle access trail if the project was possible to achieve.

Mr. Higginbotham stated contacting VDOT for permission to add a connection point for the potential access during their construction process of the bridge would give the town more time to investigate and possibly pursue the access trail later if Council decided.

Mr. Higginbotham also stated if Council decided to pursue the project further, cost could be minimized by constructing the bridge to cross the railroad tracks at the lowest point of entry to the park.

Mr. Emerson stated, in keeping a potential budget in mind, the bike trail would not necessarily need to cross the tracks, but could instead run alongside them until it met with the existing trail. He continued by referencing a similar trail in the Smoky Mountains designed for walkers and bikers that used a "winding decline" curve system to obtain the desired slope of access.

Mr. Bennett stated it may also be necessary for staff to check if the trail's access point would need to be ADA compliant.

Mayor Mattox asked if there was an estimated number of bikers that would use the proposed trail access if constructed, to which Mr. Emerson replied there would potentially be a large number of high school student bike riders and also citizens already walking and biking at English Park from the Bedford Avenue and surrounding location could potentially choose to access the park from that point.

Mr. Bennett stated his suggestion of the project came from noticing most localities in the surrounding area had multiple entrance points into their parks.

Mr. George referenced Black Water Creek in Lynchburg and stated the trail system had many entrances offering its local citizens ease of accessibility.

Mayor Mattox stated he was not opposed to having multiple entrance points to the town parks, but was concerned with the town then needing to supply additional parking for citizens to access any added entrances, which would add to the cost of the project's budget.

Mr. Bennett stated the First National Bank parking lot, was located close to the proposed access point and was open after hours for public parking use.

Mr. Emerson stated the connection trail would most likely be used by locals already bike riding rather than someone needing to park a vehicle to ride. Mr. Emerson stated his thoughts of having an additional entrance point into English Park that would also accommodate bike riders was a good idea and he would agree to allow staff to investigate the possibility.

Mrs. Dalton agreed with Mr. Emerson and stated there would be no harm in having staff investigate the item further.

Mr. Coggsdale stated, if Council desired, staff would first contact VDOT to ask if there was any possibility the town could obtain permission to adjoin to the new bridge in order to construct an access point for a new trail entrance into the park. He continued, having VDOT's answer, staff would then know how to proceed with investigating the project's access point location, whether it be adjoining with the new bridge or a different way at another location.

Mr. Coggsdale stated if VDOT did agree to allow and design the proposed trail access, staff would then obtain a potential cost from VDOT for Council's review. He continued Council would then have the opportunity to further discuss the project's details and budget at the Council retreat or a future work session.

Mr. Coggsdale also reminded Council staff could possibly submit the project to VDOT as a request for trail funding; however, staff would anticipate that any potential funding would be at least two years out.

Mr. Emerson stated with VDOT's permission to include the connection point into the new bridge's construction did not mean the town had to build the proposed trail right away. He continued the connection point was only the start of the project and Council could then take its time on deciding the details.

Mr. Higginbotham agreed having additional time to design the new trail would be beneficial to Council's ability to maintain a desired budget for the project.

Mr. Coggsdale stated there were also other options available if Council desired to pursue an additional bike trail entrance into English Park. He stated one option would be the possibility of constructing a bike friendly bridge similar to the walkway bridge crossing the railroad tracks at the lower end of Broad Street.

Council members were all in consensus to have staff investigate if the project request regarding a bike access trail from the new Rt. 29 bridge into English Park was possible and also allowing staff to contact VDOT regarding the project.

Mr. Coggsdale stated staff would research the request and give Council the results at their next regular scheduled Council meeting on Tuesday, February 12, 2019.

g. WWTP Emergency Overflow Pond DEQ Annual Update

Mr. Coggsdale stated, in compliance with a previous agreement made with the Virginia Department of Environmental Quality (VDEQ), the Town of Altavista was expected to provide the DEQ with an annual update regarding the ongoing efforts and developments at the town's WWTP Emergency Overflow Pond. He stated the annual update submission was based on the town's previous agreement to participate in DEQ's Voluntary PCB Remediation Program.

Mr. Coggsdale stated staff had three items they would like to review with Council and get direction on that may impact the upcoming report to be submitted to the DEQ; (1) WWTP pond grid sampling, (2) ecoSpears pilot study, and (3) WWTP emergency overflow pond level evaluation.

1. Grid Sampling at WWTP Pond

Mr. Coggsdale stated there were funds already included in the current FY2019 Budget for grid sampling. He stated staff currently did not have a proposal by which to proceed with the sampling process and would like direction from Council on whether to seek a proposal or to defer testing to a later date.

Mr. Higginbotham asked if Scott Lowman, Institute for Advanced Learning and Research (IALR) in Danville, VA, would be interested in managing the grid sampling process again since he helped with the project in the past.

Mayor Mattox stated he recently spoke with Dr. Lowman and Dr. Lowman declined taking on any additional work because of his already busy work schedule. Mayor Mattox continued stating Dr. Lowman did offer his professional opinion regarding the subject and stated the grid sampling would not need to be taken this soon after the last sampling, three years ago, unless there was a specific reason for it.

Mr. Higginbotham stated he had also spoken with Dr. Lowman recently and Dr. Lowman stated the longer the town waits to sample, the better, but if there was a need for the information in order to move forward with certain projects or potential issues, the sampling could be done at any time.

Mr. Higginbotham stated since the funds for the grid sampling were already in the budget, he recommended allowing the grid sampling to be done this year so the town would have current information to compare to the past samples and suggested keeping the timeframe between samples more consistent moving forward.

Mrs. Dalton reminded Council there were twelve years between the last two grid samples. She stated if the town was not being pressured by the DEQ to take the samples, they should delay the process until Council decided the time was necessary for the town to do so.

Mr. Coggsdale stated the town is currently only required to send a letter to DEQ with updates regarding the WWTP pond status. He continued the grid sampling timeframe was at the town's discretion.

Mr. Higginbotham stated Council had previously agreed to budget for the grid sampling and with the funds currently in the budget, Council should allow staff to proceed with the grid sample reading so the subject would be removed from the current agenda until needed again.

Mr. Higginbotham asked Mr. Fore, Altavista Utilities Director, what his thoughts were on how soon the samples were needed.

Mr. Fore stated if Council allowed staff to take a sample every three to four years he would have a better way to analyze the pond, but at that time, the town only had one current result to go by regarding the pond's PCB condition, which was from the study done three years ago.

Mayor Mattox stated if the current sample from three years ago showed an 80% improvement from the previous twelve years, would it be possible to calculate the pond would have an even better result twelve more years from now.

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Mr. Fore stated the only way to accurately project if the pond was keeping a consistent stability or improvement was to conduct the grid sample at least every three to four years and not wait twelve years in between samples, because if an issue did arise, it could be taken care of sooner rather than later.

Mayor Mattox asked Mr. Fore if the town needed to wait and hear from the DEQ before moving forward with the sample request, to which Mr. Fore answered no, the DEQ did not mandate the procedure, the grid sampling was part of the town's voluntary monitoring process.

Mr. Fore stated the sample request was in part for the town to have reliable information readily available when necessary in analyzing the land's capability to accommodate possible future economic growth.

Mayor Mattox asked Council whether they would agree or not to the request by staff to retrieve a grid sample of the pond.

Mr. Bennett stated if the information gathered by taking the sample would be beneficial to the town, he approved for the request.

Mr. George asked what the cost would be to retrieve the sample and Mr. Coggsdale replied the cost was less than \$10,000.

Mr. George stated he was not in favor of conducting another grid sample so soon from the last one three years ago and suggested Council wait a little longer unless the town was asked to test.

Mr. Higginbotham stated since town already had the equipment in place from the last sample taken, there would only be a need to find someone to conduct the grid sample and he approved of staff doing so.

Mr. Higginbotham stated there were three good reasons for allowing staff to conduct the grid sample now rather than later; (1) Mr. Fore is asking to do the test in order to have up-to-date information for comparison to previous tests, (2) Council had already approved and budgeted for the test to be done, and (3) he felt the town needed to know the results, whether good or bad, in order to move forward with confidence.

Mrs. Dalton stated the only thing the town is obligated to do was send a yearly update letter to the DEQ and since the town was not being asked to do another sample test, she suggested waiting another three years. She continued to state the sample test was not too expensive and if other Council members favored the test, she would not oppose.

Mr. Emerson stated with Mr. Fore asking for the sample test in order to have a more accurate comparison with previous tests, and in doing so, use the information to better accommodate potential growth in Altavista, sample testing now would be a benefit to the town.

He continued stating he takes into consideration the suggestions and opinions of town department managers when making a decision, and since Mr. Fore was requesting the sample test, he would be in favor.

Mr. Mitchell stated with it being twelve years between the first and second sample tests, if the request for another sample test now was approved, he suggested the town be more consistent with future timeframes between the tests. He continued, if a current test was going to be beneficial to the town he would be in favor of it.

Mr. Fore stated conducting another sample test now would give him/the town a better base line of information regarding the PCB reduction in the pond and would benefit the town when talking to other companies regarding the subject.

Council members were all in consensus to allow staff to proceed with the grid sampling process at the WWTP pond for comparison with the last test done three years ago in order to compile a more accurate analysis of the pond's PCB levels.

2. ecoSpears Pilot Study

Mr. Fore informed Council staff had recently been contacted by an ecoSpears representative regarding their technology for the remediation of PCBs and also their interest in executing a Memorandum of Understanding (MOU) to once again work with the Town of Altavista on a remediation opportunity. He stated ecoSpears was the same company that did an initial test for Altavista, which resulted in a reduction of the PCB level, showing what could be accomplished for the town using their technology. He continued stating the information regarding ecoSpears given to Council in their agenda packets was for reference only and at that time staff was only seeking Council's input and direction or approval to continue speaking and possibly working with ecoSpears.

Mayor Mattox stated staff would always have Council's permission to talk with a company that could possibly improve town functions and staff only needed to ask Council permission when requesting funds.

Mr. Fore stated if the proposed cost by ecoSpears was above what staff considered appropriate, staff would cease communication with the company. He continued if the cost of the study was reasonable, staff would then compile a request for Council's review and approval to move forward with the test study.

Mr. Fore stated it was staff's desire to destroy any contamination on site, rather than remove and dispose of it at a different location.

He continued stating the ultimate goal was to remediate the area entirely at an affordable cost to the town and allow for future expandability.

