

Town Council Regular Meeting August 9th, 2022

The Altavista Town Council held their August 2022 regular meeting in Council Chambers of the Town Hall/J.R. Burgess Municipal Building, 510 Seventh Street, on Tuesday, August 9th, at 6pm.

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. Timothy George
Mr. Jay Higginbotham
Dr. Scott Lowman
Mayor Michael Mattox
Mr. Wayne Mitchell
Absent: Mr. Tracy Emerson

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

Reverend Scott Doran, Lynch Station Baptist Church, gave the invocation for this evening. After the invocation, Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

2. Agenda Adoption

Mayor Mattox informed Council of an amendment to the August 9th meeting agenda:

- o Section 8. New Business: Item C. removed/moved to the September work session.

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

Councilman Wayne Mitchell made a motion, seconded by Vice Mayor Reggie Bennett, to approve the August 9th, 2022, Altavista Town Council Meeting Agenda as amended.

Motion carried

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

3. Recognitions and Presentations

A. Employee Recognition

Public Works Manager Jeff Arthur Informed Council that he recently received an email from Altavista Citizen Irene Thacker, praising Public Work's hard work, and also thanking three town employees for their kindness when approached by her grandson while they were working at English Park.

The Public Works Employees that Ms. Thacker spoke of were Michael Nave, Tim Boley, Phillip Brightwell, and Jonathan Rice.

B. Town of Altavista Personnel Changes - June 2022

Milestone(s):

Ronald Pickerel Jr. Wastewater Operator II 5 years as of July 14th

New Hire Listing:

Tristen Baldwin	Public Works	Maintenance Worker/Streets
Jeremy Fish	Public Works	Maintenance Worker/Utilities
Michael Nava	Public Works, B&G	Sr. Maintenance Specialist

Departure Listing: None

Town Council Regular Meeting August 9th, 2022

C. Davenport Presentation – Financial Borrowing Options

Background:

R.T. Taylor, Davenport & Co. Financial Group, began this discussion with Town Council at their July 26th Work Session; and Council asked Mr. Taylor to return with additional information pertaining to the town's borrowing options.

Mr. Taylor shared an overview of the town's Strategic Plan of Finance that the town began approximately five years prior, pertaining to CIP projects to repair or replace components of the town's utility infrastructure.

Mr. Taylor referenced the town's outstanding debt (\$17 million) pertaining to its Utilities Upgrade Project and reminded Council the town had applications in with Virginia's Drinking Water Program and Clear Water Program, leaving approximately \$13 million the town would need to borrow through either a bank loan or VRA loan.

Mr. Taylor stated that Davenport would continue to do their due diligence to find the most feasible borrowing option(s) for the town; and he would bring those options to Council at their September 13th meeting.

Mr. Taylor informed Town Council that a (required) public hearing would also be conducted during the September 13th meeting, allowing Council to take into consideration any public comments when they were choosing a borrowing option for the town's Utilities Infrastructure Upgrade Project; which they would do that evening. He stated he would be happy to answer any questions Council may have regarding this matter.

There were no comments or questions from Town Council regarding this item on this date.

Mayor Mattox thanked Mr. Taylor for his time and for Davenport's continued hard work and efforts for the Town of Altavista.

4. Citizen's Time

There were no citizens to come before Town Council on this date.

5. Town/Community Partner Updates

A. Altavista Area Chamber of Commerce (the Chamber)

Mrs. Codie Cyrus, Chamber Chair, informed Town Council that the Chamber's new Executive Director would begin their role on Monday, September 12th. Mrs. Cyrus stated that she would introduce the new director to Town Council the following month.

B. Altavista On Track (AOT)

AOT Executive Director David Green gave Town Council an overview of AOT's upcoming events.

- Mr. Green informed Council that AOT was partnering with the Staunton River Memorial Library, in Downtown Altavista, for a Back-to-School Community Block Party, to be held on Friday, August 19th. He stated the partnership also included the Altavista Chamber of Commerce.
- Mr. Green stated the work was continuing on the Vista BBQ Festival, hosted by AOT, that was scheduled for Saturday, October 1st. He informed Council there would be approximately fifteen BBQ chef participants; many local and even some from other states: Tennessee, Maryland, North Carolina, Williamsburg VA, and more.

6. Consent Agenda

A. TOA Monthly Financial Reports – July 2022

B. Public Works Request to Outsource the Installation of the Foundation for 2nd Jenks Trail Pedestrian Bridge

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

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Scott Lowman, to approve the August 9, 2022, Council Meeting Consent Agenda as presented.

Town Council Regular Meeting August 9th, 2022

Motion carried.

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

7. Public Hearings

Assistant Town Manager Matt Perkins presented both public hearings for this evening.

A. Donation A Week Neighbor (DAWN) – Request for a Special Use Permit

Background:

DAWN recently purchased a building at 717 7th Street for their offices and to operate their food pantry. Per Sec. 86-352(3) of the town's Zoning Ordinance, a Special Use Permit (SUP) is required for the proposed use in the C-2 Zoning District.

Mr. Perkins informed Council that the Altavista Planning Commission and Town Staff both recommended approval of the request with the following 14 conditions recommended by staff:

1. This Special Use Permit is granted to DAWN, Inc to operate a food bank/food pantry, or similar use at 717 7th St, identified as Tax Parcel 83A-11-28-17 and is not transferrable.
2. The hours of operation shall be Monday – Friday from 8:00 a.m. to 5:00 p.m.
3. There shall be no onsite food preparation and no on-site food dishwashing.
4. Drive thru food distribution shall occur no more than once per week during the hours of 9:00 a.m. – 1:00 p.m. A parking and circulation plan must be approved in conjunction with the Chief of Police, Director of Public Services and Director of Community Development.
5. Drive thru food distribution shall be prohibited unless a formal written agreement between DAWN, Inc and the Altavista Area YMCA is approved by form by the Community Development Director in conjunction with the Town Attorney. Should the agreement terminate, no drive thru distribution will be permitted without the express written consent of the Altavista Town Council.
6. During food distribution DAWN shall be responsible for ensuring that the flow of traffic is not impeded, and staff shall wear reflective vests to be easily identifiable to motorist.
7. Five (5) off-street parking spaces shall be provided onsite for the proposed use.
8. There shall be no outside storage of equipment or materials.
9. Food delivery trucks shall be restricted to one delivery per day during the hours of 7:00 am-5:00pm and shall not impede the use of the alley, Franklin Ave, or 7th Street to the traveling public.
10. The applicant shall obtain and hold all required permits and licensure required from the Commonwealth of Virginia, Campbell County, and Town of Altavista.
11. The applicant shall obtain a Certificate of Occupancy for the proposed use with a copy provided to the Town of Altavista.
12. A maximum of one (1) identification sign is permitted for the proposed use. The type of sign permitted shall be a freestanding sign or wall mounted sign, not to exceed twentyfour (24) square feet and shall comply with the following guidelines: a. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties. b. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening. c. All lighting must be approved by the Zoning Administrator prior to installation. d. Temporary banners shall not exceed 40 square feet.
13. This Special Use Permit shall be come null and void if the use is abandoned for a period of twenty-four (24) consecutive months.
14. This Special Use Permit may be revoked by the Town of Altavista or by its designated agent for failure by the applicant to comply with any of the listed conditions or any provision of local, state, or federal regulations.

Mayor Mattox opened this public hearing at 6:13pm.

With no citizens coming forward, the Mayor closed the hearing at 6:14 pm.; and asked Town Council if they had any questions, comments, or concerns, to which there were none.

Town Council Regular Meeting August 9th, 2022

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to approve the Special Use Permit request by D.A.W.N., with the fourteen (14) conditions as recommended by Town Staff.

Motion carried.

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

B. Initial Zoning of Tax Parcel 69-4-4-3

Background:

When land is annexed into a town, it is not zoned. A public hearing is required to establish a zoning district.

Mr. Perkins stated, as the result of a boundary-line adjustment between Campbell County and the Town of Altavista, 83 acres were added to town limits, and needed to be zoned. He stated that it was the Planning Commission's and Town Staff's recommendation to zone the property the same designation as previously given by Campbell County (Industrial).

Mayor Mattox opened this public hearing at 6:19pm.

With no citizens coming forward, the Mayor closed the hearing at 6:20 pm, and asked Town Council if they had any questions regarding this item, to which there were none.

Councilman Jay Higginbotham made a motion, seconded by Councilman Wayne Mitchell, to accept Town Staff's and the Planning Commission's recommendation and zone the aforementioned property (Tax Parcel 69-4-4-3) as M-Industrial.

Motion carried.

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

8. New Business

A. DAWN: Phase II Environmental Assessment and Asbestos Testing

Background:

Stantec (formerly Cardno), the Town's environmental consultant, performed a Phase I Environmental Assessment funded through the Town's Brownfields Grant. A Phase I primarily assesses the likelihood that a site is contaminated through visual observations, historical site activities, and regulatory records. No information was found to confirm any contaminants; however, the existence of an onsite dry cleaning facility for nearly 30 years is considered a Recognized Environmental Condition (REC) in connection with the subject property. Stantec has recommended a Phase II Environmental Assessment.

Assistant Town Manager Matt Perkins addressed Council regarding this matter and stated, in order for DAWN to obtain a building permit from Campbell County, an asbestos report must be provided, which Stantec said they could do the testing during the Phase II Assessment, and it could be covered by the town's Brownfields Grant, at an estimated cost of \$25,000.

Mr. Perkins stated, at that time, DAWN was requesting the town consider allowing them to utilize the town's Brownfields Grant for a Phase II Environmental Assessment and asbestos testing, at their new location, 717 7th Street. He stated it was staff's recommendation to approve DAWN's request.

Mayor Mattox asked Council if they had any questions or concerns regarding this matter.

Town Council Regular Meeting August 9th, 2022

Councilman Wayne Mitchell asked if DAWN's Phase I Environmental Assessment found anything warranting the need for an additional assessment.

Mr. Perkins answered it did not; however, with Campbell County requiring an asbestos report, a Phase II Environmental Assessment was necessary, and would include the asbestos testing.

Councilman Jay Higginbotham made a motion, seconded by Vice Mayor Reggie Bennett, to accept Town Staff's and allow DAWN to move forward with a Phase II Environmental Assessment of their property at 717 7th Street, to include an asbestos testing, and utilize Altavista's current Brownfields Grant to cover the cost of the assessment and testing.

Motion carried.

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

B. Resolution: SmartScale Project - Roundabout at the Clarion and Lynch Mill Road Intersection

Background: Previously, Town Council requested that Staff submit a SmartScale Application to the Virginia Department of Transportation (VDOT) to construct a "round-about" at the intersection of Lynch Mill Road and Clarion Road. Accordingly, Town Council must adopt a resolution supporting staff's SmartScale application to VDOT.

Councilman Tim George asked if the project was VDOT initiated or requested by the town.

The Mayor and Vice Mayor both confirmed that the roundabout project was suggested to the town by VDOT, which would cover the cost of the project.

Mayor Mattox stated that he shared his concerns with VDOT regarding that area having a high volume of traffic and the town having issues with vehicles speeding in the area as well.

Vice Mayor Reggie Bennett made a motion, seconded by Councilman Wayne Mitchell, to approve the resolution read aloud by Mayor Mattox pertaining to a SmartScale project for VDOT to install a roundabout at the intersection of Lynch Mill and Clarion Roads.

Motion carried.

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

*A RESOLUTION APPROVING AND AUTHORIZING THE ENDORSING
OF A SMART SCALE APPLICATION BY THE TOWN OF ALTAVISTA TO THE
VIRGINIA DEPARTMENT OF TRANSPORTATION FOR THE PROPOSED
CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF
LYNCH MILL AND CLARION ROADS.*

WHEREAS, the Virginia Department of Transportation is accepting applications for Smart Scale funding; and

WHEREAS. the T own of Altavista desires to submit an application for the construction of a roundabout at Lynch Mill and Clarion Roads; and

WHEREAS. the purpose of the project is to improve roadway safety; and

WHEREAS, a resolution of support from the local governing body is required to be submitted with the application.

NOW THEREFORE. BE IT RESOLVED. that the Town Council of the Town of Altavista, Virginia. does hereby approve and authorize the endorsing of the Smart Scale Application for the construction of a roundabout at Lynch Mill and Clarion Roads Adopted this 9th day of August 2022.

Town Council Regular Meeting August 9th, 2022

C. Altavista Police Department (APD): Request to Purchase Ford F150 Responder

Mayor Mattox informed everyone that, at the request of Chief Merricks, this item was moved to Council's August 23rd Work Session.

9. Unfinished Business

A. Jenk's Trail – Pedestrian Bridge #2

Background:

The Town of Altavista has been working to improve the trail system within English Park. The Jenks Trail is closer to the river, and required two pedestrian bridges to cross over creeks. The first bridge has been installed, and the second bridge was purchased, but needs to be installed. Staff asked Town Council for permission to use an outside contractor to install the second bridge and Council approved the request at their July Work Session. With Council's permission, Staff solicited pricing and will share the information at this meeting.

Altavista's Public Services Director Tom Fore informed Council that three contractors were solicited, but only two quotes were received, English Construction at \$55,000 and Haymes Brothers at \$60,000. He stated it was Staff's recommendation to award English Construction the bridge installation project, as they came in under the allocated budget of \$60,000.

Mayor Mattox asked Council if they had any questions pertaining to this item.

Councilman George asked the cost of the 2nd pedestrian bridge, and Mr. Fore replied \$27,500.

Mr. Fore reminded Council that, due to the inability to have a bathroom facility in a flood plain, the Bathroom Project for Eagle Trail was removed from the CIP and the funds previously allocated for that project, along with the funds for the fields, were reallocated to help cover the costs of the Jenks River Trail Project, including the second pedestrian bridge. He said there was \$14,000 remaining of the reallocated funds.

Mr. Fore stated there was also approximately \$44,000 remaining in the Jenks Fund to continue working on the Jenks River Trail Project.

Mr. George stated that he thought there was a 50/50 split for the aforementioned funds to go between the Jenk's River Trail and the utility ballfields located at the back end of Eagle Trail.

Finance Director Tobie Shelton stated, at their February 22nd Work Session, Town Council voted to utilize the funds previously allocated for the bathroom project, which was no longer a viable project, and to also use the \$25,000 previously allocated for the ballfields and reallocate both monies to fund the Wayfinding Sign Project for English Park's trail system, and to help fund the Jenk's River Trail Project.

Councilman Mitchell reminded Council of their previous request for Staff to have three quotes for all town projects.

Mr. Fore stated, as previously directed by Town Council and part of the Town Code, Staff was only required to acquire two quotes for projects under costing \$100,000, but could solicit for more than two. He stated that three contractors were solicited for quotes, but Staff only received quotes back from two of the contractors.

Councilman Wayne Mitchell made a motion, seconded by Councilman Wayne Mitchell, to accept Staff's recommendation and award English Construction the Jenk's River Trail Bridge Installation Project for that trail's second pedestrian bridge.

Motion carried.

Vote:

Mr. Wayne Mitchell	Yes
Vice Mayor Reggie Bennett	Yes
Mayor Mike Mattox	Yes
Mr. Jay Higginbotham	Abstained
Mr. Tim George	Yes
Dr. Scott Lowman	Yes

Town Council Regular Meeting August 9th, 2022

10. Reports and Communication

- A. July 2022 Financial Reports
- B. July 2022 Departmental Reports
- C. Council Monthly Calendars – August and September

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

Mayor Mattox asked the Town Manager and Department Directors if they had any additional updates or comments for Town Council.

- Public Services Director Tom Fore referenced the town’s Public Works Manager, Jeff Arthur, and informed Council that Mr. Arthur just returned home from visiting his son in California, which had just re-enlisted for another four-year term with the US Marine Corp. He shared his appreciation for Mr. Arthur’s support of his family and for his son’s service to his country.
- Councilman Mitchell referenced the Melinda Pressure Zone Project and asked Mr. Fore when the project would be completed.

Mr. Fore stated that the pump station was in place, as well as the new waterlines, however there was still work to be done to the piping inside the station before moving forward with tying the homes in that area to the new pressure system. He said the estimated completion date was October 15th, 2022.

Mayor Mattox thanked Mr. Fore for his work and his crew’s work for the Town of Altavista.

11. Matters from Council

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

- Vice Mayor Bennett also thanked Town Staff for the hard work they do every day.

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) 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

Section 2.2-3711 (A)(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

The motion was made by Vice Mayor Reggie Bennett, and seconded by Councilman Scott Lowman.

Motion carried.

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

Town Council went into Closed Session at 6:36p.m.

Notice was given that Council was back in regular session at 7:08 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Reggie 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

Town Council Regular Meeting August 9th, 2022

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	Vice Mayor Reggie Bennett	Yes
	Mr. Timothy George	Yes	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes	Mr. Jay Higginbotham	Yes

Notice was given to Staff by Town Manager Gary Shanaberger that no official actions were taken by Town Council during/after 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 7:10 p.m.

Michael Mattox, Mayor

Gary Shanaberger, Town Clerk,
Town Manager