

Town Council Regular Meeting August 10, 2021

The Altavista Town Council held a regular scheduled meeting in Council Chambers of the Town Hall/ J.R. Burgess Municipal Building, 510 Seventh Street, on August 10, 2021 at 6:00 p.m.

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

Council Members

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

Town Staff present:

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

Altavista Utilities Director Tom Fore gave the invocation for this evening.

Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox informed Town Council of an amendment to the August 10th meeting agenda.

- #7C. New Business: Appointment of Acting Town Clerk

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed August 10, 2021 Town Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve the August 10th Town Council Meeting Agenda as amended.

Motion carried

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

2. Recognitions and Presentations

A. Personnel Changes

Assistant Town Manager Amie Owens informed Town Council of the town's personnel changes since July 1st, 2021.

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- Milestones:
None at this time.
- New Hires:
Brandon Dillard: Public Works Maintenance Worker 7/19/2021
- Departures:
James Spearly: Public Works Maintenance Worker 7/14/2021

Ms. Owens referenced Public Works Director David Garrett. She reminded Town Council that Mr. Garrett's last day would be Friday, August 13th. She asked that he be recognized for his seven years of service to the Town of Altavista.

Mayor Mattox, Town Council, Attending Town Staff, and visitors stood in unison and applauded Mr. Garrett for his service to the town.

B. Utilities – Facility Assessment and Improvement Plan (FAIP) Update

Background:

In 2017, Town Council directed Staff to assess the town's Utility Assets. An engineering firm (Woodard & Curran) was hired and created Altavista's current Facility Assessment and Improvement Plan (FAIP) document. They also conducted a rate study to provide the town with a road map to rehabilitate, replace, and improve all utility assets, offering insight on how to fund the projects.

Altavista Utilities Director Tom Fore shared with Council a PowerPoint presentation that overviewed where the town currently was in the FAIP's ongoing process.

Mr. Fore stated, as of July 2018, when the FAIP was approved, Town Staff had been diligently working to implement the elements of the plan. He thanked Town Council and Staff for their continued efforts and support in moving the plan forward.

Mr. Fore referenced the four "key" elements of the FAIP process.

- Facility Assessment: determine the needed improvements for the town's Utility System
- Utility Rates: feasible efforts by the town to set affordable rates for its citizens, while maintaining the funds needed to implement the necessary improvements.
- Plan Implementation: continued collaboration by Council and Staff to keep the plan moving forward.
- Re-evaluation: review and update the FAIP as needed throughout the process.

Mr. Fore referenced the first eleven CIP projects on the "short-term list" of the FAIP. He informed Town Council that seven of the projects were currently underway, three of the eleven projects were already complete, and the one project remaining would be brought before Council at their August Work Session.

Mr. Fore stated, once the initial eleven CIP projects were completed, the town could move forward with the nine additional short-term projects listed in the FAIP, as well as, the ten intermediate improvements to be considered between years 7 and 14 in the plan process.

Mr. Fore stated, in FY2023, the town would be reaching its fifth year of implementing its FAIP. He stated the first initial list of short-term projects should all, but one or two, be complete by then, and it would be time to evaluate the next list of short-term projects.

Mr. Fore stated, in order to keep the town's utilities operational, it continuously evaluates what it is doing and how it is doing it, in order to maintain a safe and effective system.

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

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

Mayor Mattox thanked Mr. Fore for the FAIP update presentation; and he shared his appreciation for the work that Mr. Fore and the Utilities Department do for the Town of Altavista and its community.

C. 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 August 10th, 2021 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Town Council would be glad to speak with a citizen at any time regarding an idea or concern they may have pertaining to the town or the community.

D. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Chamber of Commerce Executive Director Grace Mattox shared a few updates with Town Council, and also gave them a list of the Chamber's upcoming events.

- Ms. Mattox referenced two recent "ribbon cuttings" the Chamber attended. She stated one was for a business expansion (Radio Shack), and the other was for new ownership of an existing business (Airabella's).

Ms. Mattox informed Council of an upcoming ribbon-cutting for a new business, Ms. Lee's Dance Expressions. She stated the Chamber would be partnering with Altavista On Track for this event, and would be using the Town of Altavista logo when promoting, in order to present a "united front" to town businesses.

Councilman Mitchell asked if a date had been set for the next ribbon cutting.

Ms. Mattox stated the event would be held on Thursday, August 26, 2021.

- Ms. Mattox referenced the Chamber's monthly summer event, TGIF. She stated the July event was very successful and she thanked the Council and Town Staff members that attended.

Ms. Mattox reminded everyone the last TGIF of 2021 would be held at Avoca on Friday, August 27th.

- Ms. Mattox stated the Coffee & Conversation events continue, with the next event being held at Main Street Café on Thursday, August 26th. She stated this was a great way for local businesses to "network" with each other; and also a good opportunity for Council to meet new business owners.
- Ms. Mattox informed Town Council of a new project the Chamber was working on; a "Kayak Raffle". She stated the project is intended to help promote the new canoe/kayak launch at Dalton's Landing.

Ms. Mattox thanked Town Council for their time and their continued support of the Altavista Area Chamber of Commerce.

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Mayor Mattox asked Council if they had any questions for Ms. Mattox, or comments in regard to the Chamber's updates, to which there were none.

Mayor Mattox thanked Ms. Mattox for the Altavista Area Chamber of Commerce updates.

B. Altavista On Track (AOT)

Altavista's Main Street Coordinator George Sandridge gave Town Council a brief update of AOT's current projects and upcoming events.

- Mr. Sandridge referenced Ms. Mattox's remark regarding the Chamber of Commerce and Altavista On Track working to present a "united front" for local businesses.

Mr. Sandridge informed Council that the Chamber allowed him to attend the previous TGIF event to pass out information in regard to AOT's upcoming Uncle Billy's BBQ, Bourbon, & Beer Festival. He thanked Ms. Mattox for the opportunity.

Mr. Sandridge stated he felt the continued partnership between the two organizations was a "key" element to helping businesses in the Town of Altavista.

- Mr. Sandridge informed Town Council that Altavista On Track was recently awarded a \$20,000 Downtown Investment Grant from the Department of Housing and Community Development (DHCD).

Mr. Sandridge stated AOT intended to use the grant to further fund Altavista's Downtown Business Investment Grant Program. He reminded Council that grant was used to help new or expanding businesses with initial rent and utility expenses.

Mr. Sandridge stated, with the recent DHCD Grant, AOT would also be able to expand the Downtown Business Investment Grant Program to include "permit reimbursement and marketing reimbursement" to the list of available assistance.

- Mr. Sandridge stated that AOT was continuing to plan Altavista's 1st Annual Uncle Billy's BBQ, Bourbon, & Beer Festival. He stated AOT had secured eight event sponsors so far and were very grateful for those business's support.

Mr. Sandridge stated AOT had also secured three music groups for the event: Five Dollar Shake, Midnight Express, and Shades of Grey.

- Mr. Sandridge reminded Town Council that AOT's Birdies for Business's Golf Tournament was scheduled for the following Wednesday, August 18th, at London Downs Golf Course, to start at 1:30 p.m.

Mr. Sandridge stated there were thirteen teams signed up for the event. He stated a local business, Main Street Café, would be supplying boxed lunches for the event.

- Mr. Sandridge referenced the Spark Innovation Center and stated he had received a lot of phone calls recently with interest in the "private offices" that will be available at the center. He stated he felt the offices would fill up fast when the facility opens.
- Mr. Sandridge also referenced the list he maintains of the current "vacant" buildings in Altavista's Downtown District. He stated he was happy to inform Council that the list was slowly getting smaller, as the buildings were becoming occupied.

Mr. Sandridge stated he hoped all of the buildings would be occupied soon, so the town would no longer have a vacant building registry for its downtown.

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

Mayor Mattox asked Council if they had any questions in regard to the AOT updates.

Vice Mayor Bennett referenced a facility in nearby South Boston, VA, similar to Altavista's Spark Innovation Center. He asked how many occupants/vacancies they have.

Mr. Sandridge stated, confirmed by Councilman Lowman, the facility in South Boston currently had no vacancies, with all available offices occupied/rented.

Mr. Bennett stated, with the recent interest in Altavista's new Spark Innovation Center, and the confirmation of a similar center nearby being fully occupied, he felt it was good news for the town's expectations of its own center being successful.

There were no further comments or questions from Council in regard to Altavista On Track.

Mayor Mattox thanked Mr. Sandridge for the AOT updates.

E. Consent Agenda

- A. Approval of Council Meeting Minutes
 - o July 13th, 2021 Regular Meeting
 - o July 27th, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
 - o July 2021 Revenue And Expenditures
- C. Approval of Emergency Overflow Pond Dewatering
- D. Approval of FY2021 Fiscal Year End Budget Amendments
- E. General Fund – Reserve Fund Policy Fiscal Amendment

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the August 10th, 2021 Consent Agenda, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Mitchell, to approve the August 10th Council Meeting Consent Agenda as presented.

Motion carried.

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

6. Public Hearings

Community Development Director Sharon Williams referenced the four public hearings scheduled for this evening. She asked Town Council to hear discussion for hearing #1 and #2 at the same time, as they both pertain to Home Occupation in the Zoning Ordinance, but for Council to vote on the two items separately.

Town Council agreed to do so.

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- A. Ordinance Amendment Section 86-454(d)(2): Allowance of Home Occupations in primary or accessory structures.
- B. Ordinance Amendment Section 86-454(d)(4): Consideration to delete the requirement for a Special Use Permit for Home Occupations in accessory structures.

Ms. Williams stated, during a recent review of the town's Zoning Ordinance with the Town Attorney, John Eller, they found that Home Occupations were currently not permitted in accessory structures.

Ms. Williams stated, after further review, they also found there were some Home Occupations, like Wood Working or some forms of Crafting that would not be acceptable in a primary residence, but would be better suited to be conducted in an accessory structure.

Ms. Williams stated, accordingly, Town Staff was recommending Town Council consider amending the Zoning Ordinance to permit Home Occupations in either the primary residence or an accessory structure according to its nature of business, and not to exceed 25% of the entire floor area of one or the other, not both.

Ms. Williams stated the recommendation was intended to provide more flexibility to home owners and young entrepreneurs. She stated the ultimate goal was for Home Occupations to "outgrow" their residential space and buy or rent a commercial space in town.

Ms. Williams continued with the second public hearing's recommendation.

Ms. Williams stated the current ordinance in regard to Home Occupations required the business owner to, not only need a Business License, but also a Special Use Permit (SUP).

Ms. Williams stated the SUP process would cost the individual an additional \$400, and potentially delay a business from opening by 60-90 days.

Ms. Williams informed Town Council that the Planning Commission held Public Hearings regarding the two Zoning Ordinance recommendations pertaining to Home Occupations and voted unanimously in favor of both amendments.

Ms. Williams stated she and the Town Attorney were both available for questions.

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

Councilman Mitchell stated he commended Ms. Williams and the Town Attorney for being pro-active with the Zoning Ordinance, helping it become more "business friendly" for the business community.

Councilman George asked for clarification of the ordinances pertaining to Home Occupations. He asked if customers were able to visit a residential business.

Ms. Williams stated, currently, the Zoning Ordinance states that a customer may "pick up" an item/order from the business located at a residence, but a business was not allowed to have visitors within the home, or use the residence as a "Boutique" for shopping.

Councilman Emerson asked what the fore-mentioned \$400 SUP fee was used for.

Ms. Williams stated the funds were used to cover the cost of advertising for the two required public hearings, notices to property owners, and administrative time pertaining to the acquisition of the Special Use Permit. She stated a locality would rarely break even for the cost related to a Special Use Permit.

There were no additional questions or comments from Town Council.

Mayor Mattox opened the first Public Hearing at 6:25 p.m.

With no citizen comments, the Public Hearing was closed at 6:26 p.m.

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Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve Town Staff's recommendation to amend Section 86-454(d)(2) of the town's Zoning Ordinance to allow Home Occupations in either the primary dwelling or an accessory structure of a residence, but not both; and to limit the business to 25% of the floor area of which place it is being conducted.

Motion carried.

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

Mayor Mattox opened the second Public Hearing at 6:27 p.m.

With no citizen comments, the Public Hearing was closed at 6:27 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff's recommendation and amend Section 86-454(d)(4) of Altavista's Zoning Ordinance to delete the requirement for a Special Use Permit for Home Occupations in an accessory structure.

Motion carried.

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

- C. Ordinance Amendment - Section 86-427(2) - To delete the requirement for a Special Use Permit (SUP) for a Home Occupation in the Downtown Revitalization Overlay District (DRO) of Altavista.

Community Development Director Sharon Williams stated this recommendation also stemmed from a conversation between Town Staff and the Town Attorney when reviewing the town's Zoning Ordinance for potential updates needed.

Ms. Williams stated, as the Town of Altavista continues to encourage small business growth in its Downtown District (DRO), and individuals to work, live, and shop downtown, it became apparent the town needed to make it easier to achieve those goals.

Ms. Williams informed Council the Zoning Ordinance currently requires a resident of the DRO to obtain a SUP in order to conduct a Home Occupation.

Ms. Williams stated that Staff felt the requirements and regulations currently in place for Home Occupations satisfies any potential nuisance the business could cause, therefore Town Staff was recommending the elimination of the Special Use Permit requirement for Home Occupations in the DRO from the Zoning Ordinance.

Ms. Williams informed Town Council the Planning Commission held a required Public Hearing pertaining to this matter and voted unanimously to recommend the amendment.

Ms. Williams stated she and the Town Attorney were both available for questions.

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There were no questions or comments for Town Council in regard to this item.

Mayor Mattox opened this Public Hearing at 6:27 p.m.

With no citizen comments, the Public Hearing was closed at 6:27 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff's recommendation and amend Section 86-427(2) of Altavista's Zoning Ordinance to delete the requirement for a Special Use Permit (SUP) for a Home Occupation in the Downtown Revitalization Overlay District (DRO) of Altavista

Motion carried.

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

- D. Ordinance Amendment Section 86-427(3): add Food Banks, Food, Pantries, and similar uses in Altavista's Downtown Revitalization Overlay District (DRO).

Community Development Director Sharon Williams reminded Town Council that Altavista's Zoning Ordinance was amended in 2019 to allow Food Banks, Food Pantries, and similar type uses in the C-2 (General Commercial) and M (Industrial) zoning districts.

Ms. Williams stated, at the time of the amendment, concerns were expressed on whether or not the use was appropriate in the Downtown Revitalization Overlay District (DRO). She stated, as such, the DRO was not included with the 2019 amendment.

Ms. Williams stated, after the amendment was passed, a local ministry opened a non-profit Food Pantry in the DRO, not realizing there was an overlay district downtown, as they thought the pantry was permitted based on the property's underlying C-2 zoning.

Ms. Williams stated the town did not know of the mistake until the beginning of 2020, during the start of the COVID-19 pandemic. She stated Town Staff did not feel it would be appropriate to close the Food Pantry at that time, because of its potential means for the community during the pandemic.

Ms. Williams stated, at this time, the town needed to decide whether to "cite" the non-profit organization, or address the issue through amending the Zoning Ordinance allowing the Food Pantry to remain in the DRO.

Ms. Williams stated, accordingly, Town Staff brought the issue before the Planning Commission for further discussion and consideration.

Ms. Williams informed Town Council the Planning Commission held the appropriate Public Hearing on this matter and voted unanimously to recommend an amendment to add Food Banks, Food Pantries, and similar uses in the DRO to Section 86-482.1, with the addition of a Special Use Permit requirement.

Mayor Mattox asked Town Council if they had any questions.

Councilman Mitchell asked, if the amendment was approved, would the existing Food Pantry be exempt from the new ordinance, or would its non-profit organization also be required to obtain a Special Use Permit in order to continue.

Ms. Williams stated the existing Food Pantry would need to obtain a Special Use Permit.

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Mayor Mattox opened the second Public Hearing at 6:30 p.m.

With no citizen comments, the Public Hearing was closed at 6:31 p.m.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve Town Staff's recommendation to amend Section 86-427(3) of Altavista's Zoning Ordinance to add Food Banks, Food, Pantries, and similar uses in the Downtown Revitalization Overlay District (DRO), with the requirement of a Special Use Permit.

Motion carried.

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

Mayor Mattox thanked Ms. Williams for keeping Altavista's Zoning Ordinance up-to-date.

7. New Business

A. Town Manager Search Process

Background:

The Town of Altavista has contacted The Berkley Group to request a "Scope of Services" and quote for an Executive Search for a new Town Manager. This is a multi-step process whereas Town Council would work with representatives from The Berkley Group to determine a Position Profile; then The Berkley Group would handle the application process and assist the town during the selection process, including negotiations. The proposed lump sum fee for this service is \$30,000.

Mayor Mattox stated the proposed Scope of Services was sent to Town Council on an earlier date by Assistant Town Manager Amie Owens for their review and consideration.

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

Councilman Mitchell referenced only having one quote to consider. He asked if the town was required to obtain more than one quote..

Councilman Higginbotham asked the Town Attorney for confirmation that having one quote would be legally sufficient.

Town Attorney John Eller stated, for the intended purpose, only one quote was needed.

There were no other questions from Town Council for this item.

Vice Mayor Bennett made a motion, seconded by Councilman Lowman, to approve The Berkley Group to conduct an Executive Search for Town Manager, at a cost of \$30,000.

Motion carried.

Vote:	Dr. Scott Lowman	Yes
	Mr. Timothy 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. Discussion Regarding Hiring an Interim Town Manager

Assistant Town Manager Amie Owens informed Town Council of a revision to the initial Interim Town Manager Work Order/Contract. She stated the contract initially had a higher housing allowance, but due to recent occurrences, the Interim Town Manager would only need a \$200 monthly housing allowance for a residence located at nearby Leesville Lake.

Ms. Owens stated the town would also be saving money with the Interim Town Manager living close to town, allowing him to utilize a town vehicle for transportation to work.

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

Councilman Mitchell made a motion, seconded by Councilman George, to approve the proposed Work Order for The Berkley Group to provide the Town of Altavista with Interim Town Manager Assistance Services; with Mr. Clarence Monday serving as the Interim Town Manager, starting no later than September 7th, 2021.

Motion carried.

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

C. Acting Town Clerk Appointment

Mayor Mattox stated, due to the recent departure of the Town Manager, the town needed to appoint an Acting Town Clerk until the Interim Town Manager arrived in September.

Mayor Mattox stated he felt it was appropriate for the town to consider the Assistant Town Manager, Amie Owens, as Acting Town Clerk.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the appointment of Assistant Town Manager Amie Owens as the acting Town Clerk, until such time as the Acting Town Manager, Clarence Monday, begins his position in September.

Motion carried.

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

8. Unfinished Business

A. Water Treatment Plant (WTP) - Filter Improvements Project: Construction Bid Award Recommendation

Representatives: Altavista Utilities Director Tom Fore and Peed & Bortz Project Engineer Russell Jackson

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Background:

The Filter Improvement/Upgrade Project is a FY2022 CIP Project and is a part of the Town of Altavista's ongoing Facility Assessment & Improvement Plan. Peed & Bortz designed the project and received approval from the Health Department for the design. The installation of control valves and flow meters on the filter-to-waste line will allow the WTP Operators to match the filter to-waste flow rate to the production flow rate, which would improve filter performance, reduce waste, and prevent low pressures in filter underdrains. Town Council approved taking this project to bid; accordingly, Town Staff did so and bids were received on July 22, 2021 at 2:00 p.m.

Utilities Director Tom Fore stated, after receiving the bids, Town Staff, along with Peed & Bortz reviewed the bids and qualifications of the contractors. He stated Staff concurred with Peed & Bortz's recommendation to award the bid to Frizzell Construction Company.

Mr. Fore recognized Russell Jackson, with Peed & Bortz, attending the meeting that evening and stated he and Mr. Jackson were available for any questions Council may have.

Mr. Jackson stated there had been a lot of interest from contractors for this project, and multiple bids were received, with very competitive pricing.

Mr. Jackson informed Town Council the lowest bidder was Frizzell Construction Company, at \$725,305, which is under what the town had initially budgeted for the project.

Mr. Jackson referenced Altavista previously working with Frizzell Construction on other town projects. He stated, with previous work experiences being very positive, Peed & Bortz recommended awarding the Filter Upgrade Project to the Frizzell Construction Company.

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

Councilman Mitchell asked Mr. Fore what the original budget was for this project.

Mr. Fore stated the town had \$926,000 allocated in its budget for this CIP project.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve Town Staff's concurred recommendation with Peed & Bortz to award Altavista's WTP Filter Improvement/Upgrade Project to Frizzell Construction Company for \$725,305.

Motion carried.

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

B. Spark Innovation Center – Bid Information

Representative: Community Development Director Sharon Williams

Background:

The Spark Innovation Center is a project that has been developed over the past two years. The Town of Altavista contracted with Hurt & Proffit and Dominion Seven for design work related to the new Spark Innovation Center; it is now reaching the point of construction and Town Council needs to approve a contractor. Town Council requested that the individuals who would bid for the Spark Innovation Center Project be "prequalified" in advance of the RFP. Five firms were pre-qualified for the project and all submitted bids on Tuesday, July 13, 2021 and were opened by the project's engineer, Hurt & Proffit.

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Community Development Director Sharon Williams reminded Town Council this project was a collective effort among a team consisting of herself, Director of Community Development, the Assistant Town Manager Amie Owens, the Town Treasurer Tobie Shelton, and a member of the project's design team, Blair Smith, with Dominion Seven.

Ms. Williams informed Town Council, based on the bids received in July, Hurt & Proffit recommended awarding the project to Piney Ridge Contracting, which was the lowest responsible, responsive bidder at \$632,000, based solely on the base bid amount.

Ms. Williams stated, at this time, Town Staff was requesting Town Council's consideration of awarding the bid for the Spark Innovation Center Project to Piney Ridge Contracting.

Ms. Williams referenced the town's need to identify a funding source for this project. She stated, under Council's direction, she applied for a USDA Grant.

Ms. Williams stated there was also the possibility of using American Rescue Plan (ARP) funds for this project. She stated the Town Treasurer, Tobie Shelton, has reached out to McGuire Woods, acting representative for ARP funding, in regard to this matter, as well as, consulting with the Town Attorney, John Eller.

Ms. Williams stated, along with award of the base bid, staff was requesting Council's consideration and direction on the nine "Alternate Items" presented with the bids.

Ms. Williams gave Town Council a brief overview of the Alternate Items, as well as, informed them of potential grants and/or partnerships available for some of the items.

- Window Replacement: potential for grant funding; as well as, a partnership for services with VTI on this item.
- Shingle Roof Replacement: available Brownfields Grant funds of \$14,490 to utilize towards "remediation", which includes this cost of this item.
- Operable Partition: this item would allow the large conference room to be divided into two separate spaces, which has been stated in grant applications.
- Brick Repointing: exterior surface restoration – potential partnership with VTI.
- Exterior Entrance Canopy: asking Council to authorize Town Staff to investigate if a grant is available to assist with the cost of this item.
- Landscaping: Town Staff favors plans to include a "parklet" in the front courtyard of the Spark Innovation Center.

Ms. Williams referenced the "Landscaping" item. She stated Town Staff continues its conversations with Altavista On Track (AOT) in regard to partnering on a "Parklet" project to potentially be located at the front entrance of the Spark Innovation Center.

Ms. Williams stated Town Staff was seeking authorization from Town Council allowing AOT to submit an application for a \$50,000 T-Mobile Downtown Grant, and if received, would be used towards the Landscaping Alternate Item.

Ms. Williams stated staff was available to answer any questions Council may have.

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

Vice Mayor Bennett referenced the Window Replacement Alternate Item. He asked if there was an "energy efficient" grant available to assist the town with the cost of this item.

Ms. Williams stated this item could potentially be covered under the \$1.2 million USDA Grant submitted. She stated, under Council's direction, staff would also look for any Energy Efficient Grants that may be available for this purpose as well.

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Councilman Mitchell shared his favor with staff's recommendation to award Piney Ridge with the contract for this project. He also shared his favor with Alternate Items 1, 2, 4, 5, and 7 of the presented options for Phase I of the project. He stated he was excited to see the Spark Innovation Center Project moving forward.

Councilman Emerson referenced the previously discussed desire of Town Council to place an old fire truck in the alleyway beside the Spark Innovation Center.

Ms. Williams stated the current plan was to install sod in the alley. She stated, if Town Council still desired to have a fire truck located on the Spark Innovation Center's property, the contractor would need to be notified immediately to allow for the addition to the plans.

Mr. Emerson reminded Town Council the center's name, "Spark" Innovation Center, was chosen due to the facility previously housing the town's fire house. He stated the concept for the interior esthetics of the new facility was also base on this factor.

Ms. Williams stated, if Council did decide to move forward with the fire truck being placed at the Spark Innovation Center, Town Staff would also need to inquire additional information from the town's insurance company in regard to the matter.

Vice Mayor Bennett suggested Council allow staff to gather the additional information for Council to review and consider this matter at a later date. He asked if the fire truck needed to be decided on that evening.

Ms. Williams stated it did not. She stated the main decisions staff requested that evening were the consideration of the bid award and any alternate items Council wished to be in Phase I of the plan to move forward.

Mayor Mattox asked Town Council if they had any additional questions or comments in regard to staff's recommendation for awarding the bid of this project.

Councilman Higginbotham referenced the Window Replacement Alternate Item. He asked why two of the bids were approximately \$20,000 for this item, while the other three were closer to \$50,000 in their estimates.

Mr. Smith, Dominion Seven, stated he did not feel the two lower bids for this item were quoted for the same quality of windows.

Councilman Mitchell asked, if Council decided to move forward with placing the old fire truck in the alley beside the Spark Innovation Center, would there be any cost savings by not having to tear up the concrete and replacing it with sod.

Public Works Director David Garrett informed Town Council the concrete was going to be removed anyway, due to the need to replace old water and sewer lines in that area.

All Town Council members shared their favor with the five Alternate Items mentioned/suggested by Councilman Mitchell.

Councilman Mitchell made a motion, seconded by Councilman Lowman, to approve Town Staff's recommendation to award the Piney Ridge Contracting Company with the Spark Innovation Center Project (Phase I), with the Base Bid of \$632,000.

With this Motion, Town Council also authorized Town Staff to move forward with the following Alternate Items during Phase I of this project: #1 Window Replacement, #2 Shingle Roof Replacement, #4 Operable Partition for Conference Room(s), #5 Brick Repointing, and #7 Exterior Entrance Canopy.

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Community Development Director Sharon Williams asked that Council's motion include allowing Altavista On Track to proceed with submitting an application for a T-Mobile Downtown Grant, and if received, would be used towards Alternate Item #8, Landscaping, of the Spark Innovation Center Project.

Town Council had a unanimous consensus to do so. Accordingly, Councilman Mitchell amended his motion to reflect this addendum.

Motion carried.

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

C. Tree Removal in English Park

Representative: Public Works Director David Garrett

Background:

At the April 27, 2021 Council Work Session, during the "Matters from Council" Agenda Item, Councilman Tim George inquired about tree removal along the Jenks River Trail and other areas in English Park, to mitigate the risk of dead trees falling across the trails. He suggested, if Council approved the project, to utilize the Jenks Fund to do so. Town Staff was directed by Town Council to obtain a quote for the fore-mentioned tree removal.

Public Works Director David Garrett informed Town Council, due to his upcoming retirement from the Town of Altavista, the Public Works (PW) Street Supervisor, Jeff Arthur, was present that evening to observe the process and take notes to stay informed for the Public Works Department.

Mr. Garrett reminded Town Council that the Town of Altavista has used Mason Tree Services for previous projects. He shared with Council a quote obtained from Mason Tree Services, in the amount of \$32,500, for the proposed project to remove dead or decaying Ash Trees in the following areas: near the Eagle Trail Overlook, on the Green Hill Connector Trail, and along the Jenks River Trail.

Mayor Mattox asked Town Council if they had any questions for Mr. Garrett in regard to the proposed English Park Tree Removal Project.

Councilman Higginbotham asked if the town could save money on the project by the contractor leaving the cut trees for the town to burn or remove at a later date.

Mr. Garrett stated the contractor's quote included removing all small limbs (to be "chipped" onsite), but to leave the large logs on the property for future removal by the town. He stated the logs could be sawed and salvaged for recycling.

Vice Mayor Bennett suggested Town Staff check with the National Center for Healthy Veterans to inquire if they would be interested in the salvaged wood/logs.

Mr. Garrett stated he would be happy to do so.

There were no additional questions or comments from Town Council in regard to this item.

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Councilman George made a motion, seconded by Councilman Emerson, to approve Town Staff to move forward with contracting Mason Tree Service for the amount of \$32,500 to remove dead or falling trees in English Park in the Eagle Trail Overlook, Green Hill Connector Trail, and Jenks River Trail areas; and to utilize the Jenks Fund to do so

Motion carried.

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

D. Town Milling and Paving Contract

Representative: Public Works Director David Garrett

Background:

Per Town Council direction at their regular meeting on July 13, 2021, an estimate to pave a section of the trail in the front portion of English Park was obtained. Town Council approved this as one of the two additional areas for paving in the 2021 Town Paving Schedule. The other area is the boat ramp parking area. These two projects will require use of fund balance in the amount of \$100,000.

Public Works Director David Garrett referenced Town Council's direction to Town Staff at their July 27th Work Session to obtain a quote from the current paving contractor (Patterson Brothers Paving) related to the extension of the car lane on Eagle Trail to the Overlook area, and to include a small parking area.

Mr. Garrett stated, based on the town's current contract with Patterson Brothers, the amount to add this area to this year's paving schedule would be an additional \$139,500.

Mayor Mattox reminded Council that the cost of materials had been steadily increasing over the past year. He suggested, if Council approved of this project, to move forward with the item during the 2021 Paving Schedule.

Councilman George asked if the proposed extension was for a paved road.

Mr. Garrett stated the project was requested for extending the existing paved road from the first train trestle to the second train trestle, near the Eagle Trail Overlook; and also to add paved parking at the lower end as well. He stated the parking spaces could be either, half regular and half handicap, or if Council desired, they could all be handicap.

Vice Mayor Bennett suggested the proposed parking to include both regular and handicap parking, so everyone could utilize the additional parking to enjoy the overlook.

Mayor Mattox suggested, if this project is approved, for all of the parking spaces to be designated for handicap only. He stated he hoped this would help deter any misconduct in that area.

Councilman Mitchell shared his concerns with adding even more projects/areas to the 2021 Town Paving Schedule.

Mr. Mitchell stated, although he was in favor of extended the paved road further down Eagle Trail, however, he felt the town should stay within its recently approved (FY2022) CIP Budget by not adding additional items. He stated the proposed paving addition could be considered as a CIP item during the next fiscal year budget process.

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Mr. Mitchell also referenced recent discussions by Council in regard to the town's desire to add ball fields to the back area of English Park. He stated, by adding parking spaces to the end of the proposed road extension, it may hinder the town's plans for the ball fields.

Councilman Higginbotham stated he agreed with Councilman Mitchell and questioned whether the paved road extension needed to be done during the 2021 Paving Schedule, or if it would wait until another time.

Mr. Higginbotham stated he was in favor of the proposed road extension, but suggested the town consider a "gravel" alternative that the town could utilize its own equipment to install.

Vice Mayor Bennett shared his favor with extending the paved road further down Eagle Trail as soon as possible. He stated the Town of Altavista strives to be fair to all of its citizens, including "disabled" citizens.

Mr. Bennett stated there were numerous Altavista citizens, including his wife, that were disabled. He stated, as tax payers, they also deserved the capability of driving down to enjoy the new Eagle Trail Overlook.

Councilman George asked if the town could use federal funds from the American Rescue/Recovery Act towards the proposed project.

Town Treasurer Tobie Shelton stated she was not certain, but she would investigate the possibility of doing so.

Councilman Lowman suggested Town Staff investigate the possibility of the town getting a VDOT Access Grant to help the town with the cost of this project, due to the town's intention of the road extension being for ADA accessibility.

Councilman Emerson asked if there was any money remaining in the Jenk's Fund.

Town Treasurer Tobie Shelton informed Town Council, after the recently approved Tree Removal Project at \$32,500, there would be approximately \$44,800 remaining in the Jenks Fund.

Mr. Emerson referenced the \$700 monthly payment the town receives towards the Jenks Fund. He asked if those funds could be used towards the proposed road extension.

Mrs. Shelton reminded Council those funds were already allocated towards park restrooms for that area of Eagle Trail.

Utilities Director Tom Fore referenced Councilman George's question in regard to using AR funds for the proposed paved road extension on Eagle Trail. He stated the American Rescue Act specifically states that the funds are to be used towards "infrastructure", such as water, sewer, and broadband services.

Town Attorney John Eller stated federal funding was very complicated. He stated, however, the town could potentially use the funds for CIP items, if the town has a "good-faith argument" that the CIP item was for needed "government services".

Assistant Town Manager reminded Town Council the AR funds were to be used towards CIP items that were already approved in the town's budget, not for new/proposed items.

Mayor Mattox asked how much longer the paving crew would be working in town.

Public Works Director David Garrett stated Patterson Brothers Paving would be in Altavista for approximately thirty more days, completing the town's 2021 Paving Schedule.

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Mayor Mattox stated he felt that would be enough time to allow Town Staff to investigate the possibility of the town utilizing AR funding for the proposed paved road extension on Eagle Trail in English Park.

Assistant Town Manager Amie Owens and Town Treasurer Tobie Shelton stated they would investigate the matter further.

Mayor Mattox suggested placing this item on the August Work Session Agenda for further discussion and consideration.

There was a consensus of Town Council to do so.

Councilman Lowman asked that staff also investigate if there was a VDOT “Park Access” Grant available for the town to apply for and potentially use towards the proposed paved road extension project.

Town Staff agreed to do so.

9. Reports and Communication

- A. Asst. Town Manager’s July 2021 Monthly Report
- B. July 2021 Departmental Reports
- C. Council Monthly Calendars – August and September
- D. Informational Items

Assistant Town Manager Amie Owens stated the Manager’s Report, Departmental Reports, and Council Calendars had been delivered to Town Council on an earlier date, with their August Regular Council Meeting Agenda Pre-Packet.

Ms. Owens stated Town Staff would be happy to answer any questions Town Council may have in regard to these reports, to which there were none.

10. Matters from Council

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

- Councilman George referenced the new walking trail that would loop around off of Eagle Trail and run along closer to the river. He asked Public Works Director David Garrett to elaborate on the possibility of Patterson Brother Paving being able to “mill” the trail while they were in town.

Mr. Garrett informed Town Council that Patterson Brothers has a milling machine that could “mill out” where the new walking trail would be. He stated, afterwards, Public Works could complete the process by adding available town millings to the milled trail.

Mr. Garrett stated Patterson Brothers would remove the dirt after milling the trail. He also informed Council this process would save the step of having to motor-grade the trail.

Mr. Garrett stated, if Council was interested in this process, Patterson Brothers would be available to visit the trail’s site that upcoming Thursday, and could offer the town a cost estimate for the process.

Town Council was in consensus to allow Town Staff to move forward with this item and allow Patterson Brothers to evaluate the new loop trail site and offer the town a cost estimate for milling the trail.

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- Councilman George also referenced the splash pad at English Park. He asked if birthday parties were allowed at the large pavilion in that area.

Assistant Town Manager Amie Owens stated, during the summer months when the splash pad is operational, the large pavilion adjacent to the splash pad is not available for rent, but is on a first come – first served basis.

Ms. Owens stated individuals are allowed to have a party, but are asked to keep their event to one or two tables, allowing for others to utilize the pavilion as well.

- Councilman Emerson commended APD Chief Merricks and the Altavista Police Department for their efforts in planning and implementing Altavista's 2021 National Night Out (NNO) event. He stated he felt the event was handled very nicely.

Mr. Emerson stated there was easily 600-700 people that attended NNO this year, and he felt everyone had a great time at the event.

- Councilman Emerson also commended Public Works Director David Garrett and the Public Works Department for the hard work they do to keep the town parks looking so nice. He stated he visits English Park often, and he was always receiving compliments in regard to how nice the park is and compliments on the new amenities and trails.
- Mayor Mattox thanked David Garrett, retiring Public Work Director, for the hard work and diligence he did during his seven year time as the Public Works Director for the Town of Altavista. He asked everyone to join him in a round of applause for Mr. Garrett.
- Mayor Mattox stated, although Town Council was entering Closed Session at this time, Town Council's Regular Meeting would be continued on Thursday, August 17th at 5:30 p.m. in the large conference room at Town Hall.

There were no other comments from Town Council at this time.

11. 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, consideration or interviews of prospective candidates for employment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees or employees of any public body.

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.

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

Motion carried.

VOTE:

Dr. Scott Lowman	Yes
Mr. Timothy 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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Town Council went into Closed Session at 7:24 p.m.

Notice was given that Town Council was back in regular session at 7:39 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Mitchell 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:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

12. 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.

The meeting was adjourned at 7:40 p.m.

Michael Mattox, Mayor

Amanda Owens, Clerk