

Town Council Regular Meeting November 9th, 2021

The Altavista Town Council held their November 2021 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, November 9th, at 6 p.m.

1. At six o'clock p.m., Mayor Mike Mattox called the regular meeting to order and presided.

Council Members

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

Absent Member: Dr. Scott Lowman

Town Staff present: Mr. Clarence Monday, Interim Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Chief of Police
Mr. Jeff Arthur, Public Works B&G Supervisor
Mr. Tom Fore, Interim Public Services Director
Ms. Sharon D. Williams, Community Development Director
Mr. George Sandridge, Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Reverend Ed Soto, Altavista Presbyterian Church, gave the invocation for this evening. After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the November 9th, meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the November 9th, 2021, Altavista Town Council Meeting Agenda as presented.

Motion carried

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

3. Recognitions and Presentations

Mayor Mattox recognized Gary Hodnett, Town of Hurt's Mayor, and thanked him for being in attendance that evening.

A. Personnel Changes

The town's personnel changes since October 1st, 2021:

New Hire Listing:

Tom Fore	PW, WP, WW Interim Public Services Director	9/20/2021
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Departure Listing:

Brandon Dillard	Public Works Maintenance Worker	10/10/2021
Kayla Donigan	Administration-Office Assistant	10/29/2021

B. Avoca Introduction of New Employee

Ms. Joan Woodson, Avoca Board President, introduced Avoca’s new Executive Director, Caleb Lafoon, to Town Council and stated, with his history background and degrees from Liberty University, the board was happy to have him at Avoca.

Mayor Mattox and Town Council welcomed Mr. Lafoon to the Town of Altavista.

Mr. Lafoon stated it was a privilege for him to have the opportunity to work at Avoca.

C. Resolution of Service & Appreciation – Steve Jester, former YMCA Executive Director

Mayor Mike Mattox read aloud the resolution in recognition of Mr. Jester.

WHEREAS the YMCA is the leading nonprofit committed to strengthening individuals and communities across the country; and

WHEREAS the Altavista Area YMCA works to ensure everyone has the opportunity to reach their full potential with dignity; and

WHEREAS Steve Jester served as the Executive Director for 50 years guiding its growth and development; and

WHEREAS under Mr. Jester’s leadership, the Altavista Area YMCA added new amenities in its early years, including an indoor pool, three championship tennis courts a new fitness center; and

WHEREAS Mr. Jester oversaw continuing improvements to its facilities, including a new athletic center, renovated family center, a facelift for the aquatic center, an athletic center addition and numerous other renovations, expansions, and improvement; and

WHEREAS Mr. Jester has dedicated his life to the career of service to others for the betterment of the Town of Altavista and the region.

NOW THEREFORE, BE IT RESOLVED, that I, Mayor Michael Mattox and the Altavista Town Council, Town staff, and citizens all proclaim their appreciation and gratitude to Steve Jester for his outstanding service as Executive Director of the Altavista Area YMCA.

Adopted this 9th day of November 2021.

Mayor Mattox and Town Council thanked Mr. Jester for his many years of dedicated service to the Altavista community.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve the adoption of the resolution for Steve Jester

Motion carried

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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4. Citizen's Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment, concern, or item regarding a subject that was not listed on the November 9th, 2021, Council Meeting Agenda.

Ms. Carol Day, Bedford Avenue, Altavista, came before Council with a request that they consider "naming" the alley that runs behind her property. She informed Council that, on occasion, the trash cans were not emptied and, in winter months the alley was not plowed. She stated she believed these things didn't get done because the alley had no name for direction.

Ms. Day suggested English Lane as a name for the forementioned alley, as a reference to the English family owning multiple properties in that area and the Lane family for their contribution to the history of the town.

Ms. Day also referenced an item recently approved by Town Council, a drug drop box being placed at Town Hall by Horizon Behavioral Services. She shared her concerns with the drop box being at the Town Hall, stating she believed it would be a safety issue for the offices.

Ms. Day informed everyone that the CVS Drugstore had one available for citizens to utilize.

Mayor Mattox thanked Ms. Day for her comments and attending the meeting.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared with Council a few updates of recent events and also for upcoming events the Chamber was working on.

- Ms. Mattox reminded Town Council that the Chamber worked with WSET on October 21st and 22nd to spotlight/advertise ten (10) Altavista businesses for the TV show "Living in the Heart of Virginia". She informed Council that the show pertaining to Altavista aired on Thursday, November 4th and Friday November 5th.
- Ms. Mattox referenced the Chamber's Annual Business Expo held at the Altavista Area YMCA, on Thursday, November 4th. She thanked Steve Jester, former YMCA Executive Director, for allowing the Chamber to hold the event there again this year.

Ms. Mattox stated citizen attendance was down from previous years, but she believed that was due to the ongoing COVID pandemic. She stated the vendors did a great job at making sure everyone that did attend had a good time.

- Ms. Mattox informed Town Council that the Chamber and Altavista On Track were joining together to conduct a ribbon-cutting event, scheduled for Thursday, November 18th, for Burkes Department Store's Grand Opening, located in the Town & Country Shopping Center. She stated the event would begin at 8:30 a.m.
- Ms. Mattox reminded Council of the "Shop Altavista" event on November 27th. She stated the Chamber was excited to have sixteen local businesses participating in the Passport Program that day.

Ms. Mattox stated the Chamber would end that day's event with a "tree lighting" at the Staunton River Memorial Library, located at 500 Washington Street, Altavista.

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- Ms. Mattox reminded Council that the Altavista Christmas Parade was scheduled to start at 5 p.m. on Saturday, December 4th. She stated the Chamber was still taking applications for participants until end-of-day on Friday, November 12th.
- Ms. Mattox concluded her updates by inviting Town Council to the Chamber's annual "Holiday Mingle & Jingle" event, to be held at Avoca on Wednesday, December 8th.

Mayor Mattox asked Town Council if they had any questions for Ms. Mattox.

Councilman Emerson asked what time the holiday event at Avoca started.

Ms. Mattox stated the event was scheduled for 4:30-7:00 p.m.

Councilman George asked when the Chamber's year-end dinner would be.

Ms. Mattox stated there was a tentative date scheduled for January 22nd, and she would update Council on the starting time of the dinner when that information was decided/set.

Mayor Mattox thanked Ms. Mattox for her continued good work as Executive Director of the Altavista Chamber of Commerce.

B. Altavista On Track (AOT)

Altavista's Main Street Coordinator and AOT's Executive Director, George Sandridge, gave Town Council a brief update on Altavista On Track's current and upcoming events.

- Mr. Sandridge stated AOT and the Chamber recently co-hosted a ribbon cutting for a new business, Heavenly Hair, located at 517 Main Street and owned by Allison Hayes. He stated Ms. Hayes was one of the recipients of AOT's Downtown Businesses Investment Grants, and she also utilized Altavista's Revolving Loan Program to help start her business in the downtown area.

Mr. Sandridge thanked Vice Mayor Bennett and Councilman Mitchell for speaking at Heavenly Hair's ribbon-cutting event.

- Mr. Sandridge stated AOT continued to plan its 15th Annual Giblet Jog at English Park on Thanksgiving Day, Thursday, November 25th. He informed Council there were one-hundred and fifty (150) participants already signed up for the 2021 event.

Mr. Sandridge encouraged everyone to participate or attend the Giblet Jog. He stated the fee was currently \$25 per person and would be \$35 the day of the event.

- Mr. Sandridge referenced the Christmas ornament that AOT offered in 2020 showcasing Altavista's library. He stated the Vista Theater would be pictured on the 2021 ornament and were available to purchase for \$10 on AOT's website and at Town Hall, but they would not be shipped, only available to be picked up at Town Hall.

Mr. Sandridge said he was happy to answer any questions Town Council may have.

Mayor Mattox asked Council if they had any questions in regard to the AOT updates, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the AOT updates and thanked AOT for the work they do for the Town of Altavista and its community.

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6. Consent Agenda

- A. Town Council September 28, 2021 Work Session Minutes
- B. Town Council October 12, 2021 Regular Meeting Minutes
- C. Acceptance of Monthly Financial Reports
 - o October 2021 Check Register and Revenue & Expenditures

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the November 9th, 2021, Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the November 9th Council Meeting Consent Agenda as presented.

Motion carried.

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Town of Hurt – Request for Utility Bill Relief

Interim Public Service Director Tom Fore came before Town Council regarding a request from the Town of Hurt for relief on their most recent utility/sewer bill. Mr. Fore stated he investigated the matter and did not find any indication that the former Winn Dixie facility in Hurt was sending sewer to Altavista's Wastewater Treatment Plant.

Mr. Fore stated he believed it was a misread and therefore, it was his recommendation that Council consider approving the request for utility relief.

Councilman George asked who was responsible for reading the Town of Hurt's meters.

Mr. Fore stated the Town of Hurt was responsible for reading their own meters. He informed Council that he was currently training Hurt's new Public Works Director how to do so, with the assistance of Hurt's Mayor, Gary Hodnett.

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

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to accept Town Staff's recommendation and approve the Town of Hurt's request.

Motion carried

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

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B. Altavista On Track (AOT) – Special Event Permit Request

Background:

In response to the community's desire to have a family-friendly event similar to Uncle Billy's Day, Altavista On Track created a fall festival featuring a BBQ competition, music, children's entertainment, fire dancers, and fireworks. AOT's first event was held on October 1st, 2021 and drew approximately 1,200 attendees throughout the day.

Interim Town Manager Clarence Monday informed Town Council that, based on the success of the first event, AOT had requested to host the event again in the fall of 2022. He stated, if the Special Use Permit was approved, the 2nd Annual Vista BBQ Festival would be held at English Park on Saturday, October 1st, from 12 noon to 9 p.m., however vendors were encouraged to arrive on Friday, September 30th to begin their set-up and cooking process. Mr. Monday stated it was also AOT's intent to sanction the 2022 event to help attract more vendor participation.

AOT Executive Director George Sandridge also addressed Council regarding this item. He stated AOT want to request their permit early enough to have the festival date shown on the annual town calendar given to residents each year.

Mr. Sandridge informed Town Council that AOT would be working with the Kansas City Barbeque Society (KCBS) to "sanction" the 2022 Vista BBQ Festival, which he believed would draw more BBQ competitors and increase the number of festival attendees. He stated participating in sanctioned events helped competitors earn points for national competitions and their entry requirements.

Mr. Sandridge also asked Council to consider allowing "camping" on Friday night for the BBQ competition participants, so they could start their cooking process. He said AOT projected 15-30 competitors for the 2022 festival event, and they believed offering overnight camping to the competitors would increase participation.

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

Councilman George asked if "camping" included RVs.

Mr. Sandridge stated RVs would be allowed, if not too massive and stayed within a participant's 20x40 designated area. He stated, if camping was approved, AOT would work with Tom Fore, Interim Public Services Director, to supply water and electricity to each participant.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve Altavista On Track's request and authorize a Special Use Permit for their 2nd Annual Vista BBQ Festival in fall of 2022.

Motion carried

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Town Council's input on AOT's second request: to allow camping at English Park for participants of the BBQ competition during the 2022 fall festival.

Councilman Mitchell asked if a decision for that request could be postponed until Council had a chance to discuss the positive and negative aspects of the matter with Town Staff.

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Councilman Higginbotham agreed that APD Chief Merricks and Tom Fore, Interim Public Services Director, should be consulted before allowing camping in English Park.

Mr. Sandridge stated, if Town Council was in consensus to allow AOT to “pursue the idea”, he could bring Council additional information at the upcoming work session.

Councilman Emerson stated he understood the concern for how the town would supply the campers with water and electricity, however he believed AOT needed to know a decision sooner rather than later to have a better chance at sanctioning the event and drawing in more competitors.

Interim Public Services Director Tom Fore referenced the town’s previous Uncle Billy’s Day Festivals and reminded Town Council that Public Works was already familiar with supplying campers and trailers with water and electricity. He stated, if approved, he would work with Mr. Sandridge and Jeff Arthur, Public Works’ Building & Grounds Supervisor, to supply the competitors/campers with the amenities they needed.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Tracy Emerson, to approve Altavista On Track’s request and allow competitors of the 2022 Vista BBQ Festival to camp on the Friday night prior to the festival, in preparation of the competition.

Motion carried

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked Mr. Sandridge why the fall festival’s name was changed from Uncle Billy’s BBQ, Bourbon, and Beer Festival to the (Annual) Vista BBQ Festival.

Mr. Sandridge stated the decision was made by the AOT Board due to so many people expecting the new fall festival to be similar to the original Uncle Billy’s Festival, which was free to enter. He stated he believed it would be less confusing with the new name.

C. American Rescue Plan Act Funds (ARPA) Discussion

Background:

The American Rescue Plan Act (ARPA) was signed into law by President Biden in March 2021. Through the Coronavirus State and Local Fiscal Recovery Fund (SLFRF), it guarantees direct relief to cities, towns and villages in the United States. The U.S. Department of the Treasury is responsible for overseeing this program. The purpose of this one-time funding is to assist in recovering from the public health emergency and its negative economic impacts of the pandemic.

Altavista’s Treasurer/Finance Director, Tobie Shelton, stated the Town of Altavista would receive a total of \$3,533,782 in ARPA funds. She stated the first half, \$1,766,891, was received in June 2021, and the second half, \$1,766,89, should be received in June 2022. Mrs. Shelton informed Town Council that the town had until December 2024 to make a plan and encumber the ARPA funds, and until December 2026 to spend the funds.

Mrs. Shelton stated Staff was working to identify areas of need so the town could consider the best use for the ARPA funding. She stated, as with any government funding, there were restrictions on how the funds could be used and gave Council the eligible categories.

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- Respond to the COVID-19 public health emergency or its negative economic impacts including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the town, or by providing grants to eligible employers that have eligible workers who perform essential work.
- Provide government services to the extent of any revenue reduction resulting from the pandemic.
- Make necessary investments in water, sewer, or broadband infrastructure.

Mrs. Shelton shared with Council a list of items that had been mentioned by Staff or Council for consideration of potential ARPA use. She stated Staff would like direction from Town Council on how to prioritize eligible expenditures so they could create an expenditure framework to guide funding decisions and opportunities the town pursues, and as this discussion progresses, Staff would present a proposed ARPA budget to Council for consideration.

Mrs. Shelton informed Council that the town was required to submit an annual report to the U. S. Treasury outlining its expenditure plan, with the first report due by April 30, 2022. She stated Staff was recommending Town Council review and provide direction on the proposed allocations for the American Rescue Plan Act (ARPA) funds, and the process the town would utilize to expend the funds.

Mayor Mattox asked Town Council if they had any questions for Mrs. Shelton regarding ARPA or the proposed allocation list of items.

Councilman Mitchell referenced the eligible categories/guidelines for how to use the ARPA funds. He shared his favor with the fourth category, “Make necessary investments in water, sewer, or broadband infrastructure”, and stated he believed it would be the best option for the town to consider and the easiest for the town to justify how the ARPA funds would be spent.

Mr. Mitchell reminded Council that the town’s Utilities and Public Works Departments already had CIP items planned that would need funding sources and suggested utilizing ARPA to fund some of those eligible items.

Mayor Mattox stated, although the federal government recently passed a bill that would allocate funds to localities for improvements to infrastructure and broadband, he did not believe the government would dispense the funds quickly, therefore, he was in favor of utilizing ARPA funds to implement the town’s most eligible items from category four.

Clarence Monday, Interim Town Manager, stated there were two approaches the town could take: 1) make a list of all the items the town would like considered for ARPA funding, or 2) consider utility/infrastructure projects that the town was already planning but needed funding for. Mr. Monday stated number two would be the “path of least resistance”, as those projects would already be eligible under category number four.

Mayor Mattox suggested the town investigate whether ARPA funds could be utilized to assist with the cost of restoring the front façade of the Vista Theater.

Councilman Mitchell stated he was not in favor of using ARPA funds to assist with the Vista Theater Restoration Project, because it may disqualify the town from being eligible for other grant funding for the project in the future.

Councilman George asked if the first portion of the town’s ARPA funds had been spent, to which Mrs. Shelton stated they had not.

As there were no additional questions or comments from Council regarding this item, Mayor Mattox thanked Mrs. Shelton for her updates.

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D. FY2023-2027 Draft Capital Improvement Plan (CIP) Distribution

Background:

During last year's budget process, it was the consensus of Town Council to receive the proposed CIP budget much earlier in the budget process. On this evening, Town Council received the draft FY2023-2027 Capital Improvement Plan (CIP).

Tobie Shelton, Treasurer/Finance Director, reminded Council the first CIP discussion was scheduled for Tuesday, November 23rd during the work session and the first opportunity for Council to provide staff with input and direction on the working document.

Mrs. Shelton stated, as a working document, Council could add or remove any items throughout the process until the budget was completed and approved. She asked Council, during discussions, would they prefer a single line describing an item and its cost, or an itemized sheet as seen in the budget.

There was consensus of Council to have the itemized item sheets with pictures of the item.

Vice Mayor Bennett asked when Council would begin discussion regarding the Operating Budget, to which Mrs. Shelton stated that would begin in February 2022.

Mr. Bennett referenced the town's annual donations to local organizations and asked if the town received an itemization from each organization of what they used the funds for.

Mrs. Shelton stated each organization gives the town its annual plan as well as an audit report (if one occurred) and/or a financial statement of the previous year. She stated the application for funding reflects the organization's plan for the requested funds.

Mrs. Shelton stated, if Council desired, she would reach out to other localities and inquire of their process in this regard.

There was a consensus of Council to do so.

9. Unfinished Business

A. Clarion Road Waterline Extension Project (for Abbott)

Background:

Town Council was made aware of a request by a local industry to install a new 12" line to their facility, and the said industry would fund the entirety of this project. With approval from Council, Town Staff worked with Peed & Bortz to have the 12" water line designed and to get VDH approvals to build the line. Once design was completed, Staff worked to obtain all necessary easements. Once completed, it was time to bid the project.

Public Services Interim Director Tom Fore shared with Town Council the progress of this project. He stated, after review of the received bids, it was Peed & Bortz's recommendation to award this project to Wells Construction (the lowest bidder).

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to accept Staff's and Peed & Bortz's recommendation and award the Clarion Road Waterline Extension Project to Wells Construction in the amount of \$567,374.

Mr. Fore informed Council that the recommended bid for the construction of the line came in at approximately \$40,000 above the engineer's initial construction estimate. He requested Council forgive this amount from the connection fee, and only charge the industry the \$30,000 difference, so they could utilize the connection fee to offset the shortfall. Mr. Fore stated he believed this would be a good jester from the town.

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Town Council was in consensus to approve Staff's request.

Councilman Higginbotham amended his motion to include the connection fee reduction of \$40,000.

Motion carried.

Vote:	Mr. Tim George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

10. Reports and Communication

- A. October 2021 Departmental Reports
- B. Council Monthly Calendars - November and December
- C. Informational Items

The Manager's Report, Departmental Reports, and Council Calendars were delivered to Town Council on an earlier date, with their November Regular Council Meeting Agenda Pre-Packet.

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

11. Matters from Council

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

- Councilman George thanked Altavista's Public Works Department for all the good work they are doing at English Park. He stated the boat ramp and parking area looked great.
- Councilman Higginbotham referenced the previously approved (second) pedestrian bridge for the Jenks River Trail. He stated, since the purchase of the second bridge had been approved, he suggested Tom Fore, Interim Public Services Director, move forward with obtaining the required building permit from Campbell County.

Mr. Fore stated he would. He also informed Council that he would solicit for two quotes for the second pedestrian bridge, including one from the manufacturer of the first bridge.

Councilman George asked how long the second bridge would be, to which Councilman Higginbotham confirmed it would be forty feet (40') in length.

- Mayor Mattox thanked every employee of the Town of Altavista. He shared his appreciation of the town employees continuing to "get the job done" while battling the currently issue of short staff.
- Vice Mayor Bennett referenced the town's Green Hill Connector Trail. He stated the trail was being covered by falling leaves and asked that Public Works "mark" trees along the trail to distinguish its intended path.

Mr. Bennett informed Staff that one of the (three) bridges that cross the creek on the Cemetery Connector Trail had a broken handrail and needed fixing.

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- Vice Mayor Bennett also referenced the traffic light on the corner of Main Street and Broad Street. He stated the light was not working currently and asked Staff to contact VDOT to investigate and remedy the issue.
- Councilman Emerson referenced Veteran's Day and reminded Council that the National Center for Healthy Veterans would be having an event that day and all Council members were invited to attend, which would include speaker Ben Carson.
- Councilman Mitchell referenced the Steering Committee established earlier in the year, which included members of Town Staff and one member from multiple town partners and organizations. He stated the committee was tasked with collaborating with one another so that each of their events did not interfere with another.

Mr. Mitchell stated, with the committee not meeting since the Town Manager and Assistant Town Manager left their offices, he did not believe this was being done. He asked that Town Staff and Interim Town Manager offer input and a potential solution to how the Steering Committee could be re-established.

Vice Mayor Bennett stated it takes "an army of volunteers" to host the town's annual Uncle Billy's Day Festival and since the Chamber of Commerce retired from hosting the event, there had not been anyone else step up to take their place. He stated it would be disappointing if the event were to end and he encouraged town groups and organizations to consider taking on the task, even if they needed to partner together to make it happen.

12. Closed Session

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)(1) Discussion and/or consideration of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees, or employees of any public body. (Upon return to Open Session, consider discussion and/or approval of Town Manager Employment Agreement)

Section 2.2-3711 (A)(5) Discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

Section 2.2-3711 (A)(29) Review or discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Tracy Emerson. Motion carried.

<i>VOTE:</i>	<i>Mr. Timothy George</i>	<i>Yes</i>	<i>Vice Mayor Bennett</i>	<i>Yes</i>
	<i>Mr. Jay Higginbotham</i>	<i>Yes</i>	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
	<i>Mayor Mike Mattox</i>	<i>Yes</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>

Town Council went into Closed Session at 7:03 p.m.

Notice was given that Council was back in regular session at 7:48 p.m.

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

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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 the 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:

<i>Mr. Timothy George</i>	<i>Yes</i>	<i>Vice Mayor Bennett</i>	<i>Yes</i>
<i>Mr. Jay Higginbotham</i>	<i>Yes</i>	<i>Mr. Tracy Emerson</i>	<i>Yes</i>
<i>Mayor Mike Mattox</i>	<i>Yes</i>	<i>Mr. Wayne Mitchell</i>	<i>Yes</i>

Notice was given to Staff by Interim Town Manager Clarence Monday the actions of Town Council from this evening's Closed Session.

- (1) Approved an incentive package, not to exceed \$10,000, for Project Safe – pending the successful completion of obligations as defined in their performance agreement.
- (2) Town Council authorized and approved an employment agreement with Gary Shanberger to fill the vacant position of Town Manager for the Town of Altavista.

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Town Council or any additional comments or concerns from Council, to which there were none.

Mayor Mattox adjourned the meeting at 7:52 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager