

COUNCIL WORK SESSION AUGUST 25, 2015

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 August 25, 2015 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Timothy George

Council members  
absent:

Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. David Garrett, Public Works/Utilities Director  
Mr. Steve Bond, Wastewater Treatment Plant  
Ms. Misty Johnson, Water Plant Superintendent  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mr. George, seconded by Mrs. Dalton, to approve the agenda as amended; Zoning Ordinance-Mobile Home Park requirements and WWTP EOP-PCB Update.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	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

- a. Altavista On Track (Jamie Glass)

Ms. Jamie Glass, President of Altavista on Track, addressed Council and gave a brief update on the activities of Altavista on Track presenting an info graph for their review.

Ms. Emelynn Gwynn, Main Street Coordinator, presented the Altavista on Track 2016 Program of work goals. She highlighted three goals AOT will be focusing on this year (1) to increase community awareness of Altavista on Track and its programs of work, (2) business retention: improve relationships with existing businesses, (3) business attraction: make downtown Altavista the desired location for entrepreneurs.

b. ED Marketing Plan Update (Dennis Jarvis)

Mr. Jarvis advised he has been touring Altavista with the Virginia Economic Development Partnership. He briefed Council on the vision of the first phase of the marketing plan for Fiscal Year 2015/2016. He advised the marketing program will cover two facets: traditional economic development and community marketing. He is working with Blair Marketing to create the new campaign and is working on some marketing products: video, brochures/rack cards, online ads and email graphics.

5. Items Contingent for the Regular Meeting

a. VDOT Transportation Priorities/Project Discussion

Mr. Rick Youngblood and Mr. Don Austin were in attendance to review with Council the VDOT Transportation priorities.

Mr. Rick Youngblood explained to Council the newly adopted House Bill 2 (HB2) a funding, ranking, mechanism for transportation projects. He advised a study has been conducted at the Altavista Elementary School and he has some alternatives and recommendations in regards to the congestion in front of the school. Only projects selected through the HB2 will go into the six year program. He noted there are two categories being worked with: statewide competition and a district grant program. Mr. Youngblood advised he and members of VDOT have recently met with Mr. Coggsdale and Mr. Witt regarding the future projects of Altavista including conversation on the Peanut Roundabout at the Main Street/Bedford Avenue intersection. He felt as far as the safety, this intersection was safe and the Peanut Roundabout would be a hard sale if submitting as a HB2 project. He suggested submitting the intersection project as a low cost high benefit re-signaling project. Mr. Youngblood advised the Main Street was discussed as well and they are looking at the possibility of an access management study. He referred back to the Altavista Elementary School location and advised he would be working with Mr. Coggsdale and Mr. Witt to determine which submittal to push forward. A right turn lane from Lynch Mill Road on to Main Street was discussed with Mr. Coggsdale and Mr. Witt as well.

Mr. Coggsdale advised at a later date, he would approach Council to start the process of developing the "Gateway" portion of this project.

Mr. George referred to the foot bridge attached to the Business 29 (Main Street) bridge and asked would it be possible to salvage the wrought iron affixed to the bridge.

Mr. Youngblood advised he would check on this.

Mayor Mattox asked if there was a tentative date for replacement of the bridge.

Mr. Youngblood advised the funding is still short but possibly 2019.

Mrs. Dalton asked about the safety of the bridge.

Mr. Youngblood responded that safety assessments are done routinely with this bridge being fairly safe. The foot bridge has cracked concrete which is falling.

Mayor Mattox thanked Mr. Austin and Mr. Youngblood for what they have done thus far for the town.

b. Bedford Waterline Project Update

Mr. Coggsdale advised the Bedford Waterline project was previously discussed in regards to the paving part. The contractor submitted a change order which

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suggests a seven foot milling on each side with an inch and one half overlay. This would be an increase of \$75,000. Mr. Coggsdale advised several avenues have been reviewed: Option 1 would be to stay with the contract which would be no additional monies, Option 2 would be to mill two strips and overlay at a cost of \$75,000, and Option 3 would be to mill and repave everything at a cost of approximately \$105,000. This would be in the area from the first cut in front of Altavista Combined School to West Road on Bedford Avenue.

Mrs. Dalton asked Mr. Austin for his opinion.

Mr. Austin stated his suggestion would be the third option. He advised the rating for repaving this section is an 81. VDOT does not usually offer funding until the rating is 65 and below. They do offer funding to put a slurry seal on it. He advised VDOT will assist with funding (\$50,000) the third option but cannot fund the project. This amount will include stripping of the road.

Mayor Mattox referred to a previous request to mill and pave in the spring and asked if this would make a difference.

Mr. Austin replied there was the potential for some settlement and asked if the price would still be good in the spring.

A motion was made by Mrs. Dalton, seconded by Mr. George, to mill and pave the project area of Bedford Avenue at an estimated cost to the town of \$55,000 with the work being done in the fall.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

A motion was made by Mr. Edwards, seconded by Mr. Emerson, to authorize the Town Manager to sign the cost sharing contract with VDOT.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

Mr. George questioned paving of the side streets.

Mr. Coggsdale advised they are covered in the highway funds line item and the streets would be prioritized to see when they need to be repaved.

c. Water Plant Emergency Repairs Update

Mr. Coggsdale advised the Town has entered into a contract with Littleton & Associates for emergency repairs at the Town's Water Treatment Plant (WTP). During staff's previous discussion regarding the needs at the Water Treatment Plant (WTP), the need for SCADA (supervisory control and data acquisition) was mentioned. Staff has met with Woodard & Curran, the firm that Campbell County Utility Services Authority (CCUSA) works with in regard to SCADA. Staff asked Woodard & Curran to submit a proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates. Mr. Coggsdale presented Council with the proposal from Woodard &

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Curran regarding the initial SCADA work associated with the on-going emergency repairs and the report from VML's consulting engineer (Hazen) for review. This report details their findings during the site visit. The report recommends that a full review of the pumping and distribution system, along with repair/replacement recommendations by a licensed professional engineer, and at a minimum, the existing surge relief valves be serviced or replaced prior to resuming high service pumping operations. Mr. Coggsdale noted the Woodard & Curran proposal for work associated with the incorporation of a SCADA would be covered under the emergency repairs.

Mrs. Dalton asked if this would be taking the Water Treatment Plant to where it needs to be or will this be Step 1 of 3 steps.

Mr. Garrett advised this would be the first phase of the SCADA; noting the new water pumps will be tied into the SCADA system so that it will monitor the conditions. He advised there is a partial SCADA system in place at the plant but doesn't work. The SCADA system will allow for monitoring of the plant off site. During this assessment, a radio frequency study would be done to evaluate each off site location to check the FM frequency to communication back to the plant. Phase II would be to install a server at town hall. Phase III would be to have the same scenario at the Wastewater Treatment Plant. Mr. Garrett noted Woodard & Curran have been in business for over 40 years and he would like to see this all done right the first time around.

Mrs. Dalton mentioned when talking about "cost saves" there is also "cost investments". As the town moves forward she assumes they will be account for the additional in this emergency that is over and above getting the plant operational. She asked Council to keep their eye on what has been invested and when the savings begin.

Staff is recommending Council award this contract under the emergency division for the \$95,000 based on the scope of work and this ties in with the other emergency work.

Mrs. Dalton mentioned Council needs to recognize this is a rip effect and results will not come without investment.

Mayor Mattox asked what would happen if the power goes out for an extended period.

Mr. Garrett advised there is a generator at the water plant; off sites there needs to be electricity to monitor and send a signal back. He is working on standby generators at some of the key sites.

A motion was made by Mr. Edwards, seconded by Mrs. Dalton, to move forward with Woodard & Curran's proposal for work associated with the incorporation of a SCADA system to the work that is being done by Littleton & Associates.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

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Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes

Mr. Garrett gave Council a brief update on the repairs to the water plant with one change order so far; \$290,000 to \$300,000 in repairs. He added Mrs. Shelton has been working with VML and to file claims. VML will be covering the immediate cost of approximately \$102,000. Mr. Garrett mentioned another area of concern at the Water Plant is the electrical source and the location of the electrical panels.

d. Recreation Committee-English Park Recommendation

Mr. Coggsdale advised for several months staff has been reviewing a request by a citizen that would provide for individuals to enjoy the Staunton River in English Park. The request is to relocate the bollard on the boat ramp end of the pedestrian loop road to provide greater visual access to the river. Recreation Committee has reviewed and voted unanimously in favor of the relocation of this barrier as requested.

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

e. Police Residency Incentive

Mr. Coggsdale advised at the August 11<sup>th</sup> Town Council meeting, Mr. Emerson indicated that discussion about a Police Residency Incentive has been mentioned for some time and he recommended that an annual incentive of \$2,000 per officer be provided for each officer that resides in the corporate limits of the Town of Altavista, once they have completed the Academy and Field Training. Mr. Coggsdale provided Council with several articles and a sample incentive policy.

Mr. Emerson stated he would like to keep it simple with the stipulation of the officer living in the Town of Altavista and having completed the Academy and Field Training (the probationary period).

Mr. Edwards asked Mr. Emerson to consider a different amount for the incentive.

Mr. Emerson stated this is just a starting point and may be an incentive to have officers move into the town.

Mayor Mattox asked if this would be for police officers only or would it be for any town employee that lives within the town and added he sees the value in having officers live in the town.

Mr. Emerson stated his proposal is for the police officers.

Mrs. Dalton stated she sees the difference with the officers wearing a uniform and driving a designated vehicle, it offers a presence; seeing this as a public safety issue.

It was the consensus of Council to put this item on the consent agenda at an annual incentive amount of \$1,500 and effective immediately.

f. Zoning Ordinance-Mobile Home Requirements

Mr. Coggsdale advised approximately 15 years ago a citizen inquired about screening of mobile home parks; he presented Council with correspondence between the Town and the citizen. Mr. Coggsdale felt the opinion given by the

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Town at that time was incorrect. The section that deals with screening appears to apply to C. Prohibited uses, not Section B. Permitted Uses with Special Use Permit, under which a mobile home park is mentioned. Staff feels the citizen was misinformed about the required screening 15 years ago. During the 2012 update to the Town's Zoning Ordinance, the consultant proposed quite a few changes to the ordinance. One of the amendments was to Section 86-457. Manufactured Home Parks and was amended to state that the regulations included applied to all manufactured homes, whether existing as nonconforming uses or as permitted uses. He stated staff is not sure if it was the Planning Commission and/or the Town Council's intention to include the language that resulted in the regulations applying to those manufactured home parks that are not nonconforming uses in town.

Mr. Eller advised his recommendation is to remove the language "an existing nonconforming uses" from Section 86-457; noting these are very stringent requirements and are for someone starting a new mobile home park. He stated he wasn't sure how this language got in the new zoning ordinance.

Mayor Mattox referred this matter to the Planning Commission for review.

### g. WWTP EOP-PCB Update

Mr. Coggsdale advised he received a voice mail from Mr. Scott Rice, EPA Region III office in Wheeling West Virginia and Mr. Rice stressed when working with anyone that is doing research that they follow the EPA Regulations 761.60(j). He noted Dr. Lowman is already doing this but staff would need to work with the other researchers. Following these guidelines will give an extra level of protection.

Mr. George questioned if the other experiments conform to this regulation.

Mr. Coggsdale stated most of them probably do but documentation will have to be submitted to the EPA that shows that. He mentioned that regulation deals with disposal and most of the sludge is not removed from the site.

Mayor Mattox stated there was an agreement with Mr. Rock that there would be a consortium of researchers and there would be a review process before any experiments would be done.

## 6. Items Scheduled for the Regular Meeting Agenda

### a. Delinquent Taxpayer's List

Council was presented with the delinquent taxpayers' listing and was asked to consider publication of the list in the Altavista Journal with cost prorated to the delinquent taxpayers upon payment, allow write offs of deceased individuals, allow write offs of bills under \$20 and allow write offs of 2010 delinquent taxes.

Mayor Mattox asked if there was value in publishing the names in the paper.

Mrs. Shelton felt there was.

Mayor Mattox suggested Council consider adopting Robert's Rules of Order and advised the Town Manager would be forwarding a copy to the Council members for review.

## 7. Public Comments

Mayor Mattox asked if anyone would like to come forward and speak on anything not listed on the agenda.

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No one came forward.

8. Adjournment

Mayor Mattox adjourned the meeting at 7:00 p.m.

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Michael Mattox, Mayor

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J. Waverly Coggsdale, Clerk