

Town Council Work Session May 25, 2021

The Altavista Town Council's May 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on May 25th, 2021 at 4:30 p.m.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

Members present: Vice Mayor Reggie Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell

Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Police Chief
Mr. Tom Fore, Altavista Public Utilities Director
Mr. David Garrett, Altavista Public Works Director
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, AOT Main Street Coordinator
Mr. John Eller, Altavista Town Attorney
Mrs. Crystal Hailey, Town Administration

1. Agenda Adoption

Mayor Mattox informed Council of an amendment to the May Work Session Meeting Agenda.

- Section #9 Closed Section

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed May 25th, 2021 Council Work Session Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

At this time, Town Council moved forward to item #4 on the agenda and held their joint meeting with the Altavista On Track (AOT) Board of Directors.

Background:

The Town of Altavista is a Virginia Main Street Community and Altavista On Track manages the program as set forth by the Virginia Department of Housing and Community Development. The MOU Agreement between the Town of Altavista and Altavista On Track was executed on June 12, 2020 and ends on June 30, 2021. The agreement automatically renews each year, unless written notice is provided by May 31st from either party.

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Town Manager Waverly Coggsdale stated the current MOU Agreement between Altavista On Track and the Town of Altavista calls for an annual meeting to discuss the ongoing relationship between the town and AOT, planned AOT activities, AOT's (yearly) Work Plan, board composition, and any other topics of interest to both parties.

Mr. Coggsdale stated this evening's meeting was an opportunity for Town Council to review AOT's achievements over the past year, as well as, their work plan for the upcoming fiscal year.

Mr. Coggsdale informed Council that George Sandridge, Altavista On Track's Main Street Coordinator, would be helping to facilitate the joint meeting.

Mr. Sandridge introduced Reverend Ed Soto, AOT President, to start the joint meeting.

Reverend Soto stated, when Kirsten Aherron left AOT a year ago as the previous Main Street Coordinator, it put AOT "in a whirlwind". He stated, however, he felt that AOT had done a great job at meeting most of the goals set forth in their FY2020-21 Work Plan.

Reverend Soto informed Town Council that AOT recently acquired a few new board members and were moving forward with some great ideas and "good energy". He stated AOT was looking forward to this year's upcoming events and activities.

Reverend Soto stated AOT's internal growth was enabling them to expand their influence and reach in the community. He stated they had also expanded AOT's physical boundary lines, now including up to Charlotte Avenue and also Pittsylvania Avenue to the train trestle.

Reverend Soto reminded Town Council, in the past year during the COVID-19 pandemic, AOT had to cancel some of its annual fundraisers. He stated, while the Gibley Jog was a popular and successful event, it was tough for AOT to rely on a singular event for funding resources, therefore, AOT was looking to add several new fundraising activities in the upcoming fiscal year.

Reverend Soto stated he and the other attending AOT Board Members would be happy to answer any questions Town Council may have in regard to AOT's FY2021-22 Work Plan.

Mayor Mattox stated, while he was previously opposed to the town continuing its annual financial support of Altavista On Track, due to no clear "return on investment", he was happy with the recent efforts between AOT and the town to improve their partnership.

Mayor Mattox stated he would like to thank Mr. Sandridge, the AOT Board, Town Council and Town Staff for their combined efforts. He gave credit to all parties for the synergy they put forth to revitalize Altavista's Downtown District, which would make a great impact on the community.

Mayor Mattox stated he felt Mr. Sandridge living within the town and visiting its local businesses was an important asset to his position on town staff and with the AOT organization.

Reverend Soto, President, and Regina Adams, Vice President, both agreed that Mr. Sandridge had been a great addition/asset to the AOT organization.

Mayor Mattox asked what event or project did AOT have currently, or upcoming, that would have a positive impact on the community.

Reverend Soto referenced AOT's Downtown Business Investment Grant Program, nicknamed "Downtown BIG". He stated it was AOT's long-term goal to establish enough annual revenue to become a recurring grant resource for downtown businesses.

Reverend Soto stated he felt the AOT's Grant Program was an exciting opportunity for downtown businesses and would bring a positive change to the downtown community.

Mr. Sandridge informed Town Council there had already been one business to take advantage of the BIG Program, another business signed up and soon to start, and several other businesses interested in the program.

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Mr. Sandridge also informed Town Council that AOT recently applied for a \$200,000 Rural Business Development Grant through the USDA with intentions to purchase the property at 616 Broad Street in Downtown Altavista.

Mr. Sandridge stated AOT envisions to redevelop the property into a mixed-use facility, with apartments upstairs and a restaurant/cafe on the lower level.

Mr. Sandridge referenced AOT's Façade Loan Program recently being converted to a grant program. He stated there were already several businesses interested in that program as well.

Mr. Sandridge concurred with Reverend Soto that Altavista On Track was excited about its recent accomplishments and were looking forward to its future endeavors for Downtown Altavista.

Mr. Sandridge stated he would be happy to answer any questions Council may have.

Reverend Soto asked if the attending AOT Board members had any additional comments, to which there were none.

Reverend Soto recognized AOT Secretary and Board Member Katie Lane, Community Outreach Coordinator with the Staunton River Memorial Library located in Altavista. He stated AOT frequently partners with the library in order to reach out to as many entities as possible within the Altavista community.

Town Manager Waverly Coggsdale referenced the Town of Altavista's new Spark Innovation Center. He stated this was another great project that AOT was a part of advancing forward. He stated, at the project's completion, the AOT Main Street Coordinator's office would be relocated to the Spark Innovation Center.

Mr. Coggsdale stated he saw great opportunity in the partnership between AOT and the Town of Altavista. He stated Town Staff would continue to work closely with AOT on downtown projects such as the Vista Theater's revitalization.

Mr. Coggsdale stated he felt AOT was doing a great job and Downtown Altavista had a great year to look forward to.

Mayor Mattox asked Town Council if they had any questions for Mr. Sandridge or the AOT Board.

Councilman Mitchell thanked Mr. Sandridge, the AOT Board of Directors, and Town Staff for the hard work they do, and for briefing Town Council on their exciting new projects.

Mr. Mitchell referenced AOT's mention of the grants they were utilizing for current and upcoming projects. He suggested AOT also bring this matter before the AEDA Steering Committee because there may be a potential for additional grant opportunities through an economic development view point.

Mr. Sandridge stated he would do so.

Councilman Emerson thanked the AOT Board for the work they do. He stated AOT helped him through the process when he purchased a building in Altavista's Downtown District, so he had always been "a fan" of AOT during his time on Town Council.

Mr. Emerson stated he would like to see Altavista On Track partner more with the Altavista Area Chamber of Commerce for community events. He suggested they consider offering more activities that focus on the river, and the river access from English Park and the new Dalton's Landing site.

Mr. Emerson referenced the "night float" recently advertised by Franklin County's Parks and Recreation. He stated events like this tend to have hundreds of attendees.

Mr. Emerson stated he planned to attend the event, and he would take pictures to share with AOT.

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Vice Mayor Bennett stated, as an ex officio member of Altavista On Track, he has seen first-hand the hard work they do for the Town of Altavista.

Mr. Bennett stated it was only a few years ago that there was a concern that AOT was “fizzling out”. He thanked the current AOT Board, Town Staff, and everyone that had been involved in making AOT the asset for the town that it is today.

Mr. Bennett stated, if AOT continued to accomplish its overall goals and strived to collaborate with the Town of Altavista to do so, he would like to see the town continue their financial support of the organization, and potentially increase that support accordingly.

Mr. Bennett stated he also felt the MOU Agreement between AOT and the Town of Altavista was a big key in accomplishing their combined goals for the downtown district. He stated it was important for each party to recognize their responsibilities and to know the other’s intentions.

Mr. Bennett congratulated AOT on their recent accomplishments. He stated he looked forward to AOT and the town working together to promote the Town of Altavista and its community.

Councilman Higginbotham referenced Mr. Emerson’s suggestion for the town to offer river activities. He stated his only suggestion would be for the town to coordinate with AEP when planning such events/activities, in order to safely regulate the river’s water flow.

Mr. Higginbotham shared his favor with his fellow Council member’s event suggestions and their appreciation for the efforts AOT has recently shown towards their commitment to the community.

Councilman George stated he was excited about AOT’s future with the Town of Altavista.

Mr. George referenced the 616 Broad Street, Altavista property that AOT was hoping to purchase. He asked when the sale would be complete.

AOT Main Street Coordinator George Sandridge informed Town Council that AOT was currently awaiting a response to the grant application they submitted to the USDA to help fund the project.

Mr. George stated AOT was hoping to have a definitive answer within the next month. He stated, when received, AOT would evaluate their options and decide how to proceed.

Councilman Lowman stated it was an honor for him to serve on AOT’s Board of Directors. He stated he felt AOT currently had a positive group of members.

Dr. Lowman commended all AOT members and thanked them for their volunteerism and support for the town. He stated he felt AOT’s future was bright and he looked forward to seeing what they accomplished next.

Mayor Mattox asked Town Council if they had any additional questions or comments for the AOT Board, to which there were none.

Mr. Sandridge asked the AOT Board if they had any additional comments, to which there were none.

Mayor Mattox stated he looked forward to the day when AOT was able to extend their outreach to include the entire Altavista business community.

Mayor Mattox stated, on behalf of Town Council, he would like to thank AOT and its Board of Directors for their time and the work they are doing for the Town of Altavista and the community.

Town Manager Waverly Coggsdale referenced the Town of Altavista and AOT’s MOU Agreement. He reminded them the agreement requires an annual evaluation meeting, such as the one being conducted that evening.

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Mr. Coggsdale asked Council to consider holding said meeting a little earlier in the year, due to the agreement expiration being May 31st each year. He stated this would give Town Council and/or AOT time for additions or revisions to the agreement if needed.

Town Council was in consensus to do so.

AOT Main Street Coordinator George Sandridge stated, if there were any additions or revisions needed in the existing MOU Agreement, to let him know. He stated, although the agreement had been approved, it was considered a “living” document and AOT was flexible with suggestions.

The attending AOT Board of Director members thanked Town Council for their time.

At this time, Town Council went into recess, allowing time for staff to remove the extra tables that had been placed in Council Chambers for the joint meeting with AOT.

Mayor Mattox released recess and started Town Council’s Work Session at 5:04 p.m.

2. Recognitions and Presentations

There were no recognitions or presentations scheduled for this date.

3. Citizen’s Time – Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Town Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

4. Items Referred from Previous Meetings

A. Joint Meeting between the Town of Altavista (Town Council) and the Altavista On Track Board of Directors – in Regard to their Annual MOU Agreement

This agenda item was conducted earlier in this evening’s meeting.

5. Items for Discussion (New and Unfinished)

A. Vista Theater Revitalization Project – RFP Scope of Services

Background:

The Town of Altavista purchased the Vista Theater property, located at 544 Main Street, in mid-April 2021. At their March 30th Council Retreat, Town Council requested that they be provided with a draft “scope of services” for a Feasibility Study for the Vista Theater Revitalization Project by their May 2021 Work Session. In addition, Town Council decided that the entire body of council would serve as a “committee of the whole” on this project.

Town Manager Waverly Coggsdale addressed Town Council in regard to this item. He referenced the Draft “Scope of Services” given to Council in their meeting pre-packet.

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VISTA THEATER – Feasibility Study Scope of Services (DRAFT)

PHASE I - Building evaluation, including (Estimated Time: 30-60 days)

- Site planning:
 - Zoning, Use restrictions, Parking, Pedestrian circulation, Utility availability, Flood Zone, and Historic District Status.
- Building Condition/Building Structure/Building Systems:
 - HVAC, Electrical Plumbing, Fire Sprinkler and Alarms, Building Skin and Roof, Interior Finishes.
- Deliverables:
 - Facilities Report, Preliminary Building Code evaluation, Cost Estimate to repair/replace the building envelope and systems, Development Schedule.

PHASE II - Programming (Estimated Time: 60-90 days)

- Conduct Programming Sessions with Community Stake-holders to determine uses:
 - Community charrettes and Town meetings, Surveys of community residents, Interviews with Town Council & Administration.
- Determine activities list and build consensus with the community
- Present results at Town Council to confirm direction
- Update the project budget for the proposed uses
- Update the project schedule for the proposed uses
- Create a project committee comprised of community stakeholders and Town Administration

Phase III - Design (Estimated Time: 6 months)

- Design Firm Selection:
 - Issue a RFP to local design teams, Review proposals with the project committee and administration and recommend list of firms to be interviewed, Conduct interviews with selected firms with the project committee, Confirm the selection with council and request permission to negotiate fees with the selected firm, and Notify the selected firm and negotiate the contract.
- Schematic Design:
 - Manage schematic design with the design firm, Update the project budget, Update the project schedule, Present to the project committee, Incorporate comments, Present to the project committee, and Present to the council for approval to proceed to fundraising and design development.
- Fundraising and Grant solicitation with schematic design packages:
 - Explore the creation of a private foundation to assist with the redevelopment for tax credits and private donations , Historic Tax Credits, Community Downtown Grants, Commonwealth of Virginia, Federal EDA Grants, and Private Foundations and individuals.
- Design Development: (subject to funding availability):
 - Manage schematic design with the design firm, Update the project budget, Update the project schedule, Present to the project committee, Incorporate comments, Present to the project committee, and Present to the council for approval to proceed to fundraising and design development.
- Construction Documents: (subject to funding availability):
 - Manage schematic design with the design firm, Update the project budget, Update the project schedule, Present to the project committee, Incorporate comments, Present to the project committee, and to Council for approval to bid.

PHASE IV - Permitting, Bidding & Contract Negotiation (Estimated Time: 60-90 days)

- Bidding:
 - Issue an RFQ for Interested General Contractors, Review and create a pre-qualified list, Bid construction documents, Received bids and present to Council, and Finalize Contract Documents.
- Permitting:
 - Submit for Site and Building Permits, Respond to code review comments, Finalize Site & Building Permits, and Post Bonds and required documentation for contractor to apply for permit.

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PHASE V - Construction (Estimated Time: 6 - 8 months)

- Verify insurance requirements
- Create a health and safety plan with the contractor and verify the same
- Coordinate mobilization and utility connections
- Verify the contractor schedule
- Coordinate the billing and project accounting procedures on a monthly basis
- Manage the contractor with bi-weekly site meetings
- Coordinate the design team's construction administration procedures: □ Shop drawings and submittals, □ Request for Information (RFI's), PCO's/COR's, and □ Site Inspections
- Coordinate special inspections
- Coordinate SWAM inspections
- Coordinate punch list inspections
- Coordinate tenant improvements for retail and housing if applicable
- Coordinate Substantial Completion documentation
- Coordinate Certificate of Occupancy

PHASE VI - Occupancy & Operations

- Coordinate with operator(s) move in
- Coordinate warranty issues and repairs with contractors
- Coordinate one year warranty inspections.

Mr. Coggsdale stated, once a Scope of Services was approved, a Request for Proposals (RFP) would be issued; and once the proposals were received, Town Council would need to decide on a firm to work with on the Feasibility Study portion of this project.

Mr. Coggsdale stated the estimated cost for the Feasibility Study was \$30,000-\$50,000.

Mayor Mattox asked Town Council if they had any questions or comments in regard to the Draft Scope of Services as presented.

Councilman Mitchell stated he did not want to see the Vista Theater Revitalization Project “stall” like the Booker Building Revitalization Project did. He stated it was important for Town Council to decide on the facility’s uses in a timely manner in order to keep this project moving forward.

Mr. Mitchell also shared his concern with the theater “only showing movies”. He stated other movie theaters in the area are having a hard time financially and he felt it was due to this reason.

Mr. Mitchell stated he would like to see the Vista Theater be more “versatile” by offering other activities/events in addition to movies.

Councilman Emerson stated he also felt the Vista Theater should offer more than just movies. He stated he felt the facility would be a great venue for “live performances” such as music events and dance recitals.

Mr. Emerson stated, for that reason, he felt the stage should be expanded. He also stated the front area below the stage could be utilized for “table and chair seating” during live events and for events that would like to have food catered.

Vice Mayor Bennett stated he agreed the stage needed to be bigger if live performances were going to be allowed at the facility. He stated, when considering additional uses for the Vista Theater, Council should be “open minded” on all suggested ideas.

Mr. Bennett stated the Vista Theater would be servicing the Town of Altavista and its surrounding community. He suggested, once the RFP process was complete, Council should gather input from local citizens on ideas for additional uses of the facility.

Mayor Mattox shared his favor with the Vista Theater offering multiple activities/events.

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Mayor Mattox stated a movie theater was very different from a music venue. He suggested, if Council decided to use the theater facility for both, they should start thinking about who would be managing the facility; the Town Hall, a specific “committee”, or someone that was more familiar, or in the field of theater entertainment.

Mayor Mattox stated he felt that type of individual would be able to offer the town “guidance” on how to manage the theater as an event center also. He stated the individual or group would need to be knowledgeable and aggressive in order for this endeavor to be successful for the town.

Councilman Higginbotham stated he appreciated how the Town Manager itemized the items in the Draft Scope of Services. He asked what the next step was.

Mr. Coggsdale stated, if Town Council approved the draft, the town would advertise a Request for Proposals (RFPs). He stated, when RFPs are received, Council would consider the firms that have experience with this type of endeavor and choose the most viable option for the town’s Vista Theater Project.

Town Manager Waverly Coggsdale stated the Draft Scope of Services was intended to help Town Council “visualize” the process, enabling them to have conversations in regard to the design and construction of the project, as well as, future “operations” of the facility.

Mr. Coggsdale stated, at this time, Town Staff was seeking Council’s input if whether or not they felt the presented Draft Scope of Services was a viable document to help advance Council to make decisions to move this project forward. He stated, if not, he asked Council to help staff develop a Scope of Services that would do so.

Mr. Higginbotham stated, to save time on moving this project forward, he suggested Council begin to write down their ideas so they are ready for when a firm is chosen.

Mr. Coggsdale encouraged Town Council to do so. He stated there was some “preliminary work” that could be accomplished.

Councilman George stated he felt himself and his fellow Council members were all in agreement that the Vista Theater’s exterior needed to be restored to its original façade.

Councilman Mitchell stated there may be a grant available for that portion of the revitalization process.

Mr. George stated he felt the town had “three options” they could consider; 1) for the Town Hall to run the theater, 2) the town could lease the facility to someone that was interested in running a theater business, and 3) selling the building to a potential buyer.

Mr. Higginbotham stated that AOT (Altavista On Track) could be an option for the town to consider as the facility manager of the Vista Theater.

Councilman Lowman asked if the same firm that would be providing the Feasibility Study would be responsible for the construction phase of the project.

Town Manager Waverly Coggsdale stated one firm may have the entire capability, or they may need to partner with other for the design phase and construction contractors to complete the project.

Dr. Lowman stated he felt the Draft Scope of Services document presented to Town Council for consideration was “laid out nicely”, however, he did not fill the town needed to advertise RFPs for all six phases at one time.

Dr. Lowman suggested starting with Phase I and II of the Vista Theater Scope of Services and advertise for each separately.

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Mr. Coggsdale stated staff could advertise both Phase I and Phase II for RFPs concurrently, and state that a firm could submit a proposal for Phase I or Phase II, or both.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, authorizing the Town Manager to move forward with advertising for RFPs for Phase I and Phase II from the Scope of Services presented for the Vista Theater Revitalization Project.

Mayor Mattox asked Town Council if they had any additional questions, comments, or concerns in regard to this item.

Councilman Higginbotham asked if the town was slowing down the progress of this project by not requesting RFPs for Phase III in the Scope of Services, or should they also request RFPs for Phase III at the same time.

Mr. Coggsdale stated a Request for Proposals (RFP) was not a “bid”, so the RFP request/advertisement could be reopened at any time for revisions.

Mr. Coggsdale stated, if Council desired, staff would advertise the Scope of Services in its entirety, but state the town was beginning with RFPs for Phase I and Phase II.

Town Council was in consensus to do so.

Councilman Higginbotham agreed to amend his motion to reflect the desired RFP revision.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Vice Mayor Bennett stated, whenever Altavista had a large project that would affect/impact the community, it would ask for input from its citizens. He suggested the town consider holding a public meeting to gather public input in regard to the Vista Theater Project.

Town Manager Waverly Coggsdale informed Town Council that such a meeting was in Phase II of the Scope of Services as a requirement for this project.

Mr. Coggsdale stated it was a good idea for the town to allow the chosen firm to gather the citizen’s input, since they would be the ones to analyze the information for use towards the completion of a Feasibility Study.

B. Economic Development Incentives Policy - Town Steering Committee

Representative: Assistant Town Manager Amie Owens

Background:

By the direction of Town Council, the Town Steering Committee, consisting of the AEDA, AOT, Town Staff, and the Chamber of Commerce, was tasked to develop incentives for projects that would enhance the “quality of place/life” and the economic vitality of the Town of Altavista. While this began as a larger scope to include the town as a whole, it was determined that a more focused approach would better suit this task. The policy being proposed is for Altavista’s Downtown District, which covers the area between Bedford Avenue and Charlotte Avenue, including Main Street and Seventh Street, and to the railroad tracks on Pittsylvania Avenue. The Town Steering Committee, Altavista Economic Development Authority (AEDA), and Town Staff have reviewed the draft policy being presented to Town Council for their review.

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Assistant Town Manager Amie Owens referenced the Draft Economic Development Incentives Policy. She stated the draft policy included AOT's Façade Grant Program, a proposed sign grant and design grant, the potential for covering the cost of "fees", and partial exemption for rehabilitated real estate, which she stated was already in Altavista's Town Code.

Ms. Owens stated the draft policy also included a proposed budget, utilizing various grants.

Mayor Mattox thanked Ms. Owens for doing her due diligence on this project.

Ms. Owens stated the Draft Economic Development Incentives Policy was a "team effort" with everyone on the Town Steering Committee.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the proposed incentive policy, to which there were none.

There was a unanimous consensus of Town Council to place this item on the June 8th Regular Council Meeting Consent Agenda for approval.

C. WTP Filter Replacement Project

Representative: Utilities Director Tom Fore

Background:

Peed & Bortz completed the design to improve the "filter operations" by removing old hydraulic-operated valves and replacing them with electric-control valve actuators; all filters will then be added to the SCADA system to improve backwash efficiency. Council approved the design of this project and the funding was included in the General Obligations Bonds. The Virginia Health Department also approved the design and will be providing a certificate to construct. Older gate valves and waste valves will also be replaced or repaired during this project.

Altavista Utilities Director Tom Fore, accompanied by Russell Jackson with Peed & Bortz, addressed Town Council in regard to this item.

Mr. Fore stated Town Staff was seeking to proceed to the bidding process of this project; and for the item to be placed on the June 8, 2021 Regular Meeting Consent Agenda for approval of staff to move forward. He stated, if approved, the bids would be due in July 2021, with a tentative date of award being August 10, 2021.

Mayor Mattox asked Town Council if they had any questions regarding staff's request.

Councilman Higginbotham asked what the engineer's cost estimate was for this project.

Mr. Fore stated the engineer's initial cost estimate was \$630,000. He stated, however, when staff pursued General Obligation Bonds, they asked for \$870,000. He stated he felt the project's construction cost would be closer to that number.

Mr. Fore informed Council, with the \$56,000 cost for engineering, bidding, and construction administration, and \$870,000 allocated for construction, the project's total estimated cost for completion was \$926,000.

Mayor Mattox asked Town Council if they had any additional questions in regard to this item, to which there were none.

There was a consensus of Town Council to place this item on the June 8th Consent Agenda for approval allowing Town Staff to move forward with the bidding process for this project.

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D. VDEM System-wide Generator Replacement Project

Representatives: Utilities Director Tom Fore and Scott Bortz, Peed & Bortz

Background:

The generator project for the Staunton River Pump Station, Bedford Avenue Pump Station, McMinnis Spring, and Reynolds Spring, was initially in the town's CIP without a funding source. Recently VDEM (Virginia Department of Emergency Management) provided the town with a grant in the amount of \$523,005.00; to create design plans and install the needed generators. Town Council also approved \$65,000.00 in the town's 2020 CIP for this project, which is currently in reserves. Town Council previously approved the procurement of Fidelity (Kohler) Generators at a cost of \$141,011.87. Town Council approved a rebid of this project after rejecting the first bids received in April.

Altavista Utilities Director Tom Fore informed Town Council that Scott Bortz would be briefing them on the progress of the rebid process for this project.

Mr. Bortz informed Council that four (4) bids were received on May 18th, and the lowest bidder, at \$498,000, was Anderson Construction. He stated the other three bids were just a little over \$500,000.

Mr. Bortz stated it was Peed & Bortz recommendation to award this project to Anderson Construction (for the work only). He reminded Council the generators were procured through the state's Sourcewell Program.

Mr. Fore stated, with construction and generator cost totaled, the project's funding had a deficit of approximately \$121,858.

Mayor Mattox asked Mr. Fore what his plan was to relieve that deficit.

Mr. Fore stated he was investigating every available option, which included reaching out to VDEM for the possibility of additional funds.

Mr. Fore stated, at this time, Town Staff was requesting placement of this item on the June 8th Regular Council Meeting Consent Agenda for approval to authorize the bid award of this project to Anderson Construction.

Mayor Mattox asked Town Council if they had any questions in regard to this item, to which there were none.

Town Council was in consensus to place the item on the June 8th Consent Agenda.

E. Utility (water) Account Write-offs

Representative: Altavista Finance Director Tobie Shelton

Background:

Annually, Town Staff presents a request to Town Council to write-off delinquent utility accounts that are at least five years old, as well as accounts of deceased individuals.

Altavista Finance Director Tobie Shelton stated Town Staff was asking Town Council to consider adjusting the town's financial records by writing off nine (9) utility accounts that were over five years old, initially totaling \$2,002.53, and one account for a deceased individual totaling \$15.90.

Mrs. Shelton stated, since meeting pre-packets had been sent to Council, one of the accounts had been satisfied; Mathew William Wright, \$85.27. She stated this brings the total request to \$1,917.26 from eight accounts, not including the deceased account.

Mrs. Shelton stated, with staff's efforts to collect these debts being unsuccessful, Town Staff was requesting a total of \$1,933.16 be written off for these five year old accounts.

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Mayor Mattox asked Town Council if they had any questions in regard to this item.

Councilman Mitchell referenced the larger delinquent amounts on the write-off list. He asked if those amounts were businesses or individuals.

Mrs. Shelton stated those accounts were from “renters” that moved, but didn’t settle/pay their utility bills. She stated one of the accounts had a leak at the property, which kept increasing the bill until the water was turned off.

There were no additional comments or questions from Council.

Town Council was in consensus to place this item on the June 8th Regular Meeting Consent Agenda for approval to authorize Town Staff to write-off the amount of \$1,933.16 for eight delinquent utility accounts and one for a deceased individual, that were all five years old.

F. Recreation Committee Recommendation – Trail Name Representative: Assistant Town Manager Amie Owens

Background:

Funds from the Jenks family have been used to support parks and recreational opportunities in accordance with their wishes; such funding has assisted with improvements to the parks.

Assistant Town Manager Amie Owens informed Town Council, during the Altavista Parks and Recreation Committee meeting on May 18th, there was a unanimous vote in support of recommending to Town Council that the town name the new passive (mowed/natural) trail, located in the back portion of English Park, the “Jenks River Trail”.

Ms. Owens stated Town Staff continues the effort of unifying the signage in all of Altavista’s parks. She stated, by giving the passive trail an official name would help with this effort.

Mayor Mattox suggested the town send the Jenk’s Family a “letter of appreciation” for their financial contributions to English Park’s trails system, and the town’s intention of naming the trail in their honor.

Altavista Town Attorney John Eller informed Town Council there were no remaining family members to send such a letter.

Councilman George asked how long the town would be receiving a financial contribution from the Jenks family.

Mr. Eller stated the Town of Altavista would receive an annuity payment from the Jenks family on a monthly basis until October 2024.

Mayor Mattox asked Town Council if they had any additional questions in regard to this item, to which there were none.

There was a consensus of Town Council to place this item on the June 8th Regular Council Meeting Consent Agenda for approval to name the passive trail in English Park the Jenks River Trail.

G. Special Event Application

Representatives: Assistant Town Manager Amie Owens and Event Coordinator Tony Clifton

Explanation:

This request involves a fundraiser for the Children’s Miracle Network. If approved, the event would be a two-day festival utilizing the back stage of the Booker Building in English Park, featuring bluegrass performances and food vendors; and an estimated 500 attendees.

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Assistant Town Manager Amie Owens informed Town Council of a recent event request for permission to use the back stage of the Booker Building, and that area of English Park, to hold a bluegrass festival on April 22 and 23, 2022.

Ms. Owens informed Town Council, the reason for the early request was so the coordinator would have time to book the entertainers and vendors. She stated she felt the event would be a good opportunity to kick off the 2022 festival season.

Ms. Owens stated the event coordinator, Tony Clifton, assured Town Staff there would not be any alcohol allowed at this event.

Mayor Mattox asked Town Council if they had any questions in regard to this request.

Councilman Mitchell shared his favor with allowing the event. He suggested Mr. Clifton check with Town Staff to be sure there were no other events/activities scheduled for that date at the requested location.

Ms. Owens also informed Council the event coordinator has requested the rental fee for the Booker Building be “waived”, since the event was a non-profit fundraiser.

Councilman Mitchell asked Mr. Clifton if he had coordinated events like this in the past.

Mr. Clifton stated he has organized such events for over thirty years, but this would be the first fundraising event he has done for the Children’s Miracle Network.

Mr. Clifton stated he hosts a bluegrass radio show on Altavista’s local station, WKDE. He stated his co-host was a nurse for the neo-natal unit at Virginia Baptist Hospital (VBH), which was also an affiliate of the Children’s Miracle Network.

Mr. Clifton stated the funds raised from this event would stay local and be donated to both VBH and Lynchburg General.

Councilman Emerson stated he felt this event had a worthy cause and shared his favor in waiving the Booker Building’s rental fees for the two-day event.

Vice Mayor Bennett thanked Mr. Clifton for his part/contribution to this event.

Mr. Bennett stated Town Council was always looking for new ways the Booker Building could be utilized. He stated, if the event was successful, which he felt it would be, it would showcase the Booker Building and show others how the facility could be utilized for a music venue, maybe even a “summer concert/bluegrass” series of events.

Mr. Clifton stated he felt the Booker Building and English Park was a beautiful place for a music venue. He stated, if successful, it was his goal to make this an annual event.

Councilman Lowman asked why the event was scheduled for 2022 and not this year.

Mr. Clifton stated, with the uncertainty of when the COVID restrictions would be lifted, he was not comfortable with scheduling the event anytime soon.

Mayor Mattox asked Mr. Clifton if there had ever been any “trouble” during his events that would require the town to supply police protection for the event.

Mr. Clifton stated he had not experienced any troubling situations in the past. He stated people drive for miles to attend bluegrass festivals, and the atmosphere was more like a family reunion.

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Mr. Clifton informed Council that he brings his own security people to his events, and if there is a problem, they fix it.

Mr. Clifton stated, being for the Children's Miracle Network, this fundraiser was considered to be a "family event", with no alcohol being served or allowed at the event.

There were no additional questions or comments from Council.

Town Council was in consensus to place this item on the June 8th Regular Council Meeting Consent Agenda for approval of the request by Mr. Clifton to utilize the back stage of the Booker Building in English Park to host a bluegrass festival as a fundraiser for the Children's Miracle Network on April 22nd and 23rd of 2022. This approval also waives the facility's rental fee for the two-day event.

Mr. Clifton thanked Town Council for their time and consideration of this event request.

H. Town Paving Bid Recommendation

Representatives: Altavista Public Works (PW) Director David Garrett and Andrew Folsom, Engineering Concepts

Background:

The Town of Altavista feels that having well-paved and well-maintained streets is imperative for the community. Utilizing a "Paving Plan" has assisted the town in making sure that we have a record for maintenance. It also allows for future planning to ensure that the town is maintaining this important infrastructure on a continual basis. The Spring Milling and Paving Bid Documents were developed from Engineering Concepts. Town Council approved the bid packet and paving schedule at their April 27th Work Session.

Altavista Utilities Director David Garrett introduced Andrew Folsom, Engineering Concepts, to Town Council. He stated Mr. Folsom would be updating Council on this item.

Mr. Folsom informed Town Council there were three bids received by the deadline of May 12th: Adams Paving, Boxley Materials Company, and Patterson Brothers Paving. He stated the lowest bidder was Patterson Brothers Paving with a bid of \$750,206.70.

Mr. Folsom stated, after reviewing the Contractor Qualification Statement provided by Patterson Brothers Paving, including reference checks, there was all indication this contractor was capable of completing the Town of Altavista's 2021-22 Paving Project.

Mr. Folsom stated, at this time, it was Engineering Concepts' recommendation the Town of Altavista formally accept the paving bid from Patterson Brothers Paving.

Mayor Mattox asked Town Council if they had any questions in regard to this item.

Councilman Mitchell referenced a previous project whereas a contractor misquoted a unit price. He asked if Engineering Concepts had investigated the Patterson's bid pricing to make sure it was in line with the current market for materials on this project.

Mr. Folsom stated they had and they found the Patterson's bid pricing to be in line with current market values.

Councilman Higginbotham asked if liquid asphalt was an "escalator" in the bid pricing.

Mr. Garrett stated not for the current year. He stated, if the town wanted to renew their paving contract with Patterson Brothers Paving, the contract had fuel escalation cost built into the bid/contract.

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Town Manager Waverly Coggsdale reminded Town Council that this paving contract was established for a two-year period, due to the Town of Altavista's intent to only request RFPs for town paving on an "every other year" basis moving forward.

There was a consensus of Town Council to place this item on the June 8th Regular Council Meeting Consent Agenda for approval to authorize PW Director David Garrett to award the FY2021-2022 Town of Altavista Paving Plan/Project to Patterson Brothers Paving for the amount of \$750,206.70.

I. Frazier Road Drainage Issue

Representatives: Altavista Public Works Director David Garrett and Scott Bortz, with Peed & Bortz

Background:

The Town was recently approached by the Baptist Church on Frazier Road related to sinkholes on their property, believed to be caused by failing infrastructure. Following a site visit, Public Works discovered failing pipe in numerous locations in the field of the church's property; and also the pipe under Frazier Road in that area. Public Works ran a camera in the pipes to explore the extent of the damage and confirmed the pipes were rusting out and needed to be repaired to prevent future issues. It was recommended that an engineer be consulted to look at this area, due to the extreme amount of water that flows through there. Peed & Bortz reviewed the information and provided a recommendation related to correction of the failing pipes, remedy of the sinkholes, and other drainage issues.

Altavista Public Works Director David Garrett informed Town Council that Scott Bortz, Peed & Bortz, would be providing them with an assessment of the Frazier Road area's drainage issues and a remediation recommendation for Council's consideration.

Mr. Bortz gave Town Council a brief overview of the drainage issue situation. He informed Council that the 54" main water drainage pipe on Frazier Road was "failing badly", resulting in the fore-mentioned sinkholes in the church's front field.

Mr. Bortz stated there was water drainage entering the Frazier Road pipe from Ogden Road, Melinda Drive, and part of Avondale Drive. He stated, although the church owns the field at the front of their property, the Town of Altavista owns the three fore-mentioned roads, therefore the drainage issue was partly the town's responsibility.

Mr. Bortz informed Town Council there was also a drainage issue along the ditch in front of Two Sisters Tap Room & Deli, on the Frazier Road side of the facility. He stated this could be remedied by cleaning out the ditch and adding a "drop inlet" for better water flow.

Mr. Bortz continued by referencing Edgewood Avenue, off of Frazier Road. He stated the business located at the end of that street, Moore's Electric, installed rip rap stone along the ditch, but did not "grade" the ditch first, which caused a drainage issue on that road as well.

Mr. Bortz stated Peed & Bortz, along with the town's Public Works Director David Garrett, identified the drainage problems and constructed a plan to remedy the issues. He stated the two available options would be to "line" the pipe to reinforce its structural integrity, or to replace the entire system of drain pipe on Frazier Road.

Mr. Bortz stated, if the town chose to replace the existing drain pipe, Peed & Bortz would do so to coincide with the town's paving schedule, in order to be the most cost effective.

Mr. Bortz stated, in regard to the church's sinkhole issue, the options were to either replace the pipe at the sinkholes, or to run a new ditch through that entire area.

Mayor Mattox asked Town Council if they had any questions in regard to this item.

Councilman Higginbotham stated he would not consider "relining" the 54" drain pipe on Frazier Road. He suggested replacing the old deteriorating pipe with a concrete pipe.

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Mr. Bortz stated he agreed with Mr. Higginbotham, but he (Peed & Bortz) wanted to make Council aware of all the available options, in order to help them make a decision that was the most viable for the town.

Mr. Higginbotham referenced the church's sinkhole issue. He asked if the church had given the town the authority to work on the property in order to help remedy the issue.

Altavista Town Attorney John Eller stated, it was his understanding, the church would like to have the drain pipe/ditch rerouted to the edge of their property. He stated the church conveyed they would give the town an easement for exchange in doing the project.

There were no additional comments from Council.

Mayor Mattox asked the Town Manager for the next step in moving this project forward.

Town Manager Waverly Coggsdale stated Peed & Bortz had offered the town a proposal consisting of a lump sum fee of \$23,000 to complete the necessary work for remediation of the Frazier Road drainage issues. He stated the town could utilize the Highway Fund for this project.

Councilman Higginbotham suggested the design contract with Peed and Bortz be for an "hourly rate" and read "not to exceed \$23,000".

Mr. Bortz stated he felt that was "doable".

Mr. Higginbotham asked if the town's Public Works Department would be doing the work, or would the project be advertised for bids.

Public Works Director David Garrett stated the project would be advertised for bid (RFPs).

Mr. Bortz stated it would be best if the town could come to a consensus with the church as soon as possible, in regard to the placement of their new water drainage ditch, whether it remains in the field, or it is relocated to the edge of the property.

Mr. Higginbotham suggested Mr. Garrett and Mr. Eller work with the church and come up with a viable solution for their drainage/sinkhole issue, in order to allow Peed & Bortz to move forward with their design plans for this project.

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to this item, to which there were none.

There was a consensus of Town Council to place this item on the June 8th Regular Council Meeting Consent Agenda for approval to allow Peed & Bortz to move forward with design plans for the Frazier Road Drainage Issue Project, with a fee not to exceed \$23,000.

- J. Altavista Area YMCA Family Center (YMCA) – Creek Bank Erosion Issue
Representatives: Steve Jester, Altavista Area YMCA Executive Director, and Robert Lee, English Construction Engineer and a YMCA Board Member

Background:

There is an erosion problem that has taken place at the YMCA Family Center, located on Franklin Street. Due to heavy rains, the creek that runs behind the YMCA has washed out a section of the bank and risks damaging a concrete pad at the rear of the facility, which is where the facility's new pool filtration system is planned for installation in the fall of 2021. Due to the nature of the repairs needed, the YMCA consulted an engineer, Robert Lee, English Construction, in an attempt to find a permanent solution. Mr. Lee put together a scope of work as a basis for this project, however, there are currently no designs available for the project for permitting purposes.

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Altavista Public Works Director David Garrett introduced Mr. Jester and Mr. Lee and informed Town Council they were both attending to brief Town Council on the YMCA's erosion issue.

Mr. Jester thanked Town Council for their time and for the town's continued support of the Altavista Area YMCA. He stated the YMCA was lucky to have Robert Lee on their Board of Directors.

Mr. Lee stated the erosion issue behind the YMCA Family Center had been ongoing, but he felt the extensive rainfall over the past couple of years had exacerbated the issue.

Mr. Lee shared with Council some pictures of the rear of the facility, the area that has been effected the most from the erosion.

Mr. Lee informed Town Council the YMCA Family Center's pool filtration system was over 18 years old and in need of replacement. He stated the center had scheduled its replacement in the fall of 2021.

Mr. Lee referenced the fore-mentioned pictures and stated the concrete pad where the new pool filtration system was going to be placed was now in danger of being affected by the bank erosion.

Mr. Lee stated he consulted with Hurt & Proffitt in regard to the limitations the YMCA had with doing construction around the creek area. He stated, as long as they were not over a cubic yard into the creek, and less than 300 lineal feet, it was acceptable within the Corp of Engineers Waterway Guidelines.

Mr. Lee stated he and his associates felt using a "gabion wall" system was the best option for the remediation of this issue. He informed Council there were gabion baskets that were specifically design for water usage, such as this project.

Mr. Lee stated he drafted a sample RFP and shared it with Mr. Garrett as an outline for this project's scope of work. He stated the best access point to work from would be on the other side of the creek.

Mr. Lee stated the YMCA would have to remove part of the fence at the back of the facility in order to install the new pool filtration system. He stated this would also allow easier access for the partial excavation of the existing concrete pad that would need to be done in order to install the gabion wall. He stated after the gabion wall installation, the concrete would be replaced, tying back in the facility's exterior façade.

Mr. Lee stated, with the new pool filtration system due to be installed soon, the YMCA was hoping to work with the town to remedy the erosion issue sooner, rather than later.

Mr. Lee stated he would be happy to answer any questions Council may have.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the YMCA's request.

Councilman Higginbotham asked how far the gabion wall would go towards the foot bridge that crosses the creek behind the YMCA over to Shreve Park.

Mr. Lee stated he was unsure of the exact measurement, but he knew it would not go all the way the foot bridge.

Mayor Mattox asked if there had been an estimated cost calculated for this project.

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Mr. Lee stated there was not currently a cost estimated for the project, but he would be glad to help the town with that portion of the process.

Mr. Higginbotham asked if the sample RFP included the contractor taking down the fence.

Mr. Lee stated it did not. He stated the YMCA would take down the fence and erect it back after the installation of the new pool filtration system was completed.

Councilman George asked Mr. Lee if he could offer a “rough estimate” for the potential cost of this project.

Mr. Lee stated the gabion wall would be approximately \$25,000 by itself. He stated there was also the consideration of the excavating work that would be the most expensive.

Mayor Mattox asked Mr. Garrett if the town would be doing any of this work.

Mr. Garrett stated the town would outsource the work for this project.

Councilman Higginbotham stated he felt the project could cost anywhere from \$50,000 to \$100,000.

Councilman Mitchell stated, in order not to pull funds from Reserves, he asked if this project was time-sensitive, or could it be postponed until the next fiscal year (2023).

Mr. Lee stated the erosion had increased over the past year due to the increase in rainfall during that time, so it would depend mainly on the weather whether or not the issue could wait another year to be addressed.

Councilman George asked if the town was “liable” for the erosion issue the YMCA was having. He asked if the issue was a result of the town’s drainage system not working.

Town Manager Waverly Coggsdale reminded Town Council that the land the YMCA Family Center sits on was town-owned property.

Vice Mayor Bennett stated he lived in the same area of town the YMCA is located. He stated this erosion issue also extends up the creek to where Lynch Creek runs under the train trestle.

Mr. Bennett stated over the past couple of years the extensive rainfall has caused other places along the creek to start undercutting large trees due to erosion. He stated that land was also owned by the town.

Mr. Bennett stated this erosion issue was not going away, but would get worse over time, and could potentially cause extensive creek damage if trees starting falling in.

Mayor Mattox asked if there were funding sources the town could utilize to help remedy the erosion issue at the YMCA and further up the creek.

Mr. Coggsdale stated he was not aware of any at that time.

Altavista Public Works Director David Garrett stated he would investigate if there were grants and/or resources available to help the town remedy this erosion issue.

Mayor Mattox asked Town Council if they were ready to move forward with this item.

Town Council was in consensus to allow Town Staff to move forward with gathering cost estimates for the YMCA Family Center Erosion Remediation Project.

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Town Manager Waverly Coggsdale stated staff would try to have the requested information available at Council's June 8th regular meeting.

Mayor Mattox thanked Mr. Jester and Mr. Lee for their time and attending the meeting to bring their concerns before Council.

6. Updates and Informational Items

A. Melinda Drive HPZ Project

Representative: Altavista Utilities Director Tom Fore

Mr. Fore gave Town Council a brief update on the progress of this project.

Mr. Fore informed Council that staff recently "cleaned up" (revised) the Woodard & Curran specifications for the pump station building in an effort to help reduce the cost of this project. He stated there was also a revision for how the town would be connecting to Dominion Power.

Mr. Fore stated the revisions were placed as an addendum to this project's scope of services for contractors to review.

Mr. Fore stated it was Town Staff's intent to gather all bids by the following week and bring a recommendation of award for this project to Town Council at their June 8th meeting.

Mayor Mattox asked if Council had any questions or comments, to which there were none.

Mayor Mattox thanked Mr. Fore for the update on the Melinda Drive HPZ Project.

B. Dearing Ford Business and Manufacturing Center

Town Manager Waverly Coggsdale gave Town Council a brief update on this project.

Mr. Coggsdale stated the Lynchburg Regional Business Alliance (LRBA) continues their pursuit of a GO VA Grant to assist the Town of Altavista with extending a natural gas line to the Dearing Ford property.

Mr. Coggsdale stated, based on recent conversations with Columbia Gas, the LRBA made a few revisions to the grant application, which lowered the total cost for the project.

Mr. Coggsdale stated the LRBA has met with the regional and state administration for GO VA and are now awaiting a response from the grant application submission.

Mr. Coggsdale also reminded Council that the Town of Altavista had entered into a contract for the purchase of an additional eighty acres of land adjacent to the Dearing Ford Business and Manufacturing Center's property.

Mr. Coggsdale stated he would be glad to answer any questions Council may have in regard to this item.

Councilman Mitchell referenced the 4" size intended for the "main line" of the gas line, due to the existing connection point being 4". He suggested the town investigate the possibility of having a 6" line, in order to accommodate the potential for more businesses to locate on the site, by having the additional eighty acres.

Mr. Coggsdale stated the LRBA was having a conversation with Columbia Gas to determine the cost of having a 6" line, rather than a 4" line. He stated he would bring the information to Council when a cost is determined.

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Councilman Higginbotham stated he did not see a “downside” to adding a six inch connection now, in order to have the capability if needed in the future.

Councilman Lowman asked if Columbia Gas was aware of the town’s recent purchase of eighty additional acres adjacent to the Dearing Ford site.

Mr. Coggsdale stated he was not sure, but he would make sure Columbia Gas and the LRBA were aware of the recent changes.

Councilman George asked if Campbell County was aware of the town’s intent to extend the gas line to the Dearing Ford site, and if so, were they willing to help pay for the project.

Mr. Coggsdale stated, during Council’s the last discussion on this matter, it was decided Town Council would contact one of the county’s elected officials.

Mr. Coggsdale stated, up until that point, it had been the county’s intent to offer incentives for companies considering to locate in Dearing Ford’s Business and Manufacturing Center, rather than help with the cost of the gas line extension.

Mayor Mattox asked the Town Manager to draft a letter, to be signed by him as Mayor of Altavista, and send the letter to the Campbell County Chairman requesting a meeting, in an attempt to “start a discussion” in regard to the town’s request for funding assistance with the gas line extension project to the Dearing Ford site.

Mr. Coggsdale stated, if it was Council’s desire, he would be glad to draft such a letter.

All Town Council members were in consensus for the Town Manager to do so.

C. FY2022 Budget and FY2022-2026 Capital Improvement Program (CIP)

Mayor Mattox reminded Town Council that the adoption of the town’s FY2022 Budget and FY2022-2026 CIP was scheduled for June 8th at Town Council’s Regular Meeting. He asked that all Town Council members be in attendance for that meeting.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the May 25th, 2021 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

Mayor Mattox asked Council if they had any additional items or concerns for discussion.

- Councilman Emerson stated he felt the opening of Dalton’s Landing Canoe Launch that past weekend had been a “huge success”.

Mr. Emerson suggested placing a “No Fishing” sign on the canoe entrance ramp.

Mayor Mattox stated he felt there was also a need for a “No Loitering” sign at the same spot. He stated, although there were a few issues on opening day the town needed to address, he considered it to be a learning experience and the town could work through it.

Councilman George stated, when he was floating on that previous Sunday, there were new people coming through that were not aware of the new canoe launch. He suggested there also be a sign to direct river traffic to “stay to the left”.

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Councilman Emerson and Councilman Lowman both agreed with Councilman George, for safety reasons, there needed to be such a sign.

Town Manager Waverly Coggsdale stated staff would evaluate the fore-mentioned sign suggestions and address the issues.

Vice Mayor Bennett asked if the debris in that location had been cleared.

Councilman George stated it had. He stated, however, there was still a little bit of debris near the new 29 Business Bridge that needed to be cleared.

- Councilman Higginbotham referenced the foot bridge to be placed on the new section of trail in English Park. He informed Council that Masters Engineers was going to “stamp” the town’s proposed drawings.

Mr. Higginbotham stated that Masters Engineers took Councilman Mitchell’s sketch as a starting point and added to it for a complete proposal. He stated the stamp drawing should be available for the town’s consideration by the end of that week.

Mr. Higginbotham stated, at that point, the only items left to accomplish was to acquire zoning approval and a permit for building the said bridge.

Mr. Higginbotham stated he felt the town should be exempt from minor improvement projects in the town’s parks costing under \$50,000. He suggested the town consider sending a letter to the Campbell County Board of Supervisors requesting the exemption.

Town Manager Waverly Coggsdale stated the town has made the same request in the past, but staff would be glad to do it again, if Council desired.

Councilman Emerson asked if the previous request had been recent, or with previous Board of Supervisor members in office.

Mr. Coggsdale stated it had been with previous board members.

Mr. Higginbotham stated, at this point, the remaining item to be addressed was the position of the bridge. He stated he would like to have Council’s approval of the bridge position soon, in order to move this project forward as quickly as possible.

Councilman George asked if the existing “quarry rock” would be incorporated into the bridge/trail project.

Mr. Higginbotham stated the rock was being use to stabilize the back at the location of the new foot bridge.

Mr. Higginbotham stated the project was going to take time to complete, but he felt David Garrett, PW Director, and Jake, PW Worker, were doing a great job on this project

- Councilman George referenced the new law recently passed by the Virginia General Assembly that authorizes localities to allow venders/businesses to charge a “five cent fee” per plastic bag they distribute to their customers during purchases.

Mr. George asked if the town was interested in considering the use of the new law. He stated there would not be enough funds generated from the fee to consider the possibility as a new revenue source, but it may help deter littering of plastic bags on town streets.

Mr. George stated he knew the law included cities, but was unsure if towns could also utilize the new law.

Town Attorney John Eller stated, normally towns can do what cities could do, but he would investigate the new law for confirmation.

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Mayor Mattox stated, as a small business owner, he did not feel the action would create enough revenue to make a bid difference.

Mayor Mattox stated he also was not convinced being charged five cents for a plastic bag would deter an individual from littering.

Mr. George stated, if the bag fee generated \$10,000-\$20,000 per year, the funds could be used towards the cleanup of the ongoing litter issue on town entrance/exit ramps.

Vice Mayor Bennett informed Town Council the new law states all funds collected from the bag fee was required to be used towards “litter control”, whether on land or water.

Mr. Bennett also informed Council the law initially included all localities, but was revised to only include cities and counties. He stated the state’s concern that if both a town and county enforced the fee, there would be a “double fee” for the plastic bags.

Mr. Bennett stated there had been a request submitted to amend the law to include towns, but he did not think the request was approved. He stated, as it stands, the law states, if the county enforces the fee, the town could not, but the county was required to share a portion of the proceeds with the town to use towards litter control.

Mr. Bennett suggested the Town Attorney investigate the law for confirmation of the town’s options.

Mayor Mattox stated he did not see an advantage to the bag fee, except for the action to be “symbolic”.

Mr. Bennett informed Council the law also stated that restaurants/eateries were exempt, as well as, the ABC Store and stores distributing medications.

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to this item.

It was the consensus of Council not to investigate the five cent fee per plastic bag any further at this time. Council was willing to wait and see if Campbell County decided to move forward with this action before they discussed or investigated the matter further.

- Mayor Mattox asked Town Staff to investigate any and all means possible to find available grants/funding to help the town with the cost of the fore-mentioned erosion issue behind the YMCA Family Center and Lynch Creek that runs through that area.

9. Closed Session

Date: Tuesday May 25th, 2021

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel; Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or *probable litigation*, where such consultation or briefing in an open meeting would adversely affect the negotiating or litigating posture of the public body.

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A motion was made by Vice Mayor Bennett, and seconded by Councilman Emerson.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Town Council went into Closed Session at 6:45 PM.

Notice was given that Council was back in regular session at 7:03 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE BE IT RESOLVED, Town Council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Notice was given, there were no official actions taken by Council during this Closed Session.

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 7:05 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk