

Town Council Regular Meeting December 14th, 2021

The Altavista Town Council held their December 2021 meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, December 14th, 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 Manager
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

Mr. Tom Fore, Public Services Interim Director, 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 December, meeting agenda, to which there were none.

Councilman Tim George made a motion, seconded by Councilman Tracy Emerson, to approve the December 14th, 2021, Altavista Town Council Meeting Agenda as presented.

Motion carried

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

3. Recognitions and Presentations

A. Personnel Changes

The Town of Altavista's personnel changes since November 1st, 2021:

New Hire Listing:

Caleb Lafoon	Avoca Museum, Executive Director	11/08/21
Jonathan Rice	Public Works, Senior Maintenance Worker	11/29/21
Ben Mitchell	Public Works, Senior Maintenance Worker	11/29/21

Departure Listing:

Brandon Fox	Public Works, Maintenance Specialist	11/02/21
Joshua Farmer	Water Department, Maintenance Worker	11/15/21

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B. APD Swears-In a new Patrol Officer – Jordan Anthony

Mayor Mattox stated it was a great honor for him to swear-in a new APD Police Officer.

APD Chief Tommy Merricks accompanied Officer Anthony at the podium as he was sworn into office by Mayor Mattox. Officer Anthony's mother, Kristen Elliott, presented his pin.

Chief Merricks and Officer Anthony recited the Officer Oath of Honor for Town Council and the community. Following the oath, Chief Merricks welcomed Officer Anthony to the Altavista Police Department.

Mayor Mattox and Town Council welcomed Officer Anthony to the Town of Altavista.

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 December 14th, 2021, Council Meeting Agenda.

Mrs. Marie Mitchell, 325 Myrtle Lane, Altavista, came before Town Council on behalf of the Claire Parker Foundation and thanked the Town of Altavista for its support of their 4th Annual Deck the Heels 5k Night Run.

Mrs. Mitchell stated it took over a year of logistical planning with VDOT, the Town of Altavista, and the Claire Parker Foundation Board to hold the race on Main Street, which also included crossing the new bridge to Hurt and back to Altavista.

Mrs. Mitchell informed Council that over 330 runners registered for the race, and even though it rained that day, there were still 250 participants that ran. She stated there was unwavering support from town workers, as well as Altavista and Hurt Police Officers and Fire Crews working to ensure the safety of the race course.

Mrs. Mitchell specifically thanked APD Chief Tommy Merricks for his collaboration each year with the foundation's board to plan and coordinate any logistical issues they may face. She thanked Chuck Newman and his Public Works team for their diligence in setting barricades to block off Main Street for the race and quickly reopening when the race concluded.

Mrs. Mitchell also thanked the many volunteers that support the event each year, which included three Town Council members: Tracy Emerson, Tim George, and Wayne Mitchell. She stated the willingness of the community and key figures to dedicate their time to the organization and such events gave confidence to every step and endeavor the foundation takes.

Mrs. Mitchell stated the Claire Parker Foundation treasured its relationship with the Town and looked forward to working together on next year's 5th Annual Deck the Heels 5K Night Race. She thanked Town Council and the Town of Altavista for opening their hearts to the Claire Parker Foundation over the past seven years.

Mayor Mattox asked Mrs. Mitchell to share with Mr. Parker and the Claire Parker Foundation's Board the Town Council's appreciation for the good work they do for the community.

No other citizens came forward for comments on this date.

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 upcoming events the Chamber was working on.

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- Ms. Mattox thanked Vice Mayor Bennett for his support of the Chamber's most recent ribbon cutting for the Burke's Outlet Store, located in the Town & Country Shopping Center on Main Street in Altavista.

Ms. Mattox also thanked George Sandridge, Main Street Coordinator and AOT Executive Director, for his assistance with the ribbon cutting event. She stated she believed the Chamber and AOT were a good partnership for such community events.

Ms. Mattox stated the outlet store was going to be a great addition to the town.

- Ms. Mattox referenced the Chamber's annual "Shop Small Altavista" Passport Event, held on Saturday, November 27th, and stated it was again a successful turnout. She stated the event was open to all town businesses and there were a lot of merchants that donated gift cards from their business to giveaway in the seven winning gift baskets, with winners announced at the 2nd annual Town Tree Lighting Event that evening.
- Ms. Mattox stated that Altavista's Christmas Parade, held on Saturday, December 4th, was one of the best she had seen in years. She stated there was an incredible turnout, in both entries and spectators.

Ms. Mattox thanked Vice Mayor Bennett for his help with judging the parade, APD Chief Merricks and Mayor Mattox for leading the parade, and Mrs. Cheryl Dudley for her "secret" contribution at the end of the parade.

Ms. Mattox also thanked the Altavista Police Department for traffic control assistance during the parade and the town's Public Works Department for their help with both the parade and the Christmas tree lighting event.

- Ms. Mattox stated the Coffee & Conversation event on Wednesday, December 15th would conclude the Chamber's events for calendar year 2021.

Ms. Mattox informed Council that she and Altavista Main Street Coordinator George Sandridge were working together in reference to hosting a Coffee & Conversation at the new Spark Innovation Center, once the facility was completed.

- Ms. Mattox referenced the Chamber's annual year-end dinner. She stated the dinner would not be held in January, as usual, but would be later in the 2022 year.

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

Councilman Mitchell stated he was out of town at the time of Altavista's Christmas Parade that year, and the town he was staying in did not have as nice of a parade as Altavista did. He stated he believed Altavista had a special community and it showed in the event.

Ms. Mattox agreed and said the parade entries "out did themselves" with their floats and entertainment and she was already preparing and looking forward to next year's parade.

Mayor Mattox thanked Ms. Mattox for her continued good work for Altavista.

At that time, Mayor Mattox took the opportunity to introduce Altavista's new Town Manager, Gary Shanaberger. He asked Mr. Shanaberger if would like to say a few words.

Mr. Shanaberger stated he was excited to begin as the new town manager and would strive to contribute in a meaningful way. He said that he looked forward to helping Town Council achieve its desired vision for the Town of Altavista.

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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 most recent events.

- Mr. Sandridge referenced AOT's Annual Giblet Jog, held each year on Thanksgiving morning at English Park in Altavista. He thanked the multiple volunteers and stated it was the event's largest turnout to-date, with 340 people registered and 301 runners/walkers in attendance.

Mr. Sandridge also recognized the winners of the Giblet Jog/5K Run.

	Male	Female
First Place	Noah Tinsdale	Rachel Steffen
Second Place	Spencer Thompson	Hosannah Fisher
Third Place	Matt Gregory	Sarah Roach

- Mr. Sandridge stated that AOT was continuing to sell their annual Christmas ornament. He stated he heard great feedback from the community in regard to the Vista Theater being recognized on the 2022 ornament.

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

Mayor Mattox asked if AOT had any unsold 2021 ornaments, to which Mr. Sandridge said they did and were selling the 2021 ornament for \$3 each.

Councilman George shared his favor with the drone video taken of the Giblet Jog.

Mr. George stated he believed the video would be a great marketing tool to advertise the Giblet Jog event in the future.

Mayor Mattox thanked Mr. Sandridge for AOT's updates and thanked the AOT Board for the work they continue to do for the Town of Altavista and its community.

C. Central Virginia Planning District Commission (CVPDC) - Annual Report

CVPDC Executive Director Gary Christie stated the CVPDC was a place where local governments could get together and "get to know and trust" each other and collaborate on regional plans, that often times, would save the localities money on future projects.

Mr. Christie presented Town Council with the CVPDC's 2021 Annual Report. He stated, in 2021, the CVPDC completed a Regional Transportation Plan and a Regional Hazardous Mitigation Plan, and both plans would help localities be in a position to apply for grants.

Mr. Christie informed Town Council that the CVPDC received \$1.5 million to implement a Regional Housing Study, which would be completed by the summer of 2022.

Mr. Christie stated, in 2022, the CVPDC would also begin updating their Comprehensive Economic Development Strategy (CEDs), which was a plan identified and adopted by all of the region's Economic Developers, so that economic development education and business activities focused on a series of goals and priorities they all agree to. He stated the CEDs process would take approximately eighteen months to two years to complete.

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Mr. Christie shared that the CVPDC continued to have a good relationship with the Virginia Department of Rail and Public Transportation (DRPT) and the Virginia Department of Transportation (VDOT). He stated the CVPDC currently had six ongoing studies in Campbell County and five in two other counties, related to intersection safety.

Mr. Christie stated the CVPDC was also working with Town of Altavista Staff and the Altavista Planning Commission to revise/update the town's Comprehensive Plan.

Mr. Christie informed Town Council that Lynchburg, Amherst, and Bedford County all shared a Radio Communication System, which the CVPDC currently manages the sixteen existing towers. He said they were looking to add additional towers, bringing the total to twenty-one or twenty-two, and adding Campbell County to the communication system.

Mr. Christie stated the CVPDC had a new Workforce Development Director, Tracy Blido. He said she was not available to attend that evening but encouraged Council to invite Ms. Blido to a future meeting to share what was new and available in workforce development, including a new youth partnership with the Campbell County Technical Center.

Mr. Christie thanked Town Council and the Town of Altavista for their continued support of the Central Virginia Planning District Commission.

Mr. Christie also thanked them for supporting him during his time with the CVPDC and shared he would be retiring at the end of April, 2022. He stated he would be happy to answer any questions the Town Council may have.

Mayor Mattox asked Council if they had any questions or comments for Mr. Christie.

Councilman Mitchell said, as Council's liaison with the CVPDC, he believed there had been opportunities underutilized by the Town of Altavista and he looked forward to being more engaged with the organization in the upcoming year. He congratulated Mr. Christie on his retirement.

Mr. Christie stated the CVPDC had a long history of working with the Town of Altavista on such projects as the Main Street Redevelopment Project and many "river" projects. He said he was pleased to have had the opportunity to work with Altavista and looked forward to the CVPDC working with the town in the future.

Mayor Mattox thanked Mr. Christie for his time and the CVPDC Annual Report.

6. Consent Agenda

- November Regular Meeting Minutes
- November Financial Reports
- Acceptance of the town's FY2021 Financial Audit Report, by RFC Associates
- Acceptance of the CY2022 Town Council Meeting Schedule
- Approval of the Altavista Community Transit System (ACTS) proposed FY2023 Budget/CIP.
- Authorization for the Town to Assist the Claire Parker Foundation with installing a residential driveway.
- Authorization for Town Staff to Purchase a New Street Sweeper, with previously appropriated FY2022 CIP Funds
- Approval for Staff to move forward with the proposed Wayfinding Signage for English Park's trail system.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the December 14th, 2021, Consent Agenda, to which there were none.

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Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the December 14th Council Meeting Consent Agenda as presented.

Motion carried.

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

7. Public Hearings

There were no public hearings scheduled for this date.

8. New Business

A. Altavista On Track (AOT) – Request for a Special Use Permit

Altavista's Community Development Director, Sharon D. Williams, AICP, addressed Town Council on behalf of AOT and their request.

Ms. Williams stated, in response to the success of their fall BBQ Festival, Altavista On Track (AOT) would like to introduce a new spring festival to the community. She said AOT was proposing a family-focused event at English Park that would include food trucks, music, children's entertainment, and a petting zoo.

Ms. Williams stated, if approved, AOT would like to hold the event on Saturday, May 14, 2022, from 12noon to 6pm. She said they estimated between 1,200 and 1,500 attendees throughout the day, and it was AOT's intent to attract not only intown citizens, but also out-of-town visitors.

Ms. Williams stated that AOT expected to cover the spring event costs through sponsorships, vendor fees, and attendee tickets for the event. She said, based on feedback received from the BBQ Festival, AOT had reduced the ticket price for children, as well as for individuals that would not be purchasing alcoholic beverages.

Ms. Williams said that she and George Sandridge, Altavista Main Street Coordinator, were available to answer any questions Council may have.

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

Councilman Emerson shared his favor in allowing the spring festival. He suggested AOT consider offering more of a variety of music than was played at the BBQ Festival.

Councilman Mitchell stated the proposed festival was in-line with what he hoped the town would do, and that was to host multiple events throughout the year, not only Uncle Billy's Day, which he believed had become too large to enjoy.

Councilman George asked if the spring festival would have local breweries and distilleries

Mr. Sandridge informed Council the spring festival would offer craft beer from local breweries, but not bourbon. He stated, instead AOT intended to add local wine options.

Councilman Higginbotham stated, with the proposed festival keeping a family-focused theme, he was in favor of approving AOT's request.

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Mayor Mattox asked if the English Park boat ramp/access would remain open during the event.

Ms. Williams assured Council it would. She stated that AOT took the event's location into consideration when naming the event "Vista River Fest".

Mayor Mattox shared his concern with the name of the new event not including "Uncle Billy".

Councilman Mitchell reminded Town Council that currently, the Chamber, or any other organization, was planning to hold the Uncle Billy's Day Festival in 2022. He stated he believed that festival and its name should remain specific to that event and there was plenty of opportunity for the town to allow additional festivals throughout the year.

Mr. Mitchell stated, if the town desired to continue the Uncle Billy's Day Festival, it would need to find a local organization willing to take on the task or consider hosting the event.

Mayor Mattox stated that Altavista had been known as the home of the Uncle Billy's Day Festival for eighty years and he was concerned the town was losing the event's legacy.

Vice Mayor Bennett reminded everyone that the Uncle Billy's Day Festival had free admission, but the recent Uncle Billy's BBQ Festival charged a fee to enter, which caused some confusion. He shared his favor with AOT's name for its proposed spring festival.

Mr. Bennett stated that events such as the Uncle Billy's Day Festival required a multitude of volunteers, which over the years had declined in numbers, therefore leaving the Chamber in a position to have to forgo holding the event. He stated, considering the desired family-friendly atmosphere, he suggested the town, or a local organization hold a small "fair" under the name Uncle Billy to carry on the legacy the Mayor mentioned.

Councilman Jay Higginbotham made a motion, seconded by Councilman Tracy Emerson, to approve the Special Use Permit submitted by Altavista On Track to hold a spring festival (Vista River Fest) in English Park on Saturday, May 14th, 2022, 12-6pm.

Councilman Emerson referenced the proposed name for the spring festival and suggested changing the word "Vista" to Altavista for a clearer reference to its location when advertising the event.

Vice Mayor Bennett agreed with Mr. Emerson. He stated changing the name would not only promote the festival but also the Town of Altavista.

Councilman Higginbotham amended his motion to name the event "Altavista River Fest".

Motion carried

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	NO
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes

B. Spark Innovation Center – Project Update and Funding Request

Background:

At the August 10, 2021, regular meeting, Town Council accepted Piney Ridge Contracting & Consulting's bid \$761,000 to renovate the town's old fire station for use as an incubator, accelerator, and co-working space, to be known as the Spark Innovation Center.

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Sharon D. Williams, Altavista's Community Development Director, reminded Town Council of the \$200,000 allocated in the FY2021 Capital Improvement Plan for the Spark Center renovation, the \$184,306 Tobacco Region Revitalization Commission (TRRC) Grant awarded to the town for use towards construction items of the Spark Center project, and a \$100,000 USDA Grant for equipment and fixtures.

Ms. Williams informed Town Council there was a \$452,118.20 shortfall between allocated and grant funds and the remaining amount needed to complete the project that Council would need to designate a resource for. She stated staff was also asking that Town Council consider approving an additional \$10,000 in contingency to cover any additional unforeseen/unbudgeted costs during construction.

Ms. Williams stated staff submitted an additional application to the USDA but was denied award of the grant funds due to minor items missing that the USDA desired, such as MOUs with stakeholder partners. Ms. Williams stated staff would continue to investigate ways, and if other grants were available, to help the town pay for the project's cost shortfall.

Mayor Mattox asked Council if they had any questions for Ms. Williams regarding the funds/fund resource request.

Councilman Emerson also suggested reaching out to the Central Virginia Planning District Commission for assistance with the Spark project.

Councilman Mitchell asked would it make a difference when applying for Phase II grant funding, if the town used ARPA funds to cover the fore-mentioned shortfall, and if not, he was in favor of utilizing available ARPA funds to help complete Phase I of this project.

Councilman Emerson also shared his favor with utilizing ARPA funds to help cover the \$452,118 funding shortfall of the Spark Innovation Center Project, if the Finance Director confirmed it was acceptable, and not using the town reserves.

Tobie Shelton, Altavista's Treasurer and Finance Director, confirmed the Spark Innovation Center Project may be justified for using ARPA under being a "blight" issue.

Councilman George shared his concerns with the town allowing such a large project to begin without knowing its full scope of work and its cost for completion.

Vice Mayor Bennett stated, when planning such a large project, an engineering study should be conducted initially to obtain an estimated cost for the overall project, which would prepare Town Council and Staff to consider viable funding options.

Mayor Mattox stated the town could learn from this incident and suggested Council consider how to move this project forward.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Bennett, to approve staff's request and authorize them to develop the appropriate MOUs required by the USDA grant application and also allow Staff to seek other grant opportunities available for the Spark Innovation Center Project. The motion included utilizing ARPA funds to cover the \$452,188.20 cost shortfall and \$10,000 in contingency; minus any future grant funds that become available for the purpose of completing Phase I of the project.

Motion carried

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

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At that time, Jacob Caldwell, Dominion 7 Architects, and Chris Tolley, Piney Ridge Contracting, provided Council with an update on the Spark Innovation Center Project.

Mr. Caldwell informed Council the demolition process and asbestos remediation had both been completed, as well as the new rood installation. He stated siding installation would move forward after new windows were installed, which was expected to be in mid-January

Mr. Caldwell referenced the interior work and stated walls had been constructed, electrical rough-in started, plumbing rough-in almost complete, and the new HVAC installation would begin soon. He shared the project's completion was estimated for April 1st, 2022.

Mr. Caldwell encouraged Council to visit the site to see the project's ongoing progress. He reminded them that hard hats were required and to check in with the Superintendent when visiting the site.

At that time, Ms. Williams referenced the siren system of the old fire station and said it was out-of-date and unsafe for use. She stated the siren was not only nostalgic to the facility, but a great resource for the Police Department during town-wide emergencies.

Ms. Williams informed Council that Chief Merricks shared his favor with keeping the siren and would support utilizing the APD's Forfeiture Fund to cover the cost of updating the system, which would require Town Council's approval.

Mayor Mattox asked Chief Merricks for his input on this matter.

Chief Merricks stated he felt the siren was a nice nostalgic piece from the old fire station to showcase in the Spark Innovation Center. He also said the siren would be a great asset to the Police Department and the town during a "natural disaster or town-wide emergency.

Councilman Tracy Emerson made a motion, seconded by Councilman Tim George, to approve staff's request and authorize the use of the Altavista Police Department's Forfeiture Fund, in the amount of \$1,525.29, to cover the cost of updating the emergency siren located at the Spark Innovation Center.

Motion carried

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

C. Altavista Community Transit System (ACTS) Title VI Program

Background:

Annually, the Department of Rail and Public Transportation (DRPT) requires a review of the town's Title VI document, with a full update every three (3) years, to confirm compliance with the Federal Transit Authority's (FTA) guidelines.

Altavista's Treasurer/Finance Director, Tobie Shelton, stated, at the March 2020 regular meeting, Town Council approved the Title VI document for ACTS, in its annual review. She informed Council that 2021 would require the full update.