Mr. Coggsdale stated the MOU requested by ecoSpears would need to be reviewed and revised by staff and Mr. Eller to accommodate the town's agenda in the study before agreeing to the MOU request and moving forward with the study process.

Mr. Higginbotham asked if ecoSpears was related to the NASA group that did a study at the plant a few years ago.

Mr. Coggsdale replied ecoSpears was actually the same group asking to once again use the Altavista WWTP pond to conduct their study.

Mr. Fore stated there was a picture of Altavista's WWTP pond being used by ecoSpears as a reference to the successful study they achieved during the last study conducted here in town.

Mr. Coggsdale showed pictures as a visual reference of the "spikes" ecoSpears used to achieve their successful study.

Mr. Bennett asked what the Town of Altavista's responsibility would be, if any, if the WWTP pond was converted to a "Super Fund" site.

Mr. Fore stated the Federal Government would hire an outside operator, of their choosing, to oversee the operations of the WWTP.

Mrs. Dalton and Mr. Higginbotham both answered the Government would then be in control of all activity related to the plant and the town would have no say in procedures regarding operations.

Mr. Fore stated there had been different outcomes from other localities operating under a Super Fund.

Mr. George referenced a letter town previously received in 2005 from a Roanoke firm and asked if the town was responsible for removing any PCB's from the pond.

Mr. Eller stated, after reading the letter, there was not a request given for town to be responsible for removing any PCBs.

Mr. Fore stated the town had never been asked or mandated to do so, but stated if an issue ever arose regarding the pond or any PCBs within the pond, Altavista would be responsible. He continued stating it was a good idea for the town to practice preventive maintenance type procedures regarding the pond and look to removing any and all PCBs that may be in the WWTP pond.

Council gave staff permission to move forward with the ecoSpears request and have Mr. Eller partner with staff to obtain a revised MOU staff was comfortable with using in moving forward.

### 3. Waste Water Treatment Plant (WWTP) Emergency Overflow Pond

Mr. Coggsdale stated, with the WWTP pond currently being at a dangerously high water level, which had come from the recent abundance of rainfall, staff was seeking direction from Council on a plan to lower the current pond level to a more manageable state.

Mr. Fore conveyed the urgency with the pond's water level rising was if the pond were to overflow, the town would have major contamination issues and also be in violation with the DEQ.

Mr. George asked if the elevation of the existing dam at the plant could be raised to help control the issue and Mr. Fore stated staff was looking into that being a possible option for controlling the pond's water level.

Mrs. Dalton asked if the occurrence of heavy rainfall continued and the pond's water level continued to increase, what could the town do to help with the situation.

Mr. Fore stated staff had a meeting scheduled for the following week to speak with a company, Leaf Environmental Engineering, permitted by the Commonwealth of Virginia to use a vaporizer in their process to evaporate water more quickly in order to lower pond levels. He stated he would keep Council informed whether or not the process would be a sufficient option for the town.

Mr. Higginbotham asked where the lowest point in the pond was and Mr. Fore replied the lowest point was at the overflow structure and was currently reading four inches below the top of the platform.

He continued if the pond level increased beyond eight more inches, it would reach the top of the bank and overflow into the river.

Mr. Higginbotham suggested adding additional soil to that side of the pond to help contain any rising water issues.

Mayor Mattox agreed and stated, in an emergency situation, the town would have an obligation to secure the water rather than wait on an authorization that could take a lengthy amount of time to obtain while the water issue became a bigger problem.

Mr. Fore stated if the town increased the height elevation of the pond's structure to contain any water increase, DEQ regulations would require the town to obtain a permit and any restructuring to the pond also had to be approved by the Army Core of Engineers.

Mr. Mitchell stated aeration would only be a temporary fix to the issue, but raising the dam would be a more long term solution.

Mr. George asked which option was more affordable, the evaporation process or raising the dam structure and Mr. Fore replied he is currently investigating the best option for the town, including cost.

Mr. George also asked if the town had a plan for the trees planted around the pond that had become overgrown.

Mr. Higginbotham stated all of the trees needed to stay in place because of their helpfulness in preventing soil erosion, unless there was a tree too large to keep maintained or was in jeopardy of falling over and causing problems to the dam or surrounding environment.

Mr. Fore stated the trees were also an important resource in preventing the pond from "washing out". He continued staff had consulted with a Tree Expert and planned to keep all of the existing trees, but lowering the height of the trees in order to keep them at a manageable size.

Mrs. Dalton stated her confidence in Mr. Fore's ability to choose the best option for the town's situation and suggested allowing Mr. Fore to move forward with investigating options available to rectify the pond's water level issue.

Mayor Mattox stated he trusted Mr. Fore's expertise and welcomed his professional opinion regarding operations at the town's WWTP.

h. Utilities Internship Request

Mr. Coggsdale stated, a recent study showed, across the United States the water and wastewater operators' profession had been losing operators to retirement in the last decade and with them a loss of institutional knowledge.

Mr. Coggsdale informed Council the Altavista Water Plant Manager was recently approached about the possibility of acquiring an internship at the water plant by an Altavista resident currently attending the University of Lynchburg. He stated the internship would require the student to work under the supervision of the plant manager and would consist of working three days a week, for three hours per day, learning what it takes to become an Operator Trainee.

He continued the intern would also be required to read and acknowledge the Town's Standard Operating Procedures and the Safety Program.

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Mr. Coggsdale stated the internship would be at no cost to the town and at completion, the intern would have 120 hours that could be used towards the 900 hours needed to apply to sit for a Class IV license, should they choose to seek a position as a water plant operator.

Mr. Coggsdale stated, if Council approved and Mr. Fore did not feel the internship would interfere with daily operations, staff recommended the partnership and would compile a formal agreement regarding the particulars of the internship for the student to sign before starting the program. He continued, if approved, the student would like to begin on Monday, January 28, 2019.

Mr. Fore stated there were local Altavista High School students that had also shown interest in obtaining an internship with the town Water Plant.

Mayor Mattox agreed the internship would be a benefit, not only to the students, but also for the town's future use as a possible recruiting tool. He encouraged Mr. Fore to accept internship requests as often as possible.

Council members were all in consensus to approve the internship request.

### i. FY2020 Budget/Capital Improvement Program Review and Discussion

Mr. Coggsdale stated the budget discussion would focus on a review of the FY2020-2024 Capital Improvement Program (CIP) and also a review of Utility (Water & Sewer) Rates. He stated staff would go through each department's CIP and review the projects that would need funding in FY2020 as well as the projects scheduled for the next five years. He continued stating staff was seeking input from Council in regards to the projects and five year plan.

- Administration Department

Mr. Coggsdale started the CIP budget presentation with the administration department. He stated there were eight proposed projects scheduled in the administration's five year plan totaling \$175,000.

Mr. Coggsdale stated in FY2020 the Phase II Security System Project would include the installation of card readers, in a continued effort to offer quality customer service to town citizens.

Mr. Coggsdale stated another project scheduled for FY2020 was the migration of the town's day-to-day operational information into the "Cloud".

Mrs. Shelton, Town Finance Director, stated the process consisted of taking the town's governmental software from the current AS400 system and moving it to the Cloud.

Mayor Mattox asked if the process meant the town system would then be considered a "terminal" for the daily operations going to the Cloud, to which Mrs. Shelton answered yes.

Mr. Higginbotham asked if the cloud migration was something the town needed to do or was there other options available and considered.

Mrs. Shelton stated the town's AS400 system had surpassed its life expectancy and was in current need of being replaced. She stated the cloud migration was the better of the two options because of its data security capability and the day-to-day maintenance, such as updates, would be handled through IT technicians at the main office in Florida, rather than with staff.

Mr. Higginbotham asked what the cost analysis was for the two options.

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Mrs. Shelton stated the initial cost for an AS400 was \$35,000 and the difference between that option and migrating town information through the cloud was \$2,000 more for the cloud option. She continued stating the annual maintenance fees would be approximately the same for both options.

Mr. Bennett asked who the town was currently using for IT support.

Mrs. Shelton stated the town currently outsources IT support assistance with Integrated Technology Group, (ITG). She continued stating ITG did not give support for the town's AS400 system, so the quarterly updates and any maintenance required was currently managed by staff.

Mrs. Shelton stated if Council approved the requested cloud migration, all maintenance would then be covered by the Florida based main office.

Mr. Bennett asked where the town's system information was currently being backed up to and stored, to which Mrs. Shelton answered she made a backup tape monthly that was stored offsite at First National Bank for security.

Mr. Higginbotham asked to see the proposed cloud option information given to staff by the Florida based company for Council's review and consideration.

Mr. Coggsdale stated he would have the information ready for Council by their next scheduled regular meeting February 12, 2019.

Mrs. Shelton stated the cloud integration process was the option the Altavista Police Department was going with in order to keep their system up-to-date and Mr. Coggsdale stated "the cloud" was the latest upgrade all companies seem to be going to in order to have better service and security.

Mr. Mitchell asked a question regarding an item on the Administration plan. He asked who was included in the web redesign item and Mr. Coggsdale answered it was in reference to the town website, not the EDA website.

Mr. Coggsdale stated the only other item to evaluate was in the FY2022, the Council's tablet replacement. He stated the proposed replacement was far enough out in the plan to have further discussion at a later date.

Mayor asked Council if there were any additional questions for Mrs. Shelton regarding the Administration CIP Plan.

All Council members were in consensus to move forward.

- Altavista Community Transit System (ACTS)

Mr. Coggsdale stated the ACTS proposed budget for FY2020 to FY2024 was \$176,000. He continued stating the FY2020 budget was \$73,000 and largely in part from the bus replacement. He stated there was another bus replacement scheduled for the FY2022.

Mr. Coggsdale stated the FY2020 budget was being funded in part with grants of \$58,400, and the town's part with general funds of \$14,600.

Mr. Emerson asked when would staff begin looking at possibly switching to a trolley bus and Mr. Coggsdale answered the timeframe would be at the desire of Council. He stated the vehicle replacement plan was on a two-year rotation to keep the vehicles in good reliable service. He continued stating the next time a vehicle was scheduled to be replaced was in the FY2020 CIP.

Council had no other questions regarding the ACTS proposed CIP.

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- Altavista Police Department (APD)

Mr. Coggsdale continued the presentation with the Altavista Police Department's (APD) CIP Plan. He stated the police department had four items in their CIP for Council's consideration.

Mr. Coggsdale stated the vehicle replacement item was a reoccurring item in all consecutive fiscal years, with two replacements each in FY2020 and FY2021, and the remaining three years having one vehicle replacement each.

Mr. Higginbotham asked what type of vehicle did the APD use and Mr. Coggsdale answered the ultimate goal was to eventually replace all existing vehicles with the Ford Explorer.

Mayor Mattox asked what precedent the town used for the replacement of department vehicles and Mr. Coggsdale answered the Public Works would periodically analyze a vehicle for any issues and/or concerns as a safety precaution to determine the vehicle's capability of use.

Mr. Coggsdale continued stating the police department vehicles had a different criteria for analysis at a higher threshold than the regular town vehicles because of public safety use verses regular use.

Mayor Mattox stated he thought the mileage for a police vehicle could not go over 100,000 miles of service and Mr. Coggsdale stated he was correct, the mileage was considered along with an entire vehicle evaluation. He continued stating the vehicle service records were also part of the consideration process.

Mr. Emerson stated the town's process in determining a vehicle's replacement timeframe was in line with surrounding police departments.

Mr. Coggsdale continued with the police department CIP referencing two additional items proposed for the FY2020 budget; the request for a building to be added at the APD firing range site, and the renovations to some of their existing offices.

Mayor Mattox asked APD Chief Merricks what had changed at the firing range to justify the consideration of the building addition.

Chief Merricks answered there was a need for a designated place to take down and put back together the firearms being used in training. He stated the building would also give the instructors and trainees protection from extreme weather conditions while training, if necessary.

Chief Merricks stated he took the budget into consideration and the current proposed building size was smaller than the original planned building.

Mr. Higginbotham stated in his military experience, the instruction process was given in a classroom and the actual firing range had only a "shack" type of structure for cover from weather.

Mr. Higginbotham asked if the building was a need or want by the department. He continued stating the building would be a continued cost to the town for maintenance and utilities and the additional cost would not be beneficial to the town. He stated he was not in favor of the building addition to the firing range.

Mr. Emerson stated most of the military firing ranges he had used had their classroom buildings in close proximity to the range, in walking distance. He continued stating, unfortunately, the APD firing range was not close enough for the department to walk from one to the other.

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Mr. Emerson stated electricity for the proposed building was already available at the range. He continued stating the officers using the range would benefit by having a building close by to come out of the weather, whether it be cold or rain, in order to clean their weapons and await further instruction.

Mr. Emerson stated having such a building was invaluable to a police department, not only for its own department training, but for use when co-training with other area departments. He continued by stating he was in favor of the building addition and suggested Council utilize the opportunity and approve the building request for the APD firing range.

Mr. Bennett asked if other police departments came to Altavista training at the firing range, was there a fee charged that could be used as funds to reimburse the town for the cost of the proposed building.

Mr. Emerson answered Mr. Bennett's question by stating there were certain times a fee was charged, but was course dictated, not mandatory.

Mayor Mattox asked Council for their final thoughts and consensus vote regarding the APD's request to add a building to their firing range.

Mr. Bennett stated if the addition of a building to the APD firing range would be beneficial to the police department, he was in favor of the request.

Mr. George stated he was also in favor of the police department's request.

Mr. Higginbotham stated he was not in favor of approving the proposed building being added to the police department's firing range.

Mayor Mattox stated he respected Chief Merricks for lowering the original cost projection, by proposing a smaller building, in order to maintain a reasonable budget for the project. He continued stating he would support the APD request for adding a building to their firing range.

Mrs. Dalton stated she would support Chief Merricks and the APD request.

Mr. Emerson stated his approval of the firing range building addition request.

Mr. Mitchell also stated his approval of the building request.

Mayor Mattox asked if there were any additional questions regarding the police departments five year CIP plan.

Mr. Higginbotham asked staff to give Council a more detailed report regarding the proposed police department office renovations and Mr. Coggsdale answered he would.

- Public Works Department

Mr. Coggsdale continued the CIP presentation with the public works department. He stated there were several items proposed for FY2020 totaling \$1,104,200. He stated there were a few items in the plan that reoccur annually; street paving, sidewalk and curb maintenance, and LED street light upgrades, with the street light upgrades being complete by the FY2023.

Mr. Coggsdale referenced the report stating the \$75,000 annual budget for street paving and the sidewalk, curb, and gutter drainage repairs were all part of the town's Highway Fund. He continued stating the \$100,000 annual alley and parking lot paving was part of the town's General Fund.

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Mr. Coggsdale continued with the public works presentation by mentioning the remaining items in the five year proposed plan. He referenced the last item, refuse truck replacement, stating it was designated for replacement in the FY2024 for \$350,000, but suggested to Council dividing the cost up into five yearly budget payments of \$70,000 each rather than such a large amount in one year.

Mr. Higginbotham referenced the bucket truck replacement item for FY2021, and stated Dominion Power had previously donated their used bucket trucks, with no more than 75,000 miles, to localities and asked if staff could look into the option. Mr. Coggsdale answered staff would check on the possible option.

Mr. Mitchell asked how many miles would be on a town bucket truck when staff considered it to need replacing.

Mr. Garrett, Public Works Director, stated the town's current bucket truck was purchased used from VDOT and currently over the recommended mileage and was continuously having mechanical issues.

Mr. Mitchell asked if the possible option of a used truck from Dominion Power would be reliable considering it would already have such high mileage. Mr. Coggsdale stated the size of the truck would be an upgrade to what the town has now and Mr. Garrett stated anything under 100,000 miles would be an upgrade and welcomed improvement to what the town was currently using.

Mr. Bennett referenced the street sweeper being recommended for replacement in the FY2022 and asked if any of the town's equipment could be leased rather than purchased. Mr. Garrett stated he did not recommend leasing a street sweeper because of it being used daily in warm weather.

Mrs. Dalton also stated she did not recommend Altavista leasing a sweeper for town use and continued stating Altavista had an additional benefit of owning its own sweeper because the town had the option of leasing it out to other localities and had previously done so to the nearby town of Gretna.

Mr. Coggsdale stated leasing equipment was possibly an option for some of the town's equipment. He stated it was town's standard practice to purchase its own equipment, but if Council desired, staff could look into the option for any suggested equipment and give Council a cost benefit analysis between leasing and purchasing those particular pieces of equipment.

Mr. George asked how the large budget for sidewalk maintenance and street paving was being funded. Mr. Coggsdale answered approximately \$750,000 was given to Altavista yearly from VDOT and retained in the town's Highway Fund for street and sidewalk maintenance, which also included snow removal.

Mayor Mattox referenced the shop furnace and HVAC unit replacement items on Public Works CIP plan and asked if a unit was replaced using a specific timeframe or if staff had additional criteria for replacement consideration.

Mr. Garrett answered if a unit was having mechanical issues, staff would also take that into consideration along with the unit's age. He stated, for instance, the oil furnace in the workshop needed replacing for safety reasons because it had a crack in the burner box. Mayor Mattox agreed.

Mayor Mattox referenced the previous conversation regarding the possibility of leasing town equipment. He asked Mr. Garrett to consider the option of renting some of the town's larger equipment only when needed for use and/or if only needed periodically. He stated the request was not mandated, but asked Mr. Garrett to investigate the option in order to possibly lower his department's overall CIP budget, to which Mr. Garrett stated he would.

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- Altavista Parks and Recreation (APR)

Mr. Coggsdale reviewed the proposed items in the FY2020 APR plan, totaling \$381,938, with Council and asked if they had any questions regarding that year.

Mr. George stated he was not in favor of the item regarding a trail from Franklin Avenue, going behind the tennis courts, and entering into Shreve Park, since there was an existing sidewalk in front of the YMCA that could be used for the same purpose. He stated he felt the proposed \$85,000 budget for the trail could be better used elsewhere in the plan.

Mr. George asked where the access bridge replacement item was located and Mr. Coggsdale answered the proposed bridge was going to take the place of the existing walkway from the trade lot parking area into Shreve Park, also incorporating a better access for vehicles now having to cross in the creek.

Mr. George questioned if that type of bridge was necessary or just the replacement of the existing walkway.

Mayor Mattox asked how often public works used the creek crossing for park access and Mr. Garrett stated every day for cleaning the park and emptying the pavilion trash cans.

Mr. George asked what type of material the bridge was proposed being made of, considering it would also accommodate vehicles. Mr. Coggsdale answered staff was considering a pre-fabricated option in order to save cost.

Mayor Mattox and Mrs. Dalton both agreed with Mr. George the Franklin Avenue trail into Shreve Park was unnecessary and could be removed from the parks and recreation plan.

Mayor Mattox asked if Council thought the Shreve Park CIP for FY2020 was moving forward too fast considering all of the current work scheduled for this year at English Park. He stated he was under the impression Council had previously voted to renovate one park at a time.

Mr. George stated, as a member of the Parks and Recreation Committee, he would welcome the additional time to consider all options available regarding the Shreve Park's playground replacement item in the FY2020 CIP, rather than moving forward with the project if Council was not ready to do so.

Mr. George continued stating he had spoken with Steve Jester, Altavista YMCA, and Mr. Jester had commented not being able to use the playground equipment because of its age. Mr. Coggsdale agreed the Shreve Park playground equipment needed to be replaced in the near future, but whether the cost needed to be the proposed \$208,000 would be the desire of Council.

Mr. Bennett asked if improvements made to the trade lot area, for instance the Farmer's Market, was funded through parks and recreation or with another budget. Mr. Coggsdale stated trade lot improvements would be funded through either public works or parks and recreation.

Mr. Bennett stated his favor in improving the Altavista Farmer's Market section of the trade lot. He continued by stating the roof structures were more decorative than for function and needed to have better shade coverage for the user and their goods, such as fruits and vegetables.

Mr. Coggsdale stated he had recently spoken with citizens utilizing the farmer's market space and asked for ideas from their point of view.

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He continued stating staff had taken down two of the seven structures and taken them to public works where Mr. Garrett was currently investigating better coverage options.

Mayor Mattox stated he felt the location currently designated for the farmer's market may not be the best location and would like to consider other options.

Mr. Coggsdale stated the farmer's market update and possible relocation was a subject Council could decide to discuss at their upcoming Council retreat. He suggested Council visit other area local markets to get ideas of how they may want the Altavista Farmer's Market to look like.

Mr. Coggsdale asked was there any additional questions regarding the Parks and Recreation CIP.

All Council members were in consensus to remove the Franklin Avenue/Shreve Park Trail item from the proposed CIP.

Mr. Emerson stated the monies budgeted for the proposed trail would be better used for other items on the CIP and he referenced the Pittsylvania Avenue and 3<sup>rd</sup> Street entrance improvements into English Park considering the updates currently underway at English Park.

Mr. Coggsdale concluded the Public Work's and Parks and Recreation's CIP presentation stating the proposed FY2020 budget totaled \$1,486,138. He stated the total included both departments and he broke down the budget as \$550,788 general funds, \$594,350 highway funds, and \$17,300 enterprise funds. He stated the remaining money needed would be transferred in from reserves, such as the town's money market account.

- Altavista's Avoca CIP

Mr. Coggsdale stated Avoca had five items in their five year CIP proposed for Council's consideration totaling \$103,200. He stated the only item in FY2020 was an HVAC replacement at the visitor's center for \$8,200.

Mayor Mattox asked Mr. Coggsdale if he had recently spoken to Mr. Hudson, Avoca Director, regarding the storage building item in FY2022. Mayor Mattox stated in his last conversation with Mr. Hudson, he had stated the need for the storage building was more pressing and would possibly move the item forward in timeframe on the CIP report.

Mr. Coggsdale stated Mr. Hudson had not mentioned to him changing any items since the proposed CIP was submitted.

Mr. Emerson asked if there was an Avoca Fund already established for town to use in approving Avoca requests. Mr. Coggsdale stated not currently, so the proposed items in their CIP the town would have to budget for.

Mayor Mattox asked if there was more detail given by Avoca regarding the request to replace interior décor. Mr. Coggsdale answered the item would include such things as fading curtains and wall paper.

There were no additional questions regarding the Avoca CIP.

- Utilities (Water) Department

Mr. Coggsdale informed Council the utilities five year CIP submitted was part of a twenty-five year Facility Assessment Improvement Plan created by Mr. Tom Fore, Altavista Utilities Director.

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Mr. Coggsdale stated there were eight items in the FY2020 Utilities CIP totaling \$1,808,400, with the five year plan totaling \$9,131,300.

Mr. Coggsdale went through the items in the first fiscal year FY2020 and asked Council if they had any questions regarding the proposed items.

Mr. George referenced the item request to purchase a small excavator and asked if the town still owned a skid steer. Mr. Fore answered yes, but he does not use the skid steer for larger projects like digging trench holes. Mr. George asked if the town was still using the skid steer and Mr. Fore stated yes, frequently.

Mr. Fore stated the town also currently owns two backhoes being used by both Public Works and the Utilities Department. He continued one of the backhoes was wearing out and would soon need replacing. He recommended the small excavator as a better choice for town use and it would not have to be driven on the road, but transported on a trailer to job sites.

Mayor Mattox asked would the water line replacement item costing \$705,000 continue to be an annual cost in the budget beyond the referenced five year plan and Mr. Fore answered yes, the replacement of town water lines continued into the twenty-five year plan and most likely would be a permanent item in the town's utility budget.

Mayor Mattox asked would it be better if the town had a crew specifically designated for water line replacement only.

Mr. Fore stated it would be possible in small residential areas, but stated he did not recommend the option because some of the larger projects required a contractor to assist in the project. He continued stating the benefit of having Public Works and Utilities working together as they currently do, was the timing coordination of water line replacement and street paving.

Mr. Fore stated the budget for an experienced three-man crew would cost the town approximately \$150,000 annually.

Mr. Fore stated the annual \$705,000 budget was a yearly estimate and may be less one year and more the next, depending on the scope of work and water line replacement needed in some areas/neighborhoods verses others.

Mr. Coggsdale continued to reference the water utility items proposed over the next five years completing the total budget of \$9,131,300. He stated staff would go into more detail on each item as the budget process continued.

Mr. Higginbotham asked for more detail and investigation into the emergency power item proposed for \$38,000 in FY2020 and \$460,000 in FY2021. He stated the cost seemed excessive in order to control the limited amount of power outage occurrences the town had.

Mr. Fore stated the emergency power generator requested was very important to the WWTP's ability to keep biological substances from becoming an issue. He stated even a four to six hour shutdown could be problematic to the company Abbott Laboratories located in town.

Mayor Mattox stated he felt the importance of the WWTP to manage the company's waste flow twenty-four hours a day and seven days a week was the main reason Abbott keeps one of its plants in the town of Altavista.

Mr. Fore stated it was his intention to ask the town's contracted engineers to investigate the possibility of obtaining a grant for the new generator request.

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He stated, at that time, a grant option was not an available due to the town's Hazard Mitigation Plan not being up-to-date on the VDM website, but stated he was currently working on updating the plan.

Mr. Higginbotham asked would Abbott be willing to contribute to the cost of the new generator. Mr. Fore stated the company was currently the highest contributor to the town's utility revenue.

Mr. Coggsdale concluded the Water Utilities CIP presentation to Council with a breakdown of the five year CIP's funding. He stated the FY2020 \$1,809,000 would consist of \$353,000 from enterprise funds and the remaining \$1,456,000 from town bonds. He continued stating the remaining four year CIP \$7,322,900 total would be \$757,900 from available cash and \$6,565,00 from town bonds.

- Utilities (Sewer) CIP

Mr. Coggsdale stated the proposed CIP for sewer utilities in the next five years covered multiple items totaling \$12,430,200. He continued stating the FY2020 total of \$2,419,400 included an electrical upgrade at the WWTP of \$1,294,400.

Mr. Coggsdale continued stating the FY2020 \$2,419,400 would consist of \$11,000 general funds, \$214,500 from enterprise funds, and the remaining \$2,193,900 from town bonds. He continued stating the remaining four year CIP \$10,010,800 total would be \$678,000 from available cash and \$9,332,800 from town bonds.

Mr. Coggsdale asked if Council had any questions regarding the sewer utilities CIP and if not, the items would be available for discussion in future CIP/budget meetings. There were no questions from Council at that time.

- Water/Sewer Utility Rates

Mr. Coggsdale informed Council, per their previous approval, the town recently implemented a new "base fee" for all utility accounts, which were calculated based on meter size. He stated the 8% water and 4% sewer rate increase would be implemented for the years 2019, 2020, and 2021; and a 10% water and 5% sewer rate increase would be implemented in the years 2022 and 2023.

Mr. Coggsdale offered Council a chart regarding the current and proposed future rate increases for visual reference. He stated the chart was the end result from a study authorized by Council and compiled by Woodard & Curran as an option to assist in the cost of the five year utility CIP. He continued stating any decisions made by Council regarding utility rate increases would impact the current draft budget.

Mr. Coggsdale stated the new base fee and rate increase for the current year 2019 went into effect on December 1, 2018. He continued stating monthly customers already received the increase on their January water bill and quarterly customers were charged the new rates, but won't see the increase until receiving their April water bill.

Mr. Coggsdale stated in staff's evaluation of funds needed for the proposed utility Capital Improvement Program, it was anticipated the CIP would cost approximately \$20 million dollars over the next five years. He continued stating revenue generated from the utility rate increase, and funds from existing accounts, would help town cover the proposed CIP cost and the ultimate goal of being fully funded and paid for by fiscal year 2025.

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Mr. Coggsdale reminded Council the current five year utility CIP was only a part of the twenty-five year Facility Assessment Improvement Plan needed. He stated when looking at the projected budget and the ability to fully fund the plan using the assistance of utility rate increases, keep in mind the process will start over in five years with new proposed projects in future utility CIPs.

Mr. Coggsdale stated staff conducted reviews annually checking for possible reductions in debt service percentage rates, operational costs, and grant availabilities in order to maintain the lowest budget possible.

Mr. Bennett asked how many years forward would there be a utility rate increase and Mr. George stated Council had agreed to rate increases for the next five years.

Mr. Coggsdale stated there were rate increase implemented into the utility CIP for at least the next fifteen years unless Council decided otherwise or other options became available to cover the proposed utility plan.

Mr. Bennett suggested Council stage the rate increases in small increments over a long period of time rather than a larger onetime increase.

Mrs. Dalton stated after the fiscal year 2023, when the current utility CIP was projected to be fully funded, Council would, at that time, reassess rate increases and discuss the possibility of decreasing the percentage. She continued stating the town would always anticipate a rate increase, but Council takes its leadership responsibility seriously and would always do its best to keep rate increases at a minimum to its citizens.

Mr. Coggsdale stated staff would always give Council a rolling five year CIP for review and consideration.

Mrs. Dalton stated Altavista currently had one of the lowest utility rates in the state of Virginia and she felt confident Council could maintain that position.

Mr. Fore agreed with Mrs. Dalton and stated Altavista having low utility rates was beneficial not only in keeping its current industry satisfied, but also the ability to recruit and bring new industry into the town.

Mayor Mattox stated, when referencing Altavista's utility capabilities, Council's goal was not only the monetary value of its utility system, but also the quality and reliability of service for its customers.

Mr. Fore stated that goal can ultimately be achieved with good management and stated staff would not ask for or plan for unnecessary items in the CIP that were not beneficial to staff's and Council's goal of service.

Mr. Higginbotham asked were utility lines being replaced that could be delayed for a few years and Mr. Fore answered staff was currently replacing sewer and water lines that had busted or broken in order to maintain service.

Mayor Mattox asked if there were any additional questions regarding the utility rate increases.

Mr. Coggsdale asked Council if they desired to keep the annual utility rate increase effective on the same date each year moving forward. He stated the effective date used for the current increase was December 1, 2018.

Mrs. Dalton stated unless staff preferred a different date for processing reasons, her recommendation was to keep the same date of December 1<sup>st</sup>.

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Mr. Bennett stated there would be uncertainty with customers if the effective date changed each year and agreed with Mrs. Dalton to keep it the same.

All Council members were in consensus to keep the utility rate increase on the same date of December 1<sup>st</sup> each year moving forward.

### 6. Matters from Council

Mr. Mitchell asked if the barrels blocking the entrance to the bridge renovation at the lower end of Bedford Avenue entering Main Street on the right hand side would be there the entire time of the renovation.

Mr. Coggsdale stated the renovation was a VDOT project and to his knowledge the barrels would be blocking that area the entire time of the renovation until completion.

Mayor Mattox asked if there were any additional questions.

There were no additional questions or concerns from Council at that time.

### 7. Closed Session (if needed)

No closed session took place on this date.

### 8. Adjournment

Mayor Mattox asked if there were any additional concerns from Council.

No one came forward with additional concerns, questions, or requests.

The meeting was adjourned at 8:08 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk