

## Town Council Regular Meeting May 10th, 2022

The Altavista Town Council held their May 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, May 10th, 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  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Town Staff present: Mr. Gary Shanaberger, Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. Tom Fore, Public Services Director  
Ms. Sharon D. Williams, Community Development Director  
Mr. Jeff Arthur, Public Works Manager  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Assistant Town Clerk

Pastor Sinclair Hall, First Church of Jesus, 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 informed everyone of an amendment to the May 10th agenda.

- Section #8, Item H.: Wastewater Treatment Plant - Hydraulic System for Sludge Press

Mayor Mattox asked Town Council if they had any questions, comments, or concerns in regard to the May 10th meeting agenda, to which there were none.

Councilman Tracy Emerson made a motion, seconded by Vice Mayor Reggie Bennett, to approve the May 10th, 2022, Altavista Town Council Meeting Agenda as amended.

### Motion carried

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

3. Recognitions and Presentations

Mayor Mattox took this opportunity to recognize and congratulate Tom Fore, Altavista's Public Services Director, for the award he recently received from the Commonwealth of Virginia for his contributions to not only the Town of Altavista, but also the state. He read aloud a few of the words spoken about Mr. Fore at the award ceremony by his colleagues.

Mayor Mattox recited, "the Friend of Rural Water Award was not given out every year, but reserved for special individuals that were most deserving by making outstanding contributions to their profession in rural water", and "although semi-retired, he continues to look out for Virginia's water and wastewater operators by serving on boards of their professions", and

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“Tom Fore is an amazing role model for water and wastewater operators and has a passion for tasks that help his localities thrive and grow”.

Mayor Mattox led Council, Staff, and meeting attendees in a standing ovation for Mr. Fore and he thanked him for the good work he continued to do for Altavista and everyone he served.

### A. Town of Altavista Personnel Changes – April 2022

Milestone(s):

None for April

New Hire Listing:

Matthew Perkins, Assistant Town Manager as of April 1st

Departure Listing:

None in April

Mayor Mattox recognized Matt Perkins and welcomed him as the town’s new Assistant Town Manager.

### B. Bluegrass In The Park: 2022 Festival Highlights and 2023 Request

Tony Clifton, T&C Promotions, shared with Council the results of his first bluegrass festival in Altavista; held in English Park on April 3rd, in honor and support of the Children’s Miracle Network. He stated the event did well and, after expenses, he was able to donate \$2,000 to the Children’s Miracle Network.

Mr. Clifton stated that he would like to host the event again in 2023, however, he believed attendance was not what it could be due to other events going on the same weekend, so he asked Council to consider allowing him to change the date of the bluegrass festival to the last weekend in April (29th) or the first weekend in June (3rd).

Mr. Clifton stated, being this was his first time hosting the event in Altavista, he now knows a few things that his team would do differently. He referenced Altavista Fire Company Chief John Tucker and said that Mr. Tucker would be assisting T&C Promotions with the 2023 Bluegrass In The Park festival, to help make the event bigger and better. Mr. Clifton stated he was excited to have Mr. Tucker’s experience.

Mayor Mattox asked Council for their input on Mr. Clifton’s request to change the date of the 2023 bluegrass festival.

Councilman George referenced English Park being closed for the 2022 bluegrass festival and asked if the park could remain open during the 2023 event.

Mr. Clifton informed Council that his team was working with Mr. Tucker to develop a plan that was viable to the entire community, which included leaving the park open; and potentially not having an entry fee for the festival.

Mayor Mattox asked Mr. Clifton how soon he would have a draft plan for the 2023 event for Council’s review.

Mr. Clifton stated his team was currently working on a plan for next year’s event. He stated that having a set date would allow T&C Promotions to secure bands and activities for entertainment, and food vendors.

Councilman Mitchell said that he did not have an issue with either date requested.

Councilman Higginbotham asked Community Development Director Sharon Williams if she knew of any other events being planned on the same requested dates.

Ms. Williams stated, the only event she knew of that would take place close to the June 3rd date was AOT’s 2nd Annual Riverfest, which will be held on the second weekend in May.

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Councilman Emerson reminded everyone that the first weekend in June was known as Uncle Billy's Day Festival weekend for over 70 years. He stated, if Council approved that weekend for T&C's festival, he suggested they "go big" with what they offered at the event because the community would be expecting it to be.

Mr. Clifton stated, with Mr. Tucker's experience with past Uncle Billy's Day festivals, he was confident that T&C could accomplish a large event with multiple activities for all ages.

Councilman Mitchell asked if it was T&C's intent, if the June 3rd date was approved, to use "Uncle Billy" in the event's name.

Mr. Clifton stated it had not been discussed, but he would be open to suggestions if that was Council's desire. He said his team had discussed changing the name to remove bluegrass because they would have other genres of music at the 2023 event.

Councilman Emerson stated that he believed utilizing the reference to Uncle Billy would help increase attendance to the festival.

Councilman George stated, while the name did not have to be decided that evening, Mr. Clifton had asked Council to consider and approve one of the requested dates. He stated he believed June 3rd would also be popular with the community and increase attendance.

Councilman Lowman asked Mr. Clifton if he would be willing to work with volunteers from other town organizations.

Mr. Clifton stated, he anticipated the 2023 event to be even larger than the year before, and he would appreciate all of the help/volunteers he could get for the festival.

Mayor Mattox asked Mr. Clifton how his organization would acquire revenue if the festival offered free admission.

Mr. Clifton answered stating the revenue would be generated with vender setup fees and also, a percentage of the carnival's revenue would go to T&C Promotions, which would distribute the revenue between the band/entertainment and Children's Miracle Network.

Councilman Emerson informed Mr. Clifton that Uncle Billy's Day traditionally started on the first Friday night in June, and asked him if he intended to do the same with his event.

Mr. Clifton stated he favored doing so and, if approved by Council, he would discuss the possibility with his team to start the event activities and music on Friday, June 2nd.

There was a consensus of Town Council to approve June 2nd and June 3rd as the new dates for T&C Promotion's 2nd Annual Festival In The Park in Altavista's English Park.

Councilman George asked if there would be alcohol sold at the event.

Vice Mayor Bennett said, if so, a "beer garden" area could be roped off for patrons only.

Mr. Clifton stated he had experience with offering beer at some the events his team had hosted, however, with Altavista, he wanted to make sure the festival was conducted to satisfy both the town and town citizens. He said there would not be alcohol sold at the 2023 festival in Altavista, but he would keep the option in mind for future Altavista events.

Mayor Mattox and Council thanked Mr. Clifton and his team, T&C Productions, for their interest in Altavista and for bringing the Festival In The Park to town.

Town Manager Gary Shanaberger stated that staff would verify that the June 2nd and June 3rd dates were available for the festival and relay the information to Mr. Clifton.

Mayor Mattox thanked staff for coordinating such events in English Park with the Altavista Area YMCA, so that no events interfered with their community activities in the park.

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### C. Altavista Public Works Department - Proclamation

Mayor Mattox shared his appreciation for the Town of Altavista's Public Works Department and stated it was his honor to declare the following proclamation:

**WHEREAS**, the Town of Altavista relies on Public Works employees to ensure the safety, health, and well-being of its citizens and visitors; and

**WHEREAS**, this year's theme "Stronger Together" celebrates the vital role public works plays in connecting us all together. At its cornerstone, the Public Works Department provides, maintains, and improves the structures and services that assure a higher quality of life for our community.

**WHEREAS**, streets, roads and bridges keep us linked together from coast to coast, they allow our community a resource to grow and prosper; and

**WHEREAS**, Public Works professionals plan, build, operate, and maintain infrastructure including refuse disposal, public facilities and parks, and other structures and facilities essential to serving Town citizens and visitors; and

**WHEREAS**, our Town is safer and more efficient where citizens can enjoy the quality of life that makes Altavista special because of the dedication of Public Works professionals; and

**WHEREAS**, the Town of Altavista joins the American Public Works Association and other agencies and organizations in recognizing the contributions of Public Works professionals to the health, safety, welfare of the Town;

**NOW, THEREFORE**, I, Michael E. Mattox, Mayor of the Town of Altavista, do hereby proclaim May 16-22, 2022, as

"PUBLIC WORKS WEEK"

in the Town of Altavista, and command its observance to Town citizens and visitors.

**IN WITNESS WHEREOF**, I have here unto set my hand and affix the seal of the Town of Altavista on this the 10th day of May 2022.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Scott Lowman, to approve the proclamation declaring May 16th-22nd, 2022, as Public Works Week in the Town of Altavista.

Motion carried

Vote:	Dr. Scott Lowman	Yes
	Mr. Tim 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 presented Jeff Arthur, Public Works Manager, with the proclamation.

### 4. Citizen's Time

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern, to which there were none.

### 5. Town/Community Partner Updates

#### A. Altavista Area Chamber of Commerce (the Chamber)

There was no one present at this meeting to represent the Chamber.

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### B. Altavista On Track (AOT)

AOT's Vice President, Regina Adams, briefed Town Council on AOT's upcoming events.

- Mrs. Adams reminded everyone that AOT's 1st Annual Riverfest would take place from 12noon-6pm on Saturday, May 14th, at English Park. She said the event was free to the public and would offer music, food trucks, and activities for all age groups.
- Mrs. Adams referenced AOT's vacant Executive Director position and stated that AOT completed their interview process and would announce their new director soon.
- Mrs. Adams informed Council that Kaitlyn Smith, owner of Perfect Canvas Salon, completed the three-month cycle with AOT's Downtown Business Investment Grant Program. She stated that Ms. Smith's salon was thriving and AOT planned to host a ribbon-cutting event for her business.

Mrs. Adams stated that AOT recently received the last \$5,000 payment from Virginia's Department of Housing and Community Development (DHCD) to be used towards Altavista's aforementioned grant program. She stated that AOT intended to utilize a portion of those funds to assist the recipients of the grant program with advertising and marketing their small businesses.

Vice Mayor Bennett asked if there was a rate date scheduled for the upcoming Riverfest.

Mrs. Adams answered not at that time. She stated that AOT would be meeting with Altavista's Public Works Manager, Jeff Arthur, that week to discuss the possibility of moving vendors to the paved areas of the park, and the potential of cancelation if strong weather persists.

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

### 6. Consent Agenda

- April 2022 Financial Reports
- APD Surplus Items
- Approval of Council Meeting Minutes:
  - March 22nd, 2022, Work Session
  - March 29th extended Work Session

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

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the May 10, 2022, Council Meeting Consent Agenda as presented.

Motion carried.

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

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## 7. Public Hearings

- FY2023 Town Budget and FY2023-2027 Capital Improvement Plan (CIP)

Mayor Mattox opened the hearing for public comments at 6:30pm.

With not public comments, Mayor Mattox closed this hearing at 6:31pm.

Mayor Mattox asked Town Council if they had any questions or comments regarding the proposed FY2023 Budget and FY2023-2027 CIP.

Councilman Mitchell referenced the request of Council to start the budget process earlier for the 2023 fiscal year and he thanked Town Staff for working diligently to achieve the task. Town Council concurred and also thanked staff for their hard work.

- FY2023 TOA Proposed Water and Sewer Rate Increases

Mayor Mattox opened the hearing for public comments at 6:32pm.

With not public comments, Mayor Mattox closed this hearing at 6:33pm.

Mayor Mattox asked Town Council if they had any questions or comments regarding the FY2023 proposed utility rate increases, to which there were none.

- Dearing Ford Industrial Park – Boundary-line Adjustment

Town Attorney John Eller explained the reason for this public hearing. He referenced the town's recent purchase of an 83 acre parcel from the Fauntleroy family and stated it was the town's intent to secure a boundary-line adjustment to bring the property into town limits as an addition to the Dearing Ford Industrial Park.

Mayor Mattox opened the hearing for public comments at 6:34pm.

With not public comments, Mayor Mattox closed this hearing at 6:35pm.

Mayor Mattox asked Town Council if they had any questions, comments, or concerns regarding the Dearing Ford boundary-line adjustment agreement or the resolution between the Town of Altavista and Campbell County, to which there were none

Councilman Wayne Mitchell made a motion, seconded by Councilman Tracy Emerson, to approve the resolution/agreement between the Town of Altavista and Campbell County regarding the aforementioned 83 acre parcel boundary-line adjustment.

Motion carried.

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

## 8. New Business

### A. Donated Park Benches

Public Services Director Tom Fore referenced the current cost for donating a bench to the town, \$900, and informed Council, due to material cost increases, the current dollar amount for the items to donate a bench totaled \$1,160 (bench \$700, concrete \$350, and plaque \$110); leaving the town to pay the remaining \$260.

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Councilman Mitchell asked if the town charged an installation fee to place the benches.

Mr. Fore stated the town did not charge labor costs for installation, only material costs.

Vice Mayor Bennett referenced the \$1,160 cost and recommended charging an even dollar amount of \$1,200.

Councilman Higginbotham stated, due to the potential of material costs to continue to increase, he concurred with the Vice Mayor.

With a motion by Councilman Jay Higginbotham, seconded by Councilman Tracy Emerson, Town Council approved staff's request to increase the cost to donate a park bench to the town for English Park's trail system from \$900 to \$1,200.

Motion carried.

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

### B. Special Event Permit Request: Davis Family Reunion

Altavista Community Development Director, Sharon D. Williams, briefed Council on the details of this request. She stated the Davis family reunion event was usually held inside the Booker Building; however, this year's request was to hold the reunion outside at English Park, in the field across from the splash pad.

Ms. Williams stated that Kathy Davis, the family member submitting the request, it would be less formal holding the event outside and would allow the family to enjoy having outdoor games, such as volleyball and corn hole. She said Ms. Davis indicated there would be no more than 50 people in attendance at the reunion, and no alcohol would be served.

Ms. Williams stated that all Town Departments and the YMCA had received and reviewed the request and no objections had been raised. She asked if Council had any questions.

Mayor Mattox asked Council if they had any questions or concerns with the Davis family reunion Special Event Permit request, to which there were none.

A motion was made by Councilman Tracy Emerson, seconded by Councilman Wayne Mitchell, and Town Council approved the Special Event Permit request by Kathy Davis to utilize a portion of English Park, across from the splash pad, to hold the Davis family reunion on Saturday, June 4th, from 2-7pm.

Motion carried.

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

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### C. Special Event Permit Request: AOT, Vista BBQ Festival

Altavista Community Development Director, Sharon D. Williams, referenced Council's approval at their November 9th, 2021, Town Council Meeting to allow Altavista On Track (AOT) to host their 2nd Annual Vista BBQ Festival on Saturday, October 1st, 2022. She stated the event was recently approved to be a Kansas City Barbeque Society (KCBS) "sanctioned event", and was expected to draw competitors all across the east.

Ms. Williams stated that AOT was asked to allow competitors to begin arriving on Thursday to set up and rest before they begin cooking on Friday. She stated, at that time, AOT was requesting Council's approval to utilize the large field at English Park for the BBQ festival competitors to arrive on Thursday, September 29th. She stated, no other areas of the park would be impacted.

Mayor Mattox asked Council if they had any questions.

Councilman George asked if AOT intended to close the entire park for this event.

Ms. Williams stated most of the park would be closed during the festival, except for the boat ramp/river access area adjacent to the lower parking lot of the park. She stated the park would not be closed until the Friday before the event.

A motion was made by Councilman Tracy Emerson, seconded by Vice Mayor Bennett, to approve AOT's request to amend their Special Event Permit request and allow the use of English Park for the 2022 Vista BBQ Festival starting on Thursday, September 29th.

Motion carried.

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

### D. DAWN (Donation A Week Neighbor): Environmental Assessment

Altavista Community Development Director, Sharon D. Williams, referenced the Town of Altavista's award of a Brownfields Investment Grant from the Virginia Brownfields Restoration and Economic Redevelopment Assistant Fund (VBAF), which they used for town projects and to help some small business owners in the downtown area with environmental assessments of their properties.

Ms. Williams informed Council that DAWN (Donation A Week Neighbor) was currently under contract to purchase the former Moorefield Cleaners property, located at 717 7th Street. She stated it was DAWN's intent to open their food pantry at the new location if their Special Use Permit (SUP) was approved by Town Council.

Ms. Williams stated, due to the types of chemicals used at the dry cleaners, DAWN desired an environmental assessment conducted before occupying the building. She said the assessment would cost approximately \$4,000, and it was staff's recommendation to use a portion of the town's remaining Brownfields grant funds (\$191,273.25) to cover the cost of the environmental assessment for DAWN.

Ms. Williams also asked if it was Council's desire for staff to take care of this type of request, pertaining to the remaining Brownfields grant funds, moving forward.



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Councilman Higginbotham shared his favor in accepting staff's recommendation to fund DAWN's environmental assessment. He stated he would rather Council continue making the decisions for disbursing the funds rather than staff.

Councilman Mitchell asked if there was a timeframe in which the town had to use the VBAF grant funds or if they would be required to forfeit the remaining amount.

Ms. Williams said she didn't believe there was a deadline for using the VBAF funds. She also reminded Council the funds were for testing, not remediation, so if any contaminants were found, a separate application had to be submitted for the remediation efforts.

Councilman Higginbotham asked Councilman Lowman if the town's Brownfields funds could be used in testing for PCBs at the Wastewater Plant's overflow pond.

Dr. Lowman stated the funds were intended for initial testing of a site, not for the continuation of testing and not for remediation purposes.

Dr. Lowman also shared his favor with assisting DAWN with their needed assessment. He stated he believed the Brownfields program was a great tool for a locality to utilize in these instances.

Mayor Mattox asked for Council's input on whether they wanted staff to make the disbursement decisions for the Brownfields funds, or they wanted each request to come before Council for approval consideration.

Vice Mayor Bennett shared his favor in staff handling the task, and with Council only meeting twice per month, the process would move quicker if staff was authorized to do so

Councilman Mitchell suggested Council set a "not to exceed" dollar amount for allowing staff to make monetary decisions regarding the town's Brownfields funds, to which Council concurred.

Mayor Mattox asked what dollar amount staff felt comfortable with in handling this task.

Ms. Williams stated a Phase I assessment usually cost from \$4,000-\$5,000. She suggested a \$10,000 limit to staff's authorization for this purpose.

A motion was made by Councilman Scott Lowman, and seconded by Vice Mayor Bennett, to authorize Town Staff the ability to approve Brownfields fund requests that were \$10,000 and under. The motion also approved staff's recommendation for the town to cover the \$4,000 cost of DAWN's environmental assessment at their new location, 717 7th Street, formally known as Moorefield Cleaners.

Motion carried.

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

### E. DAWN (Donation A Week Neighbor): Special Use Permit - Fee Waiver Request

Altavista Community Development Director, Sharon D. Williams, referenced DAWN's intent to relocate their food pantry to a new location, 717 7th Street. She stated the town's zoning ordinance required DAWN to acquire a Special Use Permit (SUP) to locate and operate their food pantry at the facility formally occupied by Moorefield Cleaners.

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Ms. Williams stated that DAWN was asking for Council's consideration to waive the \$400 application fee for the required SUP. She said, with the timing being so close to the end of the fiscal year, the \$400 could be absorbed in the Community Development budget.

A motion was made by Councilman Jay Higginbotham, and seconded by Vice Mayor Bennett, to approve DAWN's request and waive the \$400 Special Use Permit application fee for the relocation of their food pantry to 717 7th Street, formally a cleaners.

Motion carried.

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

### F. Spark Innovation Center Update

Altavista Community Development Director, Sharon D. Williams, shared with Council a brief update on the Spark Innovation Center project. She stated that Jacob Caldwell, Dominion Seven, a Spark center design team member, was also present to offer additional updates and answer any questions that Council may have.

Ms. Williams stated the Spark Innovation Center was a collaborative effort between the Town of Altavista, Altavista on Track, the Virginia Tobacco Region Revitalization Commission, the USDA, and others. She said the center would not have been possible without the small business owners and local leaders who championed this dream.

Ms. Williams thanked Council for touring the Spark Innovation Center before their meeting that evening and shared with everyone the first-floor layout of the center.

- (4) offices for rent w/ an additional office for Spark Manager
- (2) 6-person conference rooms, convertible to one large room
- Makerspace, with equipment
- Focus booths/work cubicles
- (2) phone booths
- (4) standup workstations
- Lounge area

Ms. Williams stated the substantial completion date for this project was June 1st, 2022, with an open date tentatively scheduled for August 1st. She shared with Council the "next steps" in the process to make this happen.

Ms. Williams said that an employee needed to be hired to run the day-to-day operations, which included learning to operate the equipment on site in order to assist clients.

Ms. Williams informed Council the furniture for the makerspace had been selected, but not ordered. She stated, when ordered, there was a 6-8 week lead time for delivery and would need to be assembled when received. Ms. Williams reminded Council that the town appropriated funds in the FY2022 Community Development budget for contractual services for the Spark Innovation Center project, which could be utilized to pay for assembling the aforementioned furniture for the makerspace.

Ms. Williams shared a few other items that would need to be completed before the Spark center's opening.

- Turn on internet: \$930/month (36 mo.) - existing contract with River Street
- Accept phone quote (internet-based phones): \$290/month - River Street

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- Computers, Audiovisual Equipment, Scheduling Tablets need to be installed – River City (currently not under contract)
- Marketing campaign needed to begin 90 days prior to opening
- Installation of pole and transformer

Mr. Jacob Caldwell, Dominion Seven, stated the work order for the pole and transformer was submitted to Dominion Power and Town Staff was awaiting the cost and a scheduling date for installation, potentially three months out.

Councilman Higginbotham referenced the \$930 monthly internet service fee for the Spark Innovation Center and asked if the center needed that much service.

Councilman Lowman stated the internet the Spark Center would have was the equivalent of a home service, times twenty. He stated, having such high quality internet was also an opportunity for the town to extend the service to Town Hall and potentially English Park.

Mayor Mattox asked for details on the cost to use the amenities being offered at the Spark Innovation Center and if those fees would cover the cost of running the facility.

Ms. Williams encouraged everyone to visit the Spark Innovation Center website, which showed the cost for daily, weekly, and monthly service, the cost for a single walk-in visit, and an overview of the multiple services that the center offered. She stated the Spark Innovation Center should be self-sufficient by its third year in operation.

Councilman Higginbotham shared his concern with the town having to hire an additional employee to oversee the Spark Center. He stated he thought the Altavista On Track (AOT) Executive Director/Altavista Main Street Coordinator's office would be housed at the Spark Center to cover the task.

Vice Mayor Bennett stated it was the desire of the AOT Board to no longer be under the "umbrella" of the Town of Altavista and the Executive Director's office would no longer be located at Town Hall, which meant it would also not be located at the Spark Center.

Mayor Mattox asked Ms. Williams to bring Council back an overview of 1), what it was going to cost to operate the Spark Center monthly, 2) the fees to use the Spark Center amenities, and 3) an estimate of the Spark Center's projected annual revenue.

Councilman Higginbotham suggested the Spark Innovation Center be a topic of discussion at Town Council's upcoming retreat/strategic work session.

Mayor Mattox stated the retreat facilitator, Kim Payne, would be in touch with all Council members for their input on topics for the retreat.

Vice Mayor Bennett suggested staff gather operational and expense details of similar centers in the surrounding area for insight on projecting future costs for the Spark Center.

Ms. Williams moved forward in her presentation and referenced Phase II of the Spark Innovation Center Project (the second floor concept) as laid out in the project's feasibility study, which would provide additional offices and conference room. She shared with Council the items that needed completion before the second floor could be occupied.

- Installation of lift for handicap accessibility
- Conversion of existing bathroom to unisex bathroom
- Complete remodeling the upstairs kitchen
- Removal of paneled wainscoting throughout upstairs
- Demolition of some interior walls and new walls and doorways installed
- Additional wiring, lights, and electrical outlets
- Install new floor covering

Mayor Mattox suggested, if approved, to install the pit and shaft as soon as possible, so not to interfere with the Spark Innovations Center's operations on the first floor.

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Ms. Williams stated that staff drafted three options for Council's consideration pertaining to installing the pit for the handicap assessable platform lift.

Option 1: shaft and pit construction only

Option 2: install pit, shaft, and lift in preparation for 2nd floor renovation at a later date

Option 3: full completion of Phase II - all lift components and 2nd floor renovation

Councilman Higginbotham stated, if the 2nd floor was not renovated, there would be no need to install an elevator/lift.

Ms. Williams concurred, but reminded Council that the 2nd floor was currently zoned residential, and would have to be renovated to be useful for the Spark Center, therefore a lift would be required to make the facility handicapped assessable and up to code.

Councilman Higginbotham stated, if the town moved forward with Phase II and installing the shaft and pit for the second floor lift, that area would need to be blocked off from all other working areas due to dust and debris.

Mr. Higginbotham stated he believed the town should be prudent and postpone Phase II of the Spark Innovation Center Project until the town could analyze how well the community responded and used the first floor of the facility.

Councilman Mitchell agreed with Mr. Higginbotham to postpone Phase II of the Spark project. He stated the initial concept, which included the second floor, was changed after a feasibility study was conducted and the town decided that all items/services would be available on the first floor in order to provide everyone, handicap accessibility included, the opportunity to use the Spark Innovation Center; and the second floor would only offer additional office spaces and conference rooms.

Mr. Mitchell reminded Council that the feasibility study for this project was only viable because it included an existing town employee (Main Street Coordinator) overseeing the day-to-day activities in the Spark Center where their office would be located. He stated Phase I of the project was already over budget and stated he favored postponing Phase II.

Ms. Williams stated, at that time, staff was seeking direction from Council for what they desired as the next steps pertaining to the Spark Innovation Center Project.

Mayor Mattox referenced the grants that the town received for this project and asked Ms. Williams if it was feasible for the town to slow this project down by postponing the second floor renovation, until the town could evaluate the needs of the community for the facility.

Ms. Williams stated that the town may be asked to pay back the \$184,000 grant from the Virginia Tobacco Commission.

Councilman Emerson stated, pertaining to the aforementioned grants the town received for the Spark Innovation Center Project, he asked if there was anything the town had not done that it was required to do to obtain/keep the grant.

Ms. Williams answered there was not. She stated the town had completed every contractual item required for the grant process and informed Council that the grants received were for the first floor only – Phase I of the Spark Innovation Center Project.

Councilman George asked if the elevator (lift) could be installed on the exterior of the building to decrease the amount of disruption to the first floor working spaces.

Mr. Caldwell answered yes, however, the initial design for the lift was interior and would have to be revised to meet the specifications of an exterior plan, which would likely increase the cost of installing the item.

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Councilman Higginbotham stated, if the town decided to move forward with either option pertaining to installing an elevator and second floor renovations, he suggested conducting the work at night or on weekends, so not to disrupt activity of the first floor during the day.

Vice Mayor Bennett referenced Abbott Laboratories in Altavista and said the facility used floor-to-ceiling plastic barriers to keep construction zones contained. He suggested the town use the same if moving forward with the elevator was approved.

Mr. Caldwell stated that was an option and shared his appreciation for the town thinking “outside the box” to find solutions/options for installing the elevator. He reminded Council that working at night and on weekends would likely increase the project cost of this item.

Councilman Emerson stated that he did not believe the town needed an elevator to the second floor if the second floor offered the same services and amenities as the first floor. He asked staff to investigate whether the town was required to add an elevator to Spark Innovation Center if the second floor was not renovated at that time.

Councilman Lowman suggested the town decide as soon as possible whether or not to install an elevator in the Spark Innovation Center, in order to keep the project moving forward and an opening date scheduled soon, which would show the grantors that the town had completed all items required from the received grants.

Councilman Mitchell stated he was not in favor of installing the aforementioned elevator and he was also not in favor of spending additional funds for Phase II of the Spark Innovation Center Project until Phase I was complete, the center was open, and the town confirmed that the facility was being utilized as projected/desired by the town.

Councilman Higginbotham stated he did not believe it was feasible for the town to install an elevator in the Spark Center until there was a definite need to do so. He stated the town may never have the need to renovate the second floor, therefore, if the elevator was installed, the town would have wasted funds that could have been used elsewhere.

Councilman Lowman said he believed the town’s main desire at that time was to complete Phase I (the first floor operations) of the Spark Innovation Center and open for use.

Vice Mayor Bennett suggested staff investigate using local businesses/corporations to help fund the Spark Innovation Center, by sponsoring specific work areas within the center.

Mayor Mattox asked Town Council if they had any additional questions, comments, or concerns regarding Ms. Williams’ presentation pertaining to the installation of an elevator on the interior of the Spark Innovation Center in preparation of renovating the second floor of the facility (Phase II), to which there were none.

There was a consensus of Town Council not to install an elevator in the Spark Innovation Center at that time and to postpone Phase II of the project until such time as the second floor was deemed needed for use.

Ms. Williams asked Council for a moment to discuss funding for the Spark Innovation Center Coordinator position.

Councilman Emerson reminded Council that the initial plan was to have an existing member of town staff to occupy the Spark Center and oversee the day-to-day operations. He stated, although that person was no longer going to be the town’s Main Street Coordinator (AOT Executive Director), he still believed the town could utilize an existing staff member for the task.

Councilman George asked what the person in that position would be responsible for.

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Ms. Williams shared some of the tasks the Spark Coordinator would be responsible for:

- Scheduling
- Invoicing
- Collecting fees for Spark services
- Managing equipment offered in the Spark Center's makerspace
- Small Business Programs (such as the Chamber of Commerce "Lunch & Learn")

Mayor Mattox asked that Council consider postponing this discussion until the Town Manager, Gary Shanaberger, had time to consider all options pertaining to this matter.

There was a unanimous consensus of Town Council to do so.

Councilman Higginbotham suggested the matter also be discussed at Council's upcoming retreat/strategic work session, to which the Town Manager and Council concurred.

### G. Special Event Permit Request: Altavista Outreach & Enrichment Organization

Background:

Summer SPARK is a free learning and enrichment program in Altavista for ages 4-12 years old. They meet each Wednesday during the summer and provide games, activities, stories, and a snack. Each child leaves with a book and other essentials.

Sharon Williams, Altavista's Community Development Director, informed Town Council that the Altavista Outreach and Enrichment Organization (AOE) had once again applied for a Special Event Permit to host its Summer SPARK Program. She stated the AOE was requesting the use of Shreve Park from 9:30-10:30 a.m.; and the John Mosley Memorial Park from 11:00am-12:00pm on June 8th, 15th, 22nd, 29th, and July 6th.

Mrs. Jane Green, AOE Representative, was present to answer any questions Council had.

Mayor Mattox asked if Council had any questions pertaining to the Summer SPARK Program, to which there were none. Mayor Mattox thanked Mrs. Green and the AOE for the work they do for the Altavista community.

A motion was made by Councilman Tracy Emerson, and seconded by Councilman Jay Higginbotham, to approve the Special Use Permit request submitted by the Altavista Outreach and Enrichment organization to host their Summer Spark Program and both Shreve and John Moseley Memorial Parks, every Wednesday in June and on July 6th.

Motion carried.

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

### H. Wastewater Treatment Plant (WWTP): Hydraulic Pump Replacement

Mr. Tom Fore, Altavista's Public Services Director, referenced the Altavista Wastewater Treatment Plant (WWTP) and informed Council that the WWTP's hydraulic pump for the sludge press system had prematurely failed and needed replacing.

Mr. Fore requested Council's consideration to allow staff to utilize unexpended funds in the FY2022 budget to cover the \$10,300 cost to replace the hydraulic pump.

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Mayor Mattox asked Town Council if they had any questions in regard to staff's request.

Councilman Mitchell asked if any other components of the sludge press needed replacing.

Mr. Fore stated only the hydraulic pump needed replacing at that time. He stated it was his intent to purchase a backup hydraulic pump in six years and include the item in the CIP every four years moving forward, in order to cover the cost of the item when needed.

A motion was made by Councilman Jay Higginbotham, and seconded by Councilman Tracy Emerson, to approve staff's request.

Motion carried.

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

### 9. Unfinished Business

There were no unfinished business items to discuss on this date.

### 10. Reports and Communication

#### A. Town Council 2022 Strategic Planning Retreat/Work Session

Town Manager, Gary Shanaberger, updated Council on the details of their upcoming retreat. He stated the Tuesday, June 7th date had been confirmed with the retreat facilitator Kimble Payne, The Berkley Group, and the Altavista Train Station conference room was reserved for that meeting date as well, from 12noon to 5pm.

Mr. Shanaberger referenced Council's requirement to have FOIR training every two years in office. He suggested having the training at 10:30am in the large conference room at Town Hall, the morning of the June retreat. He stated lunch would be served at 11:30am at the Train Station before the start of the meeting.

Councilman Higginbotham asked if the FOIR training could take place at the Train Station allowing Council to eat lunch during the training to save time.

Mr. Shanaberger stated the Train Station did not offer the capability to broadcast the web link needed to complete the training. He suggested Council bring their laptops to the meeting and take the training all together, or if they preferred, Council could take the training at home and inform staff when they complete the training in order to keep the required records.

There was a consensus of Town Council to take the FOIR training on their on time and, for official records, inform Town Staff when completed.

#### B. April 2022 Departmental Reports

#### C. Council Monthly Calendars - May and June

The Departmental Reports and Council Calendars were delivered to Town Council with their May Regular Council Meeting Agenda Pre-Packet.

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Mayor Mattox asked the Town Manager and Department Directors if they had any comments pertaining to the monthly reports, to which there were none.

### D. Informational Items

Assistant Town Manager, Matt Perkins, updated Town Council on a few items they previously asked staff to investigate further.

- Hwy. 29 (Blue) Directional Signage

Mr. Perkins stated that VDOT had a third-party overseeing the administration of these signs. He informed Council that he had a meeting scheduled that week with the project managers of the directional signs; to discuss Altavista's needs and the cost to advertise on the signs, including Avoca, Dalton's Landing, English Park, and Altavista's Visitor Center, soon to be located at the Staunton River Memorial Library. He said he would bring information to Council as he received it.

- English Park Vending Machine

Mr. Perkins stated that he met with Altavista's Public Works staff to gather their thoughts and any concerns they may have regarding the potential of having a vending machine/machines at English Park. He stated Public Works had no issues with the town installing vending machines.

Mr. Perkins asked Council if they were ready for staff to move forward with this project and advertise for RFPs; and if so, was their desire to have both snack and beverage vending machines, or beverage machines only.

Mayor Mattox referenced the multiple drink cans that were left on the ground all over the park during the previous time that vending machines were located there. He stated, as long as Public Works was ok with having the vending machine(s) at English Park, then he would support the item.

There was a consensus of Town Council to allow staff to move forward with RFPs for the English Park Vending Machine Project.

- Altavista Community Events Calendar

Mr. Perkins informed Council that staff continued to work on Council's request to establish a Community Events Calendar for the town's website. He stated that he and Mrs. Hailey, Assistant Town Clerk, would work to draft a guideline policy for the calendar and bring Council the draft for review at a later date/work session.

- Marketing Flyer for Altavista

Mr. Perkins informed Council that he recently reached out to local economic developers within the region for their input on what they would like to see on such "brag sheet" from a locality. He asked Council who their intended audience would be, and what size they wanted the product be; a full-sized flyer or postcard size.

Mayor Mattox suggested using a postcard sized mailing for this project.

Councilman Emerson suggested including the town's vacant commercial buildings on the promotional item.

Councilman Mitchell stated that Altavista's last Economic Director, Dennis Jarvis, drafted a similar template for a previous project. He told Mr. Perkins that he would be happy to share the item with him as a starting point for this current project.



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Mr. Mitchell shared his favor with using both an 8x10 sized flyer and a postcard to produce a successful outcome. He said that he believed Town Staff and the AEDA could work together to achieve the result the town was looking for.

### 11. Matters from Council

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

- Vice Mayor Bennett referenced the Lynch Creek Sewer line Replacement Project and asked Tom Fore, Public Services Director, if the pipe currently at the site was the permanent product.

Mr. Fore answered stating the current pipes were temporary and would be replaced with the permanent sewer pipes once the larger sections were completed.

Councilman Higginbotham asked what size the new sewer line was that was being installed, to which Mr. Fore stated Menden Pipe was installing 10” pipe for this project.

- Councilman Emerson asked for an update on the Vista Theater Project.

Altavista’s Community Development Director Sharon D. Williams stated that she would provide Town Council with an update pertaining to the theater at their May Work Session.

Councilman Higginbotham suggested the Vista Theater Project also be a topic of discussion at Council’s upcoming retreat (strategic work session) on June 7th.

Mayor Mattox reminded Council there were many items of interest to be discussed at the retreat and Council would address the most important items first and work their way down from there. He reminded Council that Mr. Kimble, retreat facilitator, would be contacting each Council member for their thoughts to gather the main topics of interest.

- Councilman Mitchell referenced the mister purchase previously approved by Council for use to address the overflow pond issue at the Wastewater Treatment Plant. He asked for an update on this project.

Mr. Tom Fore, Public Services Director, stated the initial check for the required 10% down to hold the price had been sent, 70% will be due ninety days before delivery, and the remaining balance due when the equipment was delivered and on site.

Mr. Mitchell stated he was asking to determine if the item could be discussed at the upcoming Council retreat, which it could not because the project was already approved and moving forward.

Mayor Mattox reminded Town Council that the purpose of the “Matters From Council” section of their meeting agendas was an opportunity for Council Members to request information from Town Staff or to request the consideration of Council for an item of their interest to be placed on a future agenda for further discussion. He stated it was not the time to have a lengthy discussion on an item.

### 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)(3) 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*

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

The motion was made by Vice Mayor Reggie Bennett, seconded by Councilman Jay Higginbotham.

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

Town Council went into Closed Session at 8:03 p.m.

Notice was given that Council was back in regular session at 8:28 p.m.

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

Per Town Manager Gary Shanaberger, there were no actions taken by Town Council from this closed session.

### 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 8:30 p.m.

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Michael Mattox, Mayor

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Gary Shanaberger, Town Clerk,  
Town Manager