Mrs. Shelton informed Council the KFH Consulting Group had reviewed ACTS' Title VI document and confirmed that the town's plan was in compliance with the Federal Transit Authority's (FTA) guidelines and no updates were needed.

Mrs. Shelton stated, to complete the process, DRPT required adoption of this document by Town Council.

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Mayor Mattox asked Town Council if they had any questions for Mrs. Shelton regarding the ACTS Title VI Document, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Councilman Wayne Mitchell, to approve Altavista Community Transit System's (ACTS) 2021 Title VI Document.

Motion carried

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

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.

Altavista's Treasurer/Finance Director, Tobie Shelton, informed Council they were receiving draft CIPs from six departments that evening: Administration, Avoca, ACTS, (Transit), Police, Public Works, and Community Development.

Mrs. Shelton referenced the draft CIP and stated only FY2023 showed appropriated funding, while FY2024-2027 was considered a planning document. She gave Council an overview of the six fore-mentioned department's FY2023 draft CIP, starting with the Administration Department.

Councilman Higginbotham referenced Administration's FY2023 item, "replacing the two hot water heaters located at Town Hall". He stated he believed the cost was slightly high and requested an itemized scope-of-work related to the cost of the proposed replacement.

Mrs. Shelton stated she would have Jeff Arthur, Public Works Manager, to send Council the requested scope-of-work. She said the cost included, not only the new water heaters, but also the extra work needed to convert from the old hot water heaters to the new ones.

Mr. Higginbotham also referenced the FY2023 item, to replace the roof of the Town Hall building. He suggested the town consider adding drip-edge and ice shield to the work order

Interim Public Services Director Tom Fore stated he would make sure the items were in the specifications for the scope-of-work to replace the Town Hall roof.

Mrs. Shelton moved forward with her draft CIP presentation with the next department, the Avoca Museum. She stated Avoca planned to replace their heat pumps in FY2023 by using available funds in their Reserve Maintenance Fund. She stated Avoca's proposed CIP items in FY2024-2027 would also be funded by the Reserve Maintenance Fund.

Councilman Higginbotham referenced Avoca's intent to replace their heat pumps and suggested to Mr. Fore, Interim Public Services Director, that they consider purchasing "higher seer" units to get more longevity from the units.

Mrs. Shelton moved forward by sharing the Transportation draft CIP. She informed Town Council there were no FY2023 Transportation CIP items and only two in FY2024-2027; to replace one of the ACTS buses and to replace the support vehicle "if needed".

Mrs. Shelton then briefed Council on the Police Department's FY2023-2027 draft CIP.

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She stated in FY2023, the APD draft CIP included replacement of a patrol car, replacing in-car cameras, and creating a “Community Safe Space” in the Town Hall parking lot; in FY2024-2027, the replacement of three additional patrol vehicles and replacement of the APD’s mobile data terminals.

Mrs. Shelton moved forward and referenced the Public Works Department’s draft CIP, which included eight proposed items for FY2023 and six future items to appropriate funds.

Councilman George referenced an item on the Public Works draft CIP, “restoration of the water fountain at the entrance of Shreve Park”, at a cost estimate of \$30,000. He asked if the town was required to maintain the water fountain.

Interim Public Services Director Tom Fore informed Town Council that the water fountain was setting directly over a sewer line, which was scheduled to be replaced soon.

There was a consensus of Council to remove this item from the FY2023 draft CIP for further discussion and consideration.

When Mrs. Shelton referenced the purchase of a new “power buggy” to assist Public Works with cemetery burials, Councilman Higginbotham suggested the town consider evaluating the size needed and potentially upgrading to a larger bucket on the vehicle.

Interim Public Services Director Tom Fore stated the small size was proposed for easy access when digging graves on hills or small confined spaces. He stated he would be glad to investigate the larger option with Mr. Higginbotham’s assistance.

Mrs. Shelton moved forward and referenced the current Decorative Streetlight LED Upgrade Project and stated this ongoing CIP item would be complete and end in FY2024.

Mrs. Shelton continued and referenced the FY2023 CIP item, “Clearing the banks between Main Street and 7th Street”, (which is adjacent between both English Auto and Elber’s Grocery). She stated, due to its location, this item would be funded half each by the Highway Fund and General Fund.

Councilman Higginbotham stated he believed the \$100,000 cost for this item was excessive and asked for a detailed scope-of-work for the project, to which Tom Fore stated he would have staff send the requested information to Council.

Mrs. Shelton stated the remaining Public Works draft CIP items were for information only, to show how the town would be earmarking funds for future CIP items/projects.

Mayor Mattox referenced the CIP item that called for replacement of the fuel system for town vehicles and asked if the fuel pumps were metered.

Interim Public Services Director Tom Fore confirmed the fuel pumps were metered due to the Town of Altavista’s responsibility/requirement to report any leaks or issues to the Department of Environmental Quality (DEQ).

Mrs. Shelton referenced the Decorative Street Light Project proposed for FY2024-2027, which would add additional lights to 7th Street and Bedford Avenue. She stated Vice Mayor Bennett previously asked if the project qualified for ARPA funding, so she investigated the possibility and was told the project was justified for ARPA funding if Council desired to move in that direction.

Councilman Higginbotham stated he was not in favor of the \$300,000 project, since there were already Dominion lights in those areas.

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Vice Mayor Bennett and Councilman Emerson both stated there were areas on Bedford Avenue that the Dominion lights did not adequately cover and both were in favor of additional lighting for those areas.

Mr. Bennett stated he considered the standard Dominion lights to be broad in coverage and mostly suited for vehicle traffic but not enough coverage for pedestrians as the decorative sidewalk lights with LED bulbs would be.

Councilman Higginbotham asked staff to conduct a cost analysis between upgrading the existing Dominion lights to LED and adding additional decorative lights to Bedford Avenue and 7th Street as proposed on the draft CIP.

Mayor Mattox agreed that LED bulbs offered better lighting and were also more cost efficient. He suggested leaving the proposed project in the draft CIP until Council received the additional information as requested, to which Council agreed.

Mrs. Shelton moved forward and referenced Community Development, which consisted of the second-floor renovation project for the new Spark Innovation Center.

Councilman Higginbotham suggested staff investigate if there were grants available to help cover the cost of this project.

Mrs. Shelton confirmed staff was currently investigating grant possibilities, but the project would need to remain in the draft CIP in order for the town to apply for grant opportunities.

With no additional comments or questions from Town Council, Mrs. Shelton concluded her draft CIP presentation and stated staff would bring Council back the information they requested, and Council would have an opportunity to continue the FY2023-2027 Draft CIP discussion during their January Work Session.

Mayor Mattox thanked Mrs. Shelton and Town Staff for the CIP information they received that evening and the good work they continue to do for Council and the Town of Altavista.

9. Unfinished Business

No unfinished business items were scheduled for this date.

10. Reports and Communication

- A. November 2021 Departmental Reports
- B. Council Monthly Calendars – December 2021 and January 2022
- C. Informational Items

The Manager's Report, Departmental Reports, and Council Calendars were delivered to Town Council on an earlier date, with their December 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 Emerson thanked Town Staff for the good job they did in helping with the recent 5K Run by the Claire Parker Foundation. He stated he believed the APD and Town Staff always does an exceptional job of coordination and safety during town events.

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- Mayor Mattox wished everyone a Happy, Merry, and Safe Christmas Holiday weekend.

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.

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

VOTE: *Mr. Timothy George Yes Vice Mayor Bennett Yes*
 Mr. Jay Higginbotham Yes Mr. Tracy Emerson Yes
 Mayor Mike Mattox Yes Mr. Wayne Mitchell Yes

Town Council went into Closed Session at 7:47 p.m.

Notice was given that Council was back in regular session at 7:52 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.

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

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 7:54 p.m.

Michael Mattox, Mayor

Clarence Monday, Interim Clerk
Interim Town Manager