

COUNCIL WORK SESSION AUGUST 23, 2016

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 23, 2016 at 5:00 p.m.

Council members

present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham (arrived at 5:26 p.m.)

Council members

absent:

Mr. Charles Edwards

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Mike Milnor, Police Department  
Mr. Dennis Jarvis, Economic Dev. Director  
Mr. David Garrett, Public Works Director  
Mr. Steve Bond, Wastewater Treatment Plant  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox asked if there were any changes to the agenda.

A motion was made by Mr. Emerson, seconded by Mrs. Dalton, to approve the agenda as presented.

Motion carried:

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

3. Public Comments

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

No one came forward.

4. Introductions and Special Presentations

5. Items for Discussion

- a. Boat Ramp Signs-Farmer Family

Mr. Coggsdale advised Mr. Barry Farmer contacted the Town about the possibility of installing a sign at the Altavista boat launch in English Park. His family has installed signs at other boat launches in the area, in memory of his father, James Edward Farmer, who drowned in the river in 2004. He presented correspondence from the Farmers that tells "their story" and the success they have had with installing signs at other ramps.

Mr. George asked if this sign would be installed at the family's expense and questioned if the boat ramp was owned by the town.

Mr. Witt advised the boat ramp is on the town's land but the Department of Game and Inland Fisheries maintains the ramp. He stated he has spoken with the Department of

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Game and Inland Fisheries and they request that if the sign is approved that it be placed at the top of the boat ramp.

Mr. Emerson commented that he felt the sign was a great idea whether the town assists with the cost or the family takes care of the expense.

Mr. Witt felt the Farmer family is interested in purchasing the sign and the town install.

Mrs. Dalton saw no reason not to install.

Mayor Mattox stated anything that could potentially save a life.

It was the consensus of Council for staff to move forward with working with the family and placing this item on the regular agenda.

b. Transportation Issues

i. VDOT Main Street Paving/Marking

Mr. Coggsdale advised VDOT has been seeking to pave Main Street for the past few years, but opted to work with the Town and wait until the Main Street Waterline project was completed to do so. With the waterline project nearing completion, it is anticipated that paving could occur in middle to late September. Staff felt it would be a good idea to have VDOT update Council on the paving schedule. He added there has been some discussion about an alternative design for markings on Main Street that would reduce the number of travel lanes and dedicate a center lane for turning movements. Mr. Coggsdale presented Council with some thoughts from VDOT on that issue.

Mr. Don Austin, VDOT Residency Administrator, addressed Council stating with the upcoming paving of Main Street felt this would be a good time to discuss an alternative design for markings; they looked at the concept of switching Main Street to a three lane road with the center lane designated as a turning lane. He noted Mr. Harter has conducted a preliminary study because of the timeframe involved.

Mr. Gerry Harter, P.E. PTOE, addressed Council and reviewed with them the concepts of going from a four lane to a three lane street. Mr. Harter felt it was not a bad idea. It eliminates a lot of conflicts and is considered a "road diet". It slows vehicles down and improves conditions for pedestrians. He noted some of the "cons" are Fire/EMS access, the inability to pass and there is an increased delay at driveways. Mr. Harter stated he would like more time to analyze the capacity reduction if the Town is serious about the road diet realizing the street is due to be paved mid-September.

Mrs. Dalton asked Mr. Harter if he had more time what would he be looking at and studying.

Mr. Harter replied he would be doing more recon; more measurements, look at the traffic volumes, look at the signal heads (that they won't have to be shifted around).

Mr. George asked if there would be bicycle lanes.

Mr. Harter stated the lanes are very narrow; a three lane highway would give a foot on each side. It is possible to narrow the lanes for a biking lane but there are some severe grates located at the edge of the street.

Mrs. Dalton noted from her observation in terms of bike travel on Main Street, 7<sup>th</sup> Street runs parallel with Main Street with less traffic and suggested if promoting biking in town to not promote it down Main Street.

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Mrs. Brumfield asked Chief Milnor for his thoughts on the road diet. She stated she saw the center lane as being a passing lane.

Chief Milnor felt this would be a positive move for the town because it will slow the traffic down. He did not feel people would use the center lane as a passing lane; if so it would be an enforcement issue for the Police Department.

Mr. Emerson asked if there were any communities about the town's size with this road diet.

Mr. Harter mentioned Alexandria and said he could do some research to answer this question.

Mrs. Dalton mentioned there was a time when Main Street was two lanes and was controversial when the decision come to make it four lanes.

Mayor Mattox stated he didn't want to give up the width of Main Street for a little bit of bike traffic and noted 7<sup>th</sup> Street would be a better ride for cyclist. He asked if a public input session or public hearing would be needed for the September meeting and asked Mr. Coggsdale if it is doable.

Mr. Coggsdale stated he would have to work with and see what has to be out there noting there is a public input session; something that addresses what Council is considering. Mr. Coggsdale stated he would refer to VDOT because the meeting is on September 13<sup>th</sup> to see what timeframe works best. He noted there are advertising issues.

Mrs. Dalton noted Council usually waits on voting after a public hearing but on rare exceptions can vote the day of the public hearing.

Mr. Austin mentioned the paving is scheduled for mid-September and the marking of Main Street could come later.

Mayor Mattox questioned how long it would take to pave Main Street.

Mr. Austin responded approximately a week to a week and a half.

Mr. Coggsdale asked what exactly would need to be put in the paper and Council is seeking at the September meeting. Is it a public hearing or a public input meeting? Mr. Coggsdale advised Main Street belongs to VDOT and the ultimate decision will come from them.

Mr. Austin noted they will consider the town's recommendation and also would like input from the citizens.

Mr. Coggsdale asked Mr. Austin would it be better to do something one afternoon.

Mrs. Dalton stated between Mr. Coggsdale and VDOT, they can put together a program that will satisfy VDOT's need and the community's curiosity.

Mayor Mattox asked Mr. Tim Dalton, Editor of the *Altavista Journal*, to place this information in the paper so that it is well publicized. He asked Mr. Witt to place on the Government Channel.

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Mr. Coggsdale stated he would try to formulate a process so by or at the September 13<sup>th</sup> meeting, Council has input and at that time Council can make a decision or make their wishes known to VDOT.

Mr. Emerson suggested sending the information out over the Everbridge Alert System as well.

### ii. Lynch Mill Road Improvement Concepts

Ms. Wendy Thomas, Altavista Elementary School Principal, addressed Council in regards to the congestion in front of the elementary school during drop off and pick up times. She noted she has only been in the school with transportation for seven days. She stated she has great concerns with what she sees with the traffic; they have made some adjustments within their parking lot to take as much traffic as possible off the road as quickly as possible. She does not feel these changes will fix the entire problem. Ms. Thomas felt the traffic has improved in the afternoons but not the mornings. Ms. Thomas introduced Ms. Rachelle Harding, Assistant Principal, noting they would do their part to help with the improvements and thanked Council for considering this issue.

Mr. Harter advised the engineering study on this project was completed over a year ago; the biggest detriment to the current plan is how the cars have to stop for the incoming cars to come in; a bottleneck on site. Mr. Harter reviewed with Council several concepts that are being considered. He noted the "Right Turn Lane" project (Concept 1) was presented to the Smartscale process and is now being reconsidered because of the expense to move utility lines (from \$200,000 to \$900,000). He noted Concept 2 creates the middle entrance but makes the intersection very busy. The idea would be that anyone leaving the school would make a right turn only out of the school lot. Concept 3 requires infrastructure; it closed the middle entrance and extends the right turn lane past the entrance for the buses. He noted with Concept 3 there could be growth of the school if necessary. He stated the cul-de-sac at the end of the road could be used keeping the turn around on school property. Concept 4 brings the buses down along the school side allowing for closure of the front entrance to school traffic. Concept 5 keeps all the improvements on site which will increase the bus storage as well as parent storage.

Mayor Mattox asked if there were any cost estimates.

Mr. Harter stated he did not have this information.

Mayor Mattox asked how this project would rank on the Smartscale.

Mr. Austin stated he wasn't sure with it being a school parent drop off it is not normally a state maintained road but with the mitigation of a road hazard it could be.

Mrs. Dalton asked who the ultimate decision would come from.

Mr. Austin stated since the majority of the work would be on school property the School Board should be involved.

Mrs. Dalton felt the School Board Superintendent should be contacted and if there is any assistance available from VDOT, Council would like to know.

Mayor Mattox asked what could Council do to encourage these improvements.

Mr. Austin suggested a meeting with Dr. Robert Johnson, Superintendent of Campbell County Schools, Council and VDOT along with school administration.

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Mr. Witt advised he has sent in the intent to apply for Smartscale without specifying which concept. He was waiting for this meeting before submitting this information. He stated he needed to know a concept so that Mr. Rick Youngblood, VDOT, could work up a cost estimate.

Mrs. Dalton suggested the next step would be to engage Dr. Johnson.

Mr. Emerson referred to Concept 5 stating looking at the arrows the cars would go down the long parking lot then turn back into the staff parking lot. He advised from personal experience the children should not be dropped off in the staff parking lot but at the side of the school to avoid traffic in the staff parking lot.

Ms. Thomas mentioned in the afternoons parents are arriving at school at 1:30 to pick up children at the dismissal time of 3:00 noting she worries about emergency vehicles getting in if there is an emergency during the drop off/pick up times.

Mr. Emerson stated he likes the Concept 5 but would like to see a drop off somewhere besides in front of the school.

Mrs. Dalton stated Council's role is as facilitator and is extremely interested in the safety of this situation which reflects on the community. She felt Council's role is to instruct the Town Manager to work with Dr. Johnson and VDOT but not to make the final decision.

Mayor Mattox felt Council had some responsibility not only to the school but to the businesses and residences in the area in regards to the safety on Lynch Mill Road. Since this is in the town limits, he felt it was staff's responsibility to apply for the HB2 grant. He stated everyone needs to work together to find something that will work.

c. Woodard & Curran

i. Project Update

Mr. Coggsdale advised previously the Town tasked Woodard & Curran with several studies/analysis in regard to components of our utility operations.

1. Water Treatment Plant Electrical Evaluation

Mr. Coggsdale advised a previous engineering firm reviewed the electrical system at the WTP and proposed that it be upgraded with a separate building being used for the equipment. The Town earmarked funds in Reserves for this project at the time in the amount of \$450,000. Staff discussed with Woodard & Curran and they felt there were some other alternatives, which did not include a separate building.

Mr. Turner Perrow, Woodard & Curran, addressed Council advising they have completed their study at the Water Plant in regards to the electrical system. He stated they feel with confidence that the electrical system can be placed on the third floor of the Water Plant at a cost of approximately \$390,000 (design, construction and a 15% contingency).

Mr. Coggsdale mentioned there are other projects at the Water Plant that are being held up because of the needed electrical upgrades.

It was the consensus of Council to put the Water Treatment Plant Electrical upgrade on the regular agenda.

2. SCADA Water Plant Assessment Report-Phase 1 Proposal

Mr. Coggsdale advised Woodard & Curran conducted a complete check on the SCADA system and Mr. Perrow was present to address the Phase 1 Proposal. He plans to invite Mr. Perrow back to give an in-depth look at the system. During the budget process, a 5-year CIP plan was included to address SCADA.

Mr. Perrow addressed Council with an update on Phase 1 of the SCADA; SCADA is about communicating and controlling the various equipment across the system. The purpose of Phase 1 is to get the backbone in place. This phase would address the Abbott Nutrition connection, the Water Treatment Plant Polling Master and the Melinda Tank repeater. It will also communicate with the Dominion Power water meter which is presently under construction. He recommended using the monies in the CIP to proceed with the SCADA project. He noted Woodard & Curran are working with staff to develop this as a "turn key" project; he had the cost associated with the project but was working with the electrical vendors. He stated it is believed the cost would be approximately \$120,000 with \$30,000 reserved for the electrical installation.

Mr. Higginbotham asked where do we stand with addressing the Melinda tank pressure issue.

Mr. Perrow stated he had just unofficially passed to the Director of Public Works a copy of their review of the high pressure zone.

Mr. Higginbotham asked if both could be tied together.

Mr. Perrow responded if the town proceeds with the high pressure zone, they could be tied together.

Mr. Garrett noted Phase 1 needs to be completed in order to operate more efficiently at the Water Plant.

Mr. George asked if the Dearing Ford Water Tower is tied into this as well.

Mr. Perrow noted it would be but is a later phase.

Mr. Coggsdale mentioned the Woodard & Curran Water System SCADA Assessment Report was presented to Council via email and is detailed.

It was consensus of Council to have Mr. Perrow work up Phase 1 and include on the September agenda.

d. FY2016 Carryover Requests to FY2017

Mr. Coggsdale advised staff is seeking to carryover the funds associated with items/projects that were in the FY2016 Budget but did not get purchased or finished. Staff requests that the Carryover Requests be approved.

It was consensus of Council to carry over the funds from the FY2016 budget to the FY2017 Budget placing on the consent agenda.

6. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

Mayor Mattox asked if there were any comments from Council.

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Mr. George mentioned the large blue street signs were faded.

Mr. Coggsdale advised Mr. Garrett has been working with the vendor and the signs have been replaced at no charge.

Mr. George asked if the Clarion Water Tower was finished.

Mr. Garrett responded that it was finished except for the new logo.

Mrs. Brumfield questioned the Shentel Trucks on Avondale and Melinda Drives noting they are spraying and marking the area.

Mr. Coggsdale stated staff would check on this as he wasn't sure what they are doing.

Mrs. Brumfield stated some concerned citizens were asking and were under the impression that they would have to be asked before Shentel could come through their property.

Mr. Higginbotham asked if anything was being done to try and control the deer population.

Mr. Coggsdale stated Mr. Witt has finished the Urban Archery program which is about to begin. He noted there has been discussion of seeing if there is another level Council wants to move to.

Mr. Higginbotham noted it was mentioned allowing the Police Department to do something with the deer.

Mr. Coggsdale stated he would bring back something to Council at the September meeting in regards to deer management.

Mr. George asked how much property has to be owned to allow someone to hunt on it.

Mr. Witt stated there is no limit as long as the hunter is using an elevated stand. He noted one of the changes this year is the "Earn a Buck" program; a doe has to be killed before a buck can be killed. Next year the Game Department will be implementing this statewide.

Mayor Mattox thanked Chief Milnor for his community policing.

7. Adjournment

Mayor Mattox adjourned the meeting at 6:08 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk