

Town Council Work Session June 22, 2021

The Altavista Town Council's June 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on June 22nd, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Town Council

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

Also Present:

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

1. Agenda Adoption

Mayor Mattox informed Council of two amendments to the June Work Session Agenda.

- Section #5, Item D. AEDA Sub-Committee
- Section #9 Closed Section Additional Item

Mayor Mattox asked Town Council if they had any questions or concerns in regard to the proposed June 22nd, 2021 Council Work Session Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve the agenda as amended.

Motion carried:

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

2. Recognitions and Presentations

A. RE: The Avoca Museum Property - Proclamation Honoring the Winston Family Representative: Michael Hudson, Avoca Executive Director

Mr. Hudson reminded everyone that June 20th, 2021 marked the fortieth (40th) anniversary of the Winston family deeding the Avoca property to the Town of Altavista.

Mr. Hudson stated, with the passing of Dr. Lindley Murray Winston in 1980, and the recent passing of his wife Joyce Posson Winston in 2020, one of their three sons, Thomas Dearing "Todd" Winston, was present to accept the proclamation from the town honoring the Winston family for their charitable donation and continued support of Avoca.

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Mr. Hudson thanked Town Council for the honor of introducing Mr. Winston, accompanied by his partner Mr. Gerardo “Jerry” Vildostegui, traveling from their home in New York City, NY.

Mr. Winston stated, on behalf of his parents, Dr. Lindley and Joyce Winston, and his two brothers, Daniel Clark Winston and Jay Sinclair Winston, he thanked Town Council and the Town of Altavista for the thoughtfulness of honoring his family.

Mr. Winston stated his father was raised in California, but would visit his grandmother, Gladys Dearing Fauntleroy Winston, at Avoca during summer months. He stated his father loved the different birds and flowers he would see while in Virginia.

Mr. Winston stated his father loved the Avoca house and its property, and it was important to him that it be preserved as a historic resource for the town, community, and visitors.

Mr. Winston stated he felt inadequate to the task of thanking the many people involved in making the Avoca Museum and its property the great presence it is today. He mentioned Don and Nancy Dinwiddie, the Carter family, and the Fauntleroy family.

Mr. Winston also thanked Mike Hudson, Avoca’s current Executive Director, for bringing the museum through such a difficult past year, during the COVID-19 pandemic; and for his efforts in helping Avoca succeed during his time at the museum.

Mayor Mattox thanked Mr. Winston for attending the meeting that evening. He stated he felt this was an important event for remembrance and read the proclamation aloud in order for it to be transcribed into the official “minutes” of the meeting.

WHEREAS, The Town of Altavista wishes to recognize and express sincere gratitude to the Winston family for its integral role in establishing and supporting Avoca Museum and its charitable donation forty (40) years ago this year;

WHEREAS, Gladys Dearing Fauntleroy Winston, a direct descendant of Col. Lynch and the last resident of the current Avoca mansion, willed the property to her son, Dr. Lindley Murray Winston, Jr., upon her death in 1980;

WHEREAS, Dr. Lindley Murray Winston, Jr. and his wife, Mrs. Joyce Posson Winston benevolently deeded the property now known as Avoca Museum to the Town of Altavista on June 20, 1981 for the educational benefit and social enjoyment of the community’s citizens and visitors;

WHEREAS, Dr. & Mrs. Winston astutely foresaw the need to organize an endowment to guarantee the future success of Avoca Museum;

WHEREAS, Dr. & Mrs. Winston invested heavily and wisely in the museum’s endowment and that fund has grown substantially since 1992;

WHEREAS, Dr. & Mrs. Winston were generously supportive of Avoca Museum’s fundraising efforts until Dr. Winston’s death in 2005 and Mrs. Winston’s death in 2020;

WHEREAS, Dr. & Mrs. Winston’s sons – Daniel Clark Winston, Jay Sinclair Winston, and Thomas Dearing Winston – have consistently and liberally supported the mission of Avoca Museum in keeping with their parents’ spirit of philanthropic giving;

NOW THEREFORE, BE IT RESOLVED, I, Michael E. Mattox, Mayor, on behalf of the Town Council and citizens of Altavista offer most profound thanks to the Winston family for their community spirit, dedication to the preservation of local historical resources, and improvement of our citizens’ quality of life and sincerest appreciation for the donation of the Avoca property forty years ago.

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*Presented this 22nd Day of June, 2021,
By Mayor Mike Mattox, on behalf of the Town of Altavista.*

Mayor Mattox asked Town Council for a motion and a vote to approve the proposed proclamation.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to approve the proclamation as presented, honoring the Winston family for their donation of the Avoca property to the Town of Altavista on June 20th, 1981, and for their continued support for the historic preservation of the Avoca Museum and property.

Motion carried:

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

Mayor Mattox thanked Mr. Winston once again and encouraged him to spend some extra time in town in order to learn more about the beauty of Altavista's small town community. He wished Mr. Winston and his family well, and safe travels back home.

Mr. Winston thanked the Mayor, Town Council, and the Town of Altavista for this great honor and stated his family intended "to stay closely connected" to Avoca and the town.

3. Citizen's Time – Agenda Items Only

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

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

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

4. Items Referred from Previous Meetings

There were no items for discussion for this section of the agenda.

5. Items for Discussion (New and Unfinished)

A. FY2021 Budget Amendments and Departmental Transfers

Representative: Altavista Treasurer/Finance Director Tobie Shelton

Background:

Items that arise during a fiscal year, and have been approved by Town Council, require amendments to the budget. Town Staff indicates to Council the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some amendments are for receipt of unbudgeted revenue, which also requires an amendment to the budget. Revisions are often needed to reflect changes that have occurred during the fiscal year. The adoption of the amendments completes the end-of-fiscal year budget process.

Altavista Finance Director Tobie Shelton addressed Town Council in regard to this item.

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Mrs. Shelton shared with Council the FY2021 amendments needed from the previous actions of Town Council, and from the receipt of funds to cover an associated expense.

- Allocation of CARES Funding \$456,850 Council Approval: October 13, 2020
- Federal Forfeiture Account \$130 Revenue received through seizures
- Firing Range Improvements \$4,720 Council Approval: October 13, 2020
- Purchase of mini excavator \$45,980 Council Approval: April 13, 2021
(using surplus proceeds)
- Purchase of Memorial signs for \$4,000 Council Approval: Nov. 10, 2020
Mosley & Leonard Coleman Parks
- Dalton's Landing Construction \$419,250 Council Approval: July 14, 2020
- Pavilion Structure at Mosley Park \$1,980 Council Approval: August 25, 2020
- Prof. Services: Brownfields Grant \$52,430 Council Approval: June 25, 2019
- Mowing Contract: Avoca Museum \$4,000 Revenue rec'd through reimbursement
- Tank Maintenance \$22,750 Council Approval: October 13, 2020
- McMinnis Spring Project \$502,620 Council Approval: March 24, 2020
- VRA Borrowing: Bond Counsel \$18,750 Council Approval: October 13, 2020
- Wastewater Electrical Project \$2,238,200 Council Approval: October 13, 2020
- Lynch Creek & Riverview \$210,410 Council Approval: March 24, 2020
Sewer Line Projects
- Shade Structure: Mosley Park \$10,000 Council Approval: August 25, 2020

Mrs. Shelton stated, at this time, Town Staff was requesting Town Council's consideration of placing this item on the July 13th Regular Meeting Consent Agenda for approval. She stated she and staff would be happy to answer any questions Council may have.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the presented FY2021 Budget amendments, to which there were none.

Town Council was in unanimous consensus to approve staff's request and place this item on Council's July 13th Regular Council Meeting Consent Agenda.

B. Lynch Creek Erosion Issue – YMCA Request Follow-up Representative: Altavista Public Works Director David Garrett

Background:

The creek (Lynch Creek) that runs beside the Altavista YMCA Family Center has caused erosion that is damaging a concrete pad and risks the integrity of the area where their new pool filtration system will be installed. At Council's May 25th Work Session, Robert Lee, English Construction, and Steve Jester, YMCA Executive Director, explained about the erosion issue and the impact it was having for YMCA. An estimate of \$115,000 was received from a contractor based on Mr. Lee's "scope of work" determined for this project. At the direction of Town Council (on June 8th), representatives from both the town and the YMCA met on site to determine if changes could be made to the scope of this project, to a more compact area allowing for immediate mitigation. It was noted that the creek in its entirety was seeing similar erosion issues and a consideration for a future CIP project.

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Altavista Public Works Director David Garrett updated Council on the progress of this project.

Mr. Garrett stated, in response to Council's request to keep this project under \$100,000, the scope of work was reduced to include only the necessary actions needed at that time to remediate the immediate erosion issue for the YMCA.

Mr. Garrett stated the scope of work was reduced from 250' to 75'-100', not to exceed 100'. He stated this reduction allowed the town to meet the dollar amount criteria, with a revised estimate of \$72,000.

Mr. Garrett informed Council staff also acquired individual pricing for a gabion basket and the cost of rip rap rock. He stated this would allow the town to know an upfront cost if smaller amounts of these items were needed.

Mr. Garrett stated it was staff's recommendation to move forward with the revised/lesser scope of work for this project, in order to remediate the YMCA's erosion issue.

Mr. Garrett stated he and Mr. Jester would be happy to answer any questions Council may have in regard to this matter/project.

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

Councilman Higginbotham stated he recently looked at the area of concern and felt the erosion issue would only increase over time if not addressed properly and shared his favor with moving forward with the revised scope of work immediately.

Councilman George asked if the work for the YMCA would be a temporary patch or a permanent fix.

Mr. Garrett stated the scope of work proposed for the YMCA's Erosion Remediation Project was a permanent way to address their erosion issue.

Councilman Emerson shared his favor with moving forward with the proposed work. He asked if there was funding available for the project.

Town Manager Waverly Coggsdale informed Town Council there was a possibility there would be a fund surplus available at the end of the current fiscal year (2021) to utilize for this project.

Vice Mayor Mattox asked Mr. Jester when the YMCA intended to install their new pool filtration system.

Mr. Jester stated the equipment was due in around August, with its installation tentatively scheduled for September, 2021.

Mr. Coggsdale asked Mr. Jester if it would be better to complete the erosion project before or after the installation of the pool filtration system.

Mr. Jester stated the equipment installation could be done at any time, but the contractor preferred the erosion project be completed before the equipment installation.

Mayor Mattox asked for an update on the town's desire to address the entire erosion issue along Lynch Creek.

Mr. Coggsdale stated, at this time, the town was focusing first on eliminating the erosion issue at the YMCA. He stated, as referenced by Councilman Higginbotham, an Engineer with English Construction, the remaining erosion issues along Lynch Creek could also be addressed with the same actions (gabion baskets and rip rap rock) as with the YMCA project, at a time that was feasible to the town.

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Mr. Coggsdale stated staff would continue to evaluate Lynch Creek's remaining erosion issues and look for funding to assist the town with its remediation efforts for this matter.

Councilman Mitchell asked for a timeframe of how long it would take the contractor to mobilize on site at the YMCA, and then how long it would take to complete this project.

Mr. Garrett stated, after approval, the scope of work for the YMCA project, without any complications, should take approximately two weeks to complete.

Mr. Coggsdale stated he was confident in Mr. Garrett's cost estimate. He suggested Council consider allowing staff to gather additional quotes for comparison, with a budget "not to exceed" \$80,000.

Town Council was in consensus to do so.

Mr. Coggsdale reminded Council the next meeting, which included the consent agenda, was three weeks away. He suggested, if Council was ready to move this project forward, they do so by voting on this item that evening.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept Town Staff's recommendation and move forward with the YMCA Erosion Remediation Project with its revisions of narrowing the scope of work along Lynch Creek to only 75-100', in the immediate area of the YMCA; with a budget "not to exceed" \$80,000.

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

Motion carried:

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

C. Consideration of Resolution for Broadband Grant

Representative: Altavista Community Development Director Sharon D. Williams

Background:

Mayor Mattox has assembled a small working group to discuss broadband initiatives to provide service to underserved areas of Altavista. The members of the group, which consist of the Mayor, Councilman Dr. Scott Lowman, Assistant Town Manager Amie Owens, Walter Maddy, and the Community Development Director Sharon D. Williams, have been researching programs and funding sources to address this need. The issue has been discussed by Town Council in the past and at the August 11, 2020 meeting, Town Council discussed enhanced broadband for citizens. The Virginia Tobacco Region Revitalization Commission (TRRC) was currently accepting applications for broadband projects that would provide broadband service to unserved/underserved areas of the Tobacco Region. The goal is to provide access to broadband speeds of at least 25 Mbps download and 3 Mbps upload. Applications for funding to support broadband deployment will be accepted for up to 50% of the costs to design, construct, equip, and put into service broadband infrastructure that serves residential and commercial subscribers in project areas designated as unserved or underserved. The grant requires that a public-private partnership be formed, and a qualified and experienced private provider must be included as a co-applicant. The working group recommends that River City Systems Inc., be approved as the co-applicant. The town has an established relationship with River City, as they assisted with the installation of broadband and equipment selection for the Spark Innovation Center.

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Mayor Mattox stated he was very proud to be a part of this working group and their efforts towards bringing broadband to the Town of Altavista.

Altavista Community Development Director Sharon D. Williams updated Council on the progress regarding this item.

Ms. Williams stated all of the fore-mentioned individuals (members of the working group) continue to work on bringing broadband to Altavista, and concurred with the Mayor's suggestion to combine their efforts

Ms. Williams stated the group was investigating potential sources of revenue for this project, such as the TRRC and the USDA. She stated they had also discussed whether to use "hard wire or wireless" for this project.

Ms. Williams informed Town Council that the Virginia Tobacco Region Revitalization Commission (TRRC) was currently accepting applications for broadband projects that would provide broadband service to unserved/underserved areas of the Tobacco Region.

Ms. Williams stated, while she and Dr. Lowman were unsure of what the cost of the required match would be, they were currently working on plans and cost estimates for the grant application, which are due no later than July 8, 2021.

Ms. Williams stated she and Dr. Lowman were also investigating other grant options/possibilities to assist the town with the TRRC's required grant match. She stated it was their goal to offer broadband to town citizens, with the least amount of cost possible.

Ms. Williams stated, at this time, Town Staff and the working group were seeking approval of a resolution by Town Council allowing staff to submit a grant application to the TRRC.

Ms. Williams stated, if approved, staff also requests authorization allowing the Town Manager, or a designee of his choice, to sign any documents related to the grant application.

Ms. Williams stated she, Dr. Lowman, and Ms. Owens would be glad to answer any questions Council may have.

Mayor Mattox asked Councilman Lowman for his input on this item.

Dr. Lowman reminded Town Council the requested resolution was a requirement of the TRRC grant application. He stated, if the town was not satisfied with the cost of the required "match", the town could choose not to accept the grant.

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

Councilman Mitchell stated, knowing the grant had a 50% match requirement, was there any estimates of cost at this point.

Dr. Lowman stated not at that time. He stated he was certain the match cost would be under \$100,000. He stated the goal was to qualify for either a CARES Act or USDA grant to cover the cost of the TRRC grant match requirement.

Dr. Lowman also informed Council it was the group's intent to utilize the existing fiber-optics from the old fire station, now the location of the new Spark Innovation Center, to cast broadband in Altavista's Downtown District.

Mr. Mitchell asked if there was a possibility of placing an antenna pole in English Park to enhance the broadband coverage to that area.

Dr. Lowman informed Council the broadband would have a "three mile radius" of coverage from its origin, so English Park would also have the broadband service.

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

Councilman Mitchell made a motion, seconded by Councilman Emerson, to accept Town Staff's request and approve a resolution allowing them to submit a grant application to the Virginia Tobacco Revitalization Commission for use towards Altavista's Broadband Project. The approval also includes authorization allowing the Town Manager to sign any paperwork regarding the TRRC grant application.

Motion carried:

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

RESOLUTION APPROVING AN APPLICATION TO THE TOBACCO REGION REVITALIZATION COMMISSION

***WHEREAS**, the Tobacco Region Revitalization Commission's (TRRC) Southside Economic Development Program was created to promote economic growth and development in tobacco-dependent communities throughout the Southside region of the Commonwealth, in order to assist such communities in reducing their dependency on tobacco and tobacco-related business; and*

***WHEREAS**, the TRRC provides support in the form of grants to governmental entities to assist in up to 50% of costs to implement projects that measurably provide broadband in unserved/underserved areas; and*

***WHEREAS**, the Town seeks to pursue efforts to increase access to wireless and fiber broadband to assist its citizens and businesses; and*

***WHEREAS**, the Town desires to apply for a TRRC Southside Economic Development Broadband Grant for the aforementioned project.*

***NOW, THEREFORE, BE IT RESOLVED BY** Town Council of the Town of Altavista, Virginia, that:*

- 1. The submittal of an application to the Tobacco Region Revitalization Commission by the Town for a Southside Economic Development Broadband Grant, is hereby authorized.*
- 2. The Town Manager, or his designee, is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed TRRC Southside Economic Development Broadband Grant.*

Adopted this 18th day of June 2021.

- D. Town Staff Request for Town Council's Consideration of an AEDA Sub-Committee Representatives: Town Manager Waverly Coggsdale and Assistant Town Manager Amie Owens

Background:

Previously, Town Council indicated their focus for the upcoming year would be "available housing" for the Town of Altavista. Council requested Town Staff to obtain the list of inventory for "vacant and/or unimproved properties" by October 1, 2021.

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Town Staff collected the requested information from Campbell County which included a list of approximately 1,200 entries.

The County indicated the large number was due to the recent change in how the county taxes individual parcels; these parcels may be part of a larger area owned by a single owner, but with multiple small parcels.

Altavista Town Manager Waverly Coggsdale referenced the list of vacant inventory received from Campbell County.

Mr. Coggsdale stated the information would need to be analyzed further in order to determine which properties were, in fact, vacant and also if the empty parcels were large enough in size for building upon.

Mr. Coggsdale informed Town Council, at their monthly meeting earlier that day, the Altavista Economic Development Authority (AEDA) discussed this matter and felt that Town Staff would need assistance in carrying out this large task by the October deadline.

Mr. Coggsdale stated the AEDA voted unanimously to approve recommendation to Town Council of a three-member AEDA subcommittee to assist Town Staff in reviewing the vacant property inventory list and determining if certain parcels were developable.

Mr. Coggsdale stated, due to the initial inventory request coming from Town Council, staff felt it was necessary to bring the idea of having an AEDA subcommittee for assistance on this project to Council for consideration and final approval.

Mayor Mattox thanked the AEDA for their willingness to assist Town Staff with this large task. He shared his favor with having staff do the initial collection and review of the vacant inventory list and then allowing the AEDA subcommittee to narrow the list further.

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

Councilman Mitchell (also an AEDA member) stated it was the AEDA's intent to identify the "relevant" properties from the list in regard to the town's economic development.

Mr. Mitchell stated not all 1,200 properties would be relevant to the town, therefore the properties would be broken down into residential, retail, and industrial for consideration.

Mr. Mitchell stated it was the AEDA's intent to establish a proper marketing plan and document a consistent procedure for communicating the town's available properties.

Mr. Mitchell stated the AEDA subcommittee would be a temporary committee formed solely to help expedite this task to be completed on or before the October deadline.

Mayor Mattox asked if Town Staff anticipated not finishing the task by October.

Assistant Town Manager Amie Owens informed Town Council that Town Staff just received the vacant property inventory list from Campbell County only the week prior. She stated staff was surprised to find there were 1,200 properties/parcels on the list.

Ms. Owens stated some of the listed parcels had a "zero" listed for the size of the lot, therefore the Community Development Director Sharon D. Williams has to utilize GIS (Geographic Information System) to determine the actual true size of those properties before being able to create a map of potential properties available within the town.

Ms. Owens stated there was still a lot of data analysis to be determined before being able to move forward with developing the inventory list that Town Council had requested.

Mayor Mattox asked, if approved, would the AEDA subcommittee be able to take on this task as soon as possible.

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Mr. Mitchell stated they would. He stated he felt there would be a number of properties irrelevant to the town's needs, and potentially only around 50 properties that would be on the final list/map for consideration by interested parties.

Councilman Higginbotham made a motion, seconded by Councilman George, to accept the AEDA's recommendation and approve an AEDA subcommittee to assist Town Staff with the development of an available vacant property list for the Town of Altavista.

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

Motion carried:

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

6. Updates and Informational Items

A. Altavista Water Treatment Plant (WTP) – VDH “Gold Award”

Representative: Altavista Utilities Director Tom Fore

Town Manager Waverly Coggsdale informed Town Council that Altavista's Water Treatment Plant (WTP) was recently presented with a Gold Level Award by the Virginia Department of Health's Office of Drinking Water (ODW).

Mr. Coggsdale stated the 2020 Excellence in Waterworks Operations/Performance Award was given to the Altavista WTP, and its operators, for their achievement in exceptional dedication to providing the town, and its customers/citizens, with a safe and adequate supply of drinking water.

Mr. Coggsdale asked Mr. Fore if he would like to say a few words regarding the award.

Mr. Fore stated, even throughout the elevated rain water levels over the past year, he felt the WTP Staff had done a tremendous job maintaining regulation demands.

Mr. Fore stated this was the Altavista WTP's third year receiving this award and he was very proud of his staff's hard work and continued efforts to their success.

Mayor Mattox congratulated Mr. Fore and the WTP Staff for receiving the Gold Level Award and asked that everyone join him in a round of applause for the WTP team.

B. Town of Altavista – New Website Preview

Representative: Assistant Town Manager Amie Owens

Background:

A professional website is necessary to present the right image to the public, allow access to online services, communicate with citizens and visitors, and meet the needs of businesses and industries within the town. It also provides a tool for those interested in visiting, relocating or starting a business in town.

Assistant Town Manager, Amie Owens, gave Town Council a brief update on the progress of this project. She reminded Council that the redesign of the Town of Altavista website was a previously approved FY2021 CIP Project.

Ms. Owens stated, after reviewing multiple vendors, Town Staff chose the website designer Revize for this project, which specializes only in redesigning government websites.

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Ms. Owens informed Council the Town of Altavista's newly revised website was near completion and scheduled to "go live" on Thursday, July 1, 2021.

Ms. Owens shared with Council a preview of the new website for their visual reference.

While Ms. Owens was bringing the website preview online, the Town Manager reminded Town Council of a few upcoming dates/events from their Council calendars:

- Dalton's Landing Canoe Launch Opening Ceremony June 24th at 2:00 PM
- Chamber of Commerce TGIF at Avoca Museum June 25th at 5:30 PM
- Town Office CLOSED - Monday, July 5th in Observance of Independence Day
- Town Council Regular Meeting July 13th at 6:00 PM

Ms. Owens started with the homepage of the new website. She stated the town would now have the capability to add links to their website from affiliated town organizations, such as Altavista On Track and the Altavista Chamber of Commerce.

Ms. Owens stated, from the homepage, visitors of the website are able to access town calendars, forms, and applications, as well as, previous and upcoming town meetings.

Ms. Owens stated the new website also included an RFP section in regard to town projects. She stated this was helpful for contractors to access this information without having to print an entire document that could include multiple pages.

Ms. Owens went over additional informational items and assured Town Council the new website would be more user friendly.

Councilman Mitchell asked if a person had to be "qualified" or use a password in order to access the town's "RFP" website section in regard to town projects.

Ms. Owens stated they do not.

Vice Mayor Bennett referenced Ms. Owens' mention of town calendars. He asked if citizens were able to reserve/rent town pavilions or the Booker Building from the website.

Ms. Owens stated the new website was not currently set up that way, but the website did offer that capability, if the town desired to do so.

Ms. Owens informed Council there were also pages on the town website dedicated to town attractions, such as the new splash pad and canoe launch.

Ms. Owens concluded by informing Town Council the revised/updated town website would still keep its original web address, altavistava.gov.

Mr. Mitchell asked when the new website would be implemented, to which Ms. Owens reminded Council the activation date was scheduled for July 1st.

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

Mayor Mattox, along with members of Council, thanked Ms. Owens for her presentation and stated they felt the new website looked great.

Town Council was in a unanimous consensus to allow the Town of Altavista's newly revised website to "go live" on Thursday, July 1st, 2021.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the June 22nd, 2021 Council Work Session.

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

8. Matters from Council

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

Councilman Lowman, Councilman George, and Councilman Higginbotham stated they had no additional items for discussion.

- Mayor Mattox referenced the recent decision by Town Council to transfer ownership of a particular piece of town-owned property to the AEDA (Altavista Economic Development Authority), as part of a new Strategic Initiative Plan.

Mayor Mattox asked the Town Manager when this action was anticipated to move forward.

Town Manager Waverly Coggsdale stated Town Staff continues to work on this item and informed Council that he scheduled the item to be discussed further at their July Work Session, for consideration in regard to the fiscal policies that would “free up” the money for the town’s new Strategic Initiative Fund.

- Vice Mayor Bennett referenced the bathrooms located behind the concession stand at the War Memorial Park ball field. He asked when the bathrooms were scheduled to be “refreshed”.

Altavista Public Works Director David Garrett informed Council this project was on his maintenance “to do” list, but he was unsure of when it would be completed.

Mr. Bennett stated he felt this project should be completed as soon as possible. He suggested Mr. Garrett acquire cost estimates from outside contractors for Council’s next CIP budget considerations, in order to move this project forward.

Mr. Garrett stated, per Council’s request, he would acquire cost estimates from outside contractors in regard to this project for Council’s consideration.

Councilman Mitchell asked if this project was a CIP item or a town maintenance item.

Mr. Garrett stated the project was a town maintenance item.

Town Manager Waverly Coggsdale informed Councilman Mitchell, with the upcoming start of the town’s new fiscal year beginning on July 1st, he would review the budget in order to discuss with Council how to move this project forward.

9. Closed Session

Date: Tuesday June 22nd, 2021

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, discipline or resignation of specific public officers, appointees or employees of any public body

Section 2.2-3711 (A)(8) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

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A motion was made by Vice Mayor Bennett, and 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 Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

Town Council went into Closed Session at 5:50 PM.

Notice was given that Council was back in regular session at 6:45 PM.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

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

10. Adjournment

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

Mayor Mattox thanked the Town Manager and Town Staff for their continued hard work.

Mayor Mattox adjourned the meeting at 6:48 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk