

Council Regular Meeting – July 9, 2019

The regular scheduled meeting of the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on July 9, 2019 at 7:00 p.m.

1. Mayor Mike Mattox called the regular meeting to order and presided.

Council Members

Present: Mayor Michael Mattox
Mr. Reginald Bennett
Vice-Mayor Beverley Dalton
Mr. Timothy George
Mr. Wayne Mitchell

Absent: Mr. Tracy Emerson
Mr. Jay Higginbotham

Also present: Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

2. Invocation/Pledge of Allegiance

Rev. Eduardo Soto, Altavista Presbyterian Church, gave the invocation.

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

3. Approval of the Agenda

Mr. Coggsdale informed Council of an amendment to the July 9, 2019 agenda.

- Section #8 New Business: Altavista Recreation Committee – Recommendation to Pave Eagle Trail in English Park.

Mayor Mattox asked Council if they had questions regarding the agenda. There were none.

Vice-Mayor Dalton, seconded by Mr. Bennett, motioned to approve the agenda as amended.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

4. Recognitions and Presentations

Mr. Coggsdale informed Council of a Boy Scout, Brian Thomas, attending the meeting as a requirement to obtain one of his desired merit badges.

Mayor Mattox asked Scout Thomas which badge he was working on and what troop he was associated with, to which Scout Thomas answered, he was a scout with Troop #184 and was attending the meeting in order to acquire his “Citizenship in the Community” badge.

Mayor Mattox congratulated Boy Scout Thomas and thanked him for attending the meeting.

Council Regular Meeting – July 9, 2019

5. Citizen's Time (non-agenda items only)

There were no citizen comments on July 9th, 2019.

6. Consent Agenda

- a. Approval of Council Minutes:
 - June 11, 2019 Town Council Regular Meeting
 - June 25, 2019 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - Revenue and Expenditures
- c. Booker Building - Use Feasibility Study
 - Approval of proposal by LPDA to evaluate potential uses of the facility
- d. 7th Street Utility Project - Change Order
 - Approval of change order regarding unforeseen issues during initial construction
- e. Ridgeway Avenue Drainage Project
 - Council approved project proposals from Goodman Concrete and Adams Paving at the June Council Work Session
- f. Utility CIP Financing Items
 - Financial Advisor Services – for CIP FY2020-2024
 - Resolution of Intent to Borrow/Reimburse

Mayor Mattox asked if there was any discussion needed by Council regarding the Consent Agenda items, to which there was none.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

7. Public Hearing

Zoning Ordinance Text Amendment – “Wedding/Event Facilities”

Mr. Coggsdale reminded Council of the public hearing conducted by the Altavista Planning Commission at their June 3, 2019 meeting regarding the proposed text amendments to the Altavista Town Code Zoning Ordinance. He stated, following the hearing, the Planning Commission unanimously voted to recommend approval of the zoning ordinance text amendments, as presented, to the Altavista Town Council for consideration and approval. He continued stating the proposed zoning ordinance text amendments had been advertised twice in the Altavista Journal, pursuant to the local and state requirements.

- Article II, Section 86-32
Adds to the “Definitions” section, “Wedding/Event Facility”.
- Article III, Division 5, Section 86-322
Adds “*Wedding/Event Facility*” to the C-1 (Local Commercial) District as a permitted use under (5) *Commercial use types*. *Subject to Sec. 86-521* (Development Standards). *Special use permit required.*
- Article III, Division 6, Section 86-352
Adds “*Wedding/Event Facility*” to the C-2 (General Commercial) District, as a permitted use under (5) *Commercial use types*. *Subject to Sec. 86-521* (Development Standards).

Council Regular Meeting – July 9, 2019

- Article III, Division 7, Section 86-382
Adds “*Wedding/Event Facility*” to the M (Industrial) District as a permitted use under (5) *Commercial use types*. Subject to Sec. 86-521 (Development Standards).
- Article IV, Division 1, Section 86-521
Adds Development Standards for “*Wedding/Event Facility*”.

Mr. Coggsdale stated the Altavista Town Council would be conducting a public hearing to consider the Planning Commission’s recommendation to amend sections of Chapter 86 “Zoning” of the Town Code. He stated the purpose of the public hearing was to receive comments on, to consider, and possibly vote on the recommended amendments.

Mayor Mattox opened the public hearing at 7:07pm.

There were no public questions or comments during the public hearing.

Mayor Mattox closed the public hearing at 7:09pm.

Mr. Mitchell, seconded by Mrs. Dalton, motioned to accept the recommendation by the Planning Commission and approve the proposed zoning ordinance text amendments regarding “Wedding and Event Facilities”.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

8. New Business

a. Altavista Parks and Recreation Committee - Recommendation

Mr. Coggsdale stated that Councilman George, also a member of the Recreation Committee, would be addressing Council regarding the committee’s recommendation/request to pave Eagle Trail in English Park.

Mr. George referenced the Eagle Trail and offered Council a picture of the trail for visual reference during his presentation.

Mr. George stated the Recreation Committee recommended paving the entire length of Eagle Trail in English Park. He stated there were locations along the trail that held excessive water after heavy rainfall, making it harder for walkers and bikers to maneuver through the trail.

Mr. George stated Public Works had been maintaining the trail, trying to keep it passable for citizens, but stated, the Recreation Committee felt it was time to consider a permanent solution.

Mr. George informed Council the Recreation Committee had been in contact with The Army Corps of Engineers (ACE) to make sure there were no issues with the design and construction of the trail and they found no issues involving the trail system.

Mr. George shared with Council the cost estimate, for preparing and paving the Eagle Trail walkway. He stated Mr. Garrett, Public Works Director, received a few quotes for the project, and Randall Patterson Paving (RPP) came in with the lowest total bid at \$123,520, which included a prep work cost of \$8,000 and the paving cost of \$115,520.

Council Regular Meeting – July 9, 2019

Mr. George stated, at that time, the Recreation Committee was requesting Council's consideration of the entire trail being paved and asked for the item to be placed on Council's July Work Session for further discussion. He stated the committee also suggested funding the project using the "Jenk's Fund".

Mayor Mattox asked the Town Manager if this project was in the current CIP/Budget, to which the Town Manager answered it was not.

Mr. Coggsdale stated the Recreation Committee had indicated they hoped to use the Jenk's Fund, instead of the town's General Fund, to accomplish the trail paving project.

Mr. Coggsdale reminded Council the Jenk's Fund was only reserved for projects pertaining to the development and/or improvements to the new/extended part of English Park. He stated the Eagle Trail paving project would fall under that requirement.

Mrs. Dalton asked if there were any other current or upcoming projects in the new part of English Park that could also use the assistance of the Jenk's Fund.

Mr. George referenced the newly constructed "cemetery trail" that starts at Greenhill Cemetery and connects with Eagle Trail in English Park. He stated it was the Recreation Committee's goal to eventually extend the existing trail system further down and around the lower field of English Park, next to the river, to make a "loop" for the trail. He stated the Jenk's Fund could be used for that trail project.

Mrs. Dalton suggested the Recreation Committee discuss options for consideration of an official name for the currently referenced "cemetery trail", to which Mr. George stated the committee was in the process of doing so.

Mrs. Dalton also questioned using such a large portion of the Jenk's Fund for paving the Eagle Trail, considering the trail was already service treated (gravel & millings).

Mr. George stated paving Eagle Trail would make it more family friendly for children to walk and parents that had children in strollers. He stated paving the trail would also be beneficial when the trail was being used for Altavista's annual "Giblet Jog".

Mr. Mitchell asked if there were any future projects the committee had plans for pertaining to the new part of English Park that would possibly benefit from the Jenk's Fund. Mr. George stated, when the county owned that part of the park, they wanted to move the existing ball fields from the upper end of the park to that location. He stated the Recreation Committee would continue considering the feasibility of that plan to the needs of the town, but there were no other projects coming up in the near future.

Mayor Mattox referenced the proposed trail system extension project and the possibility of moving the ball fields in the future, and asked if there were any other developments, improvements, or projects the Jenk's Fund could be utilized for.

Mrs. Dalton suggested placing the item on the July work session for further discussion and consideration. She stated she felt it would serve the community well for Council to consider and prioritize the options available for the use of the Jenk's Fund.

Mayor Mattox asked Council if they had any additional questions or comments regarding the Recreation Committee's recommendation to pave the Eagle Trail in English Park.

Mr. Bennett shared his favor in paving Eagle Trail. He stated he felt the trail was the "backbone" of that new section of English Park, and stated a strong backbone was necessary if the town desired to continue development of the park.

Council Regular Meeting – July 9, 2019

Mr. Bennett also stated he felt having the trail paved would make it more “handicap accessible”. He suggested staff investigate the possibility of the ADA (Americans with Disabilities Act) having a “match” grant to help with the trail paving project, to which Mr. Coggsdale stated they would.

All Council members were in consensus to place the item on Council’s July Work Session Agenda for further discussion and consideration.

9. Unfinished Business

a. English Park – Security Cameras

Mr. Coggsdale referenced Town Council’s June Work Session where Jeff Gordon, with ITG, gave a brief presentation of their proposal regarding Council’s request to place security cameras in the pavilion/splash pad area of English park. He reminded Council that there was an indication there would be an annual cost associated with the camera system, which could total approximately \$1,200 per year.

Mr. Coggsdale stated, following the June work session discussion, Council asked that the item be placed on the July Regular Meeting Agenda for further consideration.

Mayor Mattox asked Council if they had any questions, concerns, or comments regarding this item.

Mr. Mitchell asked for confirmation that if Council approved the security camera system, but wanted to add to the system in the future, the option was available to do so, to which Mr. Coggsdale confirmed it would be possible to do so.

Mr. Coggsdale stated the system had the capability of servicing up to eight cameras, and the initial proposal for the town started with four operating cameras, leaving an option of four more cameras if the town desired to expand the system at a later date.

Mr. George referenced the option of additional cameras and stated they would still be centrally located at the hub of the system with the other four cameras, to which Mr. Coggsdale confirmed they would. He added, unless “fiber optic” wiring was used to place the cameras further out into the park, but stated that option would be more costly.

Mr. Mitchell stated, with the option to expand the security camera system when and if the town ever needed to, he favored approving the proposal and moving forward with the project.

Mrs. Dalton referenced the two large parks in Altavista, English and Shreve, and the three smaller neighborhood parks, and stated the Town of Altavista had operated all of them for years without security camera systems. She asked Council to consider whether or not the camera system was a necessity.

Mayor Mattox agreed with Mrs. Dalton that further consideration was needed before Council elected to vote on the item. He stated, if the town chose to place cameras at the English Park playground, there may come a time when the other park neighborhoods also wished to have security cameras. He stated there was a potential for the initial action to cause for more costs than Council desired.

Mayor Mattox also reminded Council the camera system was not “live”, and a potential action/event would have to be pulled from the system to be viewed.

Mayor Mattox stated he favored the town waiting on the installation of a camera system at English Park until after the new playground and splash pad were in operation for the first year. He stated, it may be that everything operated smoothly and without incident, therefore the camera system may not be needed. He stated the town would have the option, at any time, to consider and/or install a security camera system in the park.

Council Regular Meeting – July 9, 2019

Mr. George stated he was in favor of placing a security camera system at English Park. He was disappointed that adding a camera to the system, allowing the basketball court to be monitored more closely, was not feasible.

Mr. George stated he did like that the camera system would be able to monitor visitors coming in and out of the park's entrance, which would help deter vandalism in the park.

Mr. Bennett referenced a famous quote "It is better to have something and not need it, than to not have something and find it was needed".

Mr. Bennett stated, with the newly upgraded playground and splash pad addition to English Park, he felt there would be an increase in park activity, not only from local citizens, but also from out-of-town visitors. He stated he felt having a security camera system would help deter misconduct in the park, as well as be "insurance" for the town in case something did happen that they needed to review.

Mr. Bennett shared his favor in having a security camera system in English Park.

Mrs. Dalton reminded Council of the \$8,000 installation cost, and the \$1,200 annual cost to operate the security camera system. She also stated there would be a future cost of replacing the individual cameras when they started to malfunction.

Mr. George stated the \$8,000 installation cost of the security camera system was only 1% of the \$865,000 cost spent to upgrade the playground and add the splash pad area, and he felt the security cameras were a necessary extension to the playground project.

Mr. George also referenced Mr. Gordon's comment that the cameras would last at least eight years or longer.

Mr. Coggsdale stated, the security cameras in ITG's proposal for English Park had a three year warranty, but Mr. Gordon did reference other systems ITG had installed eight years ago with the same type of cameras and stated they were still operating efficiently.

Mayor Mattox referenced a comment made by Mr. Gordon and reminded Council that other localities that added a splash pad to their playgrounds did not all have security camera systems or a full-time staff to monitor the area.

Mayor Mattox stated he appreciated the comments and concerns of Council in their efforts to insure safety at the park for town citizens and also outside visitors coming to the Town of Altavista for the new attraction.

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

Mr. George, seconded by Mr. Bennett, motioned to accept the proposal by ITG for the installation of a security camera system in English Park and approved staff to move forward with the project.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

b. Altavista On Track (AOT) - Request for Interim Director/Main Street Coordinator

Mr. Coggsdale referenced the June Town Council Work Session, and reminded Council of Altavista On Track's Board requesting Council to consider their request for an AOT Director (aka Main Street Coordinator) on an interim/part-time basis, until such time as a full-time person could be hired. He stated, following Council's discussion, they elected to place the item on the July Regular Council Meeting Agenda for further consideration.

Council Regular Meeting – July 9, 2019

Mr. Coggsdale stated Council had requested the AOT Chair, Mrs. Lori Johnson, attend the July meeting, but he stated she was out of town at that time. He stated there were two other AOT members in attendance that could answer any questions Council may have. He also shared with Council a memo from AOT's Board detailing their response regarding Council's request for justification of the interim position.

Mayor Mattox asked Council if they had any questions or comments for the attending AOT members regarding AOT's request for an interim director.

Mr. Mitchell stated it was Council's original intent to hire a Community Development Director first, then evaluate whether or not the town still needed a separate position for Main Street Coordinator, or if those duties could also fall under the Community Development Director.

Mr. Mitchell referenced the AOT Director/Main Street Coordinator job description shared with Council and stated, with the multiple duties and responsibilities expected of the director, he was in favor of approving AOT's request, but suggested Council consider hiring a full-time person to fill the position, instead of hiring a part-time person now, and still having to evaluate a full-time position later.

Mrs. Dalton referenced discussions previously had by Council in regards to the amount of money the town spends on funding local organizations; and whether or not those funds were a good "return on investment" for the town. She stated, with an organization, such as AOT, being without its full-time (paid) director, it was a good time for Council to evaluate whether or not the organization was a benefit to the Town of Altavista.

Mrs. Dalton stated she was not in favor of the town hiring a full-time person for the AOT position at this time.

Mayor Mattox referenced the Altavista Chamber of Commerce and stated they too are without their lead position/President. He stated the Chamber was currently in the process of reevaluating its goals and mission statement for its place in the community.

Mayor Mattox stated, with the Town of Altavista currently in the process of hiring a Community Development Director and Economic Director, he suggested Council put a "pause" on hiring any additional full-time positions, until the need for those positions were evaluated by Council, staff, and the new directors.

Mayor Mattox stated now would be a good time for Council to evaluate, consider options, and decide on what they wanted to achieve with the community development plan, how the town would interact with the Chamber of Commerce, and also the town's expectations for the AOT program.

Mayor Mattox stated there was always the possibility the Chamber of Commerce or new Community Development Director would decide to take on the duties of the current AOT program, so he felt it was unnecessary to hire a full-time director for AOT at that time.

Mayor Mattox stated it was Council's responsibility to help set direction and goals for the community organizations that promote the Town of Altavista.

Mr. George referenced the many achievements AOT had accomplished over the past few years. He stated the AOT program and Chamber of Commerce were the equivalent to advertising and felt both were valuable assets to the town and community.

Mr. George concluded his thoughts stating he felt AOT was a good "return on investment" and worth the town's continued investment. He stated he favored hiring a full-time replacement for the vacant Main Street Coordinator/AOT Director.

Mr. Bennett referenced his position on the AOT Board. He reminded Council all of the board members had fulltime jobs and were only volunteers for AOT. He stated the volunteers all worked hard for AOT and the Town of Altavista, but he felt the program needed a fulltime leader because, with the absence of a Coordinator/Director, the organization was missing out on a lot of opportunities, such as available grants.

Council Regular Meeting – July 9, 2019

Mr. Bennett stated he favored the Community Development Director (CDD) also taking on the duty of AOT Director because the goals for both positions were similar. He stated, not knowing if the new Community Development Director would be able to take on the responsibility, he would be in favor of hiring a “part-time interim” to fill the AOT position until such time as a CDD was hired and the AOT position was evaluated further as either a full-time or part-time necessity.

Mrs. Dalton asked AOT Board Member Mr. Ed Soto to come before Council for questioning regarding AOT’s interim request.

Mrs. Dalton asked Mr. Soto to share with Council any upcoming AOT events and how having an interim director would help AOT with those events.

Mr. Soto referenced the “Lean Canvas” training session mentioned in the board’s letter to Council, and stated the DHCD (Virginia Department of Housing and Community Development) had asked AOT to coordinate a session to be held in Altavista. He stated the event was a time consuming project and needed more attention than what a volunteer could provide, so having an interim AOT Director would be a great benefit.

Mrs. Dalton asked what a Lean Canvas training session consisted of, to which Ms. Eleanor Hoehne, AOT Board Member, answered stating Lean Canvas was a program designed by DHCD to offer individuals the guidance they needed when starting their own business.

Mr. Soto referenced another event AOT hosts, Altavista’s annual “Giblet Jog”. He stated the event was, not only a fundraising event for AOT, but also a major “draw” to the town and community. He stated the event draws visitors in to Altavista from other areas, which in turn, helps the town’s economy.

Mr. Soto stated the previous “Food Truck Rally” events AOT held in the downtown district of Altavista were also very successful and well received by the community, and AOT hoped to continue hosting the events.

Mr. Soto stated the activities mentioned were the top three focuses of AOT in the upcoming months, but there were additional opportunities and responsibilities that are just as important that having an AOT Director/Main Street Coordinator would be beneficial for, such as researching and obtaining grants and available funds for the Town of Altavista. Mr. Soto stated those duties are very challenging to do without a full-time AOT leader. He stated even a part-time interim, as requested, would be helpful in accomplishing the multiple duties of AOT. He stated the interim could dedicate time to communicate with government agencies for available grant opportunities.

Mrs. Dalton asked Mr. Soto for confirmation of the AOT program being the town’s link to the “Main Street Program”, to which Mr. Soto answered it was. He stated the Main Street Program was a government/state organization and having them as a contact was very beneficial to the town regarding grant opportunities.

Mr. Bennett asked how long Altavista had been part of the Main Street Program, to which Mr. Coggsdale answered thirteen years.

Mr. Mitchell referenced a memo sent to Council by AOT Chair Lori Johnson, and stated if Altavista chose to terminate the AOT program, the town would lose its accreditation with the Virginia Main Street Program.

Mr. Mitchell referenced his seat on the AEDA Board and stated he felt the AOT program was an essential part of Altavista’s overall economic development plan and goals. He shared with Council a recent collaboration the AEDA had with AOT, and stated AOT helped the AEDA with a feasibility grant application that would have otherwise not been available to them without the help of the AOT organization.

Mrs. Dalton asked Mr. Coggsdale what the cost would be for a part-time interim director as AOT had requested. Mr. Coggsdale consulted/confirmed with Mrs. Shelton and stated, if Council approved AOT’s request, the interim Main Street Coordinator’s salary would be no more than \$19 per hour, at 10 hours per week. He stated the amount could be less, depending on the qualifications and experience of an applicant.

Council Regular Meeting – July 9, 2019

Mayor Mattox asked Council their thoughts on accepting AOT's request, but limiting the interim's employment duration to 6 months. He stated Council could then evaluate/review the town's needs at that time.

Mr. Soto stated he did not feel 6 months was enough time to carry out the current needs of AOT, and suggested Council extend their consideration to a 12 month period.

Mrs. Dalton stated she felt having the twelve month period would be beneficial for Council to review the town's need for an AOT Director/Main Street Coordinator. She stated, at the end of the twelve month period, Council could then decide whether or not the duties should be the responsibility of the new Community Development Director. She continued stating the time would also allow Council to reevaluate the town's needs for the AOT program, or if the town could accomplish the same things in other ways.

Mr. Bennett asked the Town Manager how close the town was to hiring a new Community Development Director. Mr. Coggsdale stated the AOT Director/Coordinator position and duties would fall closer to the duties of the vacant Economic Director position.

Mr. Bennett suggested, if Council approved AOT's request, making the interim/part-time position subject to review after an Economic Director was hired.

Mr. Coggsdale stated, before the AOT Board's request, it was discussed at a previous meeting Council's intent to wait until an Economic Director was hired before reviewing and considering the town's need to continue the now vacant AOT (Main Street Coordinator) position.

Mayor Mattox stated, if Council chose to approve the request, he would like the motion to reflect the position's employment timeframe and Council's intent to review.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the Altavista On Track Board's request for a part-time, 10 hour per week, interim director, subject to review by Council for necessity in twelve months.

Mayor Mattox asked if Council had any additional comments, to which there were none.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked Mr. Soto, Ms. Hoehne, and all of the AOT board members for the work they do for the Town of Altavista and community.

10. Reports and Communications

Town Manager's Report for the July 9, 2019 Council Meeting

Any updates since the last Council meeting are in *Italic* at the end of each item...

Projects/Items

Altavista Park and Trails (APT) Master Planning/ Project Implementation:

Council provided project prioritization for FY2019 and staff will begin working on those projects. Request for Proposal for English Park Improvements (Splash Pad; Playground and Shade Structure) is due on Tuesday, October 9th. Staff is working on the layout/design for the trail off of Westwood Drive. Scott DuBois (Southern Playgrounds) provided conceptual layout at November Council Work Session. Council approved the project at their December 11, 2018 meeting. Based on field conditions the layout/configuration of the English Park Improvements has been modified from the original conceptual rendering. An update was provided to Town Council at the February 26, 2019 Work Session. Met with the consultant to discuss the project, there have been several delays and we are revising the project schedule.

Council Regular Meeting – July 9, 2019

The project is underway; delivery of splash pad components and playground equipment has begun; site work/grading is underway. *Project completion is slated for mid-July.*

Bedford Avenue Park Tennis Court Replacement and Sidewalk: This project is slated to begin in October and be completed in November. Budget amendment will be needed, Council previously approved the project. The project is mid-way at this point, weather has delayed the finish. The basketball court paving will be done by another contractor (Patterson Bros.) in December. Town Staff contacted Boxley and the Contractor is waiting on the temperatures to be above 55 degrees for 24 hours a day before they schedule to complete. Providing that the weather improves, we are anticipating this project will be completed by the end of April. The contractor indicated the surface work was scheduled to begin May 2; it did not occur. Staff is communicating with the contractor for a start date on the work. Staff is working on a layout for the sidewalk that will connect the handicap parking and alley to the front part of the park and playground area. *Contractor has been on-site completing the surfacing and lines on the court. Staff is working on a layout for the sidewalk that will connect the handicap parking/alley to the front part of the park/playground area.*

Booker Building Evaluation/Visioning Process: Staff has contacted LPDA, the firm that conducted the Town's Park & Trails Master Plan, and they are preparing a proposal for the Booker Building Evaluation/Visioning process. *Town Council reviewed the LPDA proposal and placed it on the July Regular Meeting Consent Agenda for approval.*

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area): Staff is coordinating the process with Campbell County and intends to bring the detailed process to Town Council at their February Regular Meeting. County and Town staff are Working together to move this item forward. *This item will be discussed in Closed Session at the July Regular Meeting.*

Dalton's Landing Canoe Launch Project Update: DCR representative has indicated the project has been submitted to the Federal Highway Administration (funding agency) for approval. DCR has tentatively set up a meeting with Town staff for November 14th to begin grant agreement process. DCR has indicated there has been a slow down at the Federal level and we hope to get the grant process going by early December. Staff was notified all funding requests have been approved, awaiting grant documents and scheduling a meeting with DCR representative. Staff met with DCR representative on January 31st to go over the sub-grantee paperwork and to visit the site. The preliminary grant (engineering) has been executed and a proposal has been received on the NEPA document that is required. Peed & Bortz has submitted the NEPA document submittal to the appropriate agencies; at this time we are awaiting input/response. Staff is working with Peed & Bortz to advertise the necessary "public comment" period and will include a public input period on the June 25th Work Session agenda for this item. *The Public Comment period ends on July 12, 2019.*

Economic Development Strategic Plan (Camoin): Consultant conducted individual interviews and focus groups and will be presenting a draft report by the end of December. AEDA will be reviewing draft documents in January and working with consultant. *AEDA conducted a Work Session to review the draft document on January 22nd; they will work on a final draft and anticipate providing it to Town Council at the February Work Session.* The Economic Development Strategy Plan has been accepted by Town Council and the AEDA and town staff will begin implementation. The position of Economic Development Director has been advertised; first review of candidates is set for June 3rd. The AEDA continues to work and promote the new plan.

Staunton River RIFA: All parties have approved the formation of the RIFA, the paperwork has been submitted to the Secretary of the Commonwealth's Office for review and approval. Secretary of the Commonwealth's Office has approved this item. The first meeting of the Staunton River RIFA is scheduled for Friday, February 8, 2019 at the Hurt Town Hall. Next meeting of the SR RIFA is being scheduled for Friday, April 12, 2019. The next meeting of the SR RIFA has not been scheduled. *Council has adopted a Resolution seeking withdrawal from the Authority.*

Melinda Tank Pressure Zone Improvements Engineer has submitted the draft Preliminary Engineering Report for the Health Department's review. Tom Fore (DPU) met with Woodard & Curran to review the Preliminary Engineering Report (PER) for the project with the VDH (Danville).

Council Regular Meeting – July 9, 2019

For additional information, see the Woodard & Curran update. Council approved the submittal of a loan application for the funding of this project at their March regular meeting. *For additional information, see the Woodard & Curran Update.*

Clarion Road Control Valve Improvements Engineer has submitted draft Preliminary Engineering Report for the Health Department's review. Tom Fore met with Woodard & Curran to review PER for project with VDH (Danville). *For additional information, see the Woodard & Curran Update.*

Personnel Policies Manual (Employee Handbook) Update: Staff discussed with item with Town Council at their January Regular Meeting and it was decided that Town Council would submit their thoughts and comments to the Town Manager. Once this is complete, the item will be placed on a future work session agenda. Staff is working to finalize some forms and educate employees on the document. *Staff has distributed the new manual to each department head and all employees will submit forms indicating that they have reviewed and are aware of the new policies.*

Rt. 43 Gateway Project (Streetscape/Utilities): Staff has been working with VDOT and Hurt & Proffitt and the project has been submitted for Federal approval to bid. The Town has received authorization from VDOT to proceed with advertisement of both projects (Streetscape and Utilities). The bids will be received on February 7, 2019 at 2 p.m. for the Streetscape and 3:00 p.m. for the Utilities. Notice of Award provided to the engineer (Hurt & Proffitt) on February 25th for distribution to the contractor (Counts & Dobyns). Notice to Proceed (7th Street Utility Project) has been issued to Counts & Dobyns: they have mobilized on site. Federal Concurrence has been received on the Rt. 43 Gateway (Streetscape) Project and the Notice of Award has been forwarded to Virginia Carolina Paving. The project continues to proceed; the project is slated to be finished by the end of June. The Streetscape portion of the project will begin in July; the Pre-Construction meeting was held on June 5th and include the Town, Hurt & Proffitt, Virginia Carolina Paving; and VDOT. *The Notice to Proceed has been issued. This project has a 365 day project time period.*

Trail Project (mausoleum area): Town Council approved the award of the trail design and construction bid related to this project at their January Regular Meeting. The bid was awarded to Kirk Schultz. The agreement is being executed and the beginning date is set for February 1st with a timeframe of three (3) months. The project is 2/3 of the way complete. The contractor indicates that the project is completed; staff has inspected the project and has provided the contractor a short punch list of items. *Staff will work on the entrance to the trail. Daniel Wagner is beginning the bridge construction project which will serve as his Eagle Scout Service Project.*

Utility Standard Details & Specifications See weekly Peed & Bortz Project Status Report.

WWTP Phase 1 Electrical Design: Steve Bond, Tom Fore, and Paul Hill met with Scott Bortz on Feb. 26th to review the site plan. *For additional information, see Weekly Peed & Bortz Project Status Report.*

Ridgeway Avenue Drainage Evaluation Peed & Bortz (Scott Bortz) provided an update to Town Council at their February Work Session. Approval of the engineering services proposal is on the March Regular Meeting agenda. Project approval by Council with engineer proposal approved. Staff is re-evaluating another option for this project and will update Council at the April meeting. Town Staff contacted VDOT to review the drainage discharge on site. After reviewing this project with the engineers from VDOT they had the following recommending;

1. Abandon the current 12" drainage pipe and install curb and gutter along the entire east side of Ridgeway and tie into the VDOT curb and gutter at Bedford Avenue.
2. Remove existing drainage inlet and daylight pipe to existing ditch.
3. Remove pipe outside of pavement.
4. Fill pipe under pavement with flow able fill.
5. Mill down and lower the intersection at Elizabeth and Ridgeway in effort to create a sloped intersection to keep the water on the West side of Ridgeway Avenue.

Council Regular Meeting – July 9, 2019

Staff is currently working to come up with the budget figures for the above recommendations from VDOT For additional information see the attached Weekly Peed & Bortz Project Status Report. Staff is communicating with the residents and advising them of the proposed work. Once several prices are received for this work, a recommendation will be submitted to Council. *Approval of the proposals for this project are included on the Consent Agenda of the July Regular Meeting.*

WWTP Emergency Overflow Pond (DEQ): Town Council discussed several items related the EOP and the PCB issue. Staff will begin gathering information to submit to DEQ for our annual update. Staff will seek quotes for the grid sampling of the pond, which is included in the FY2019 Budget. Staff will also continue the dialogue with ecoSpears in regard to their interest in a pilot study for remediation purposes. Staff will also work on avenues to address any potential issues in regard to the rising elevation of the pond due to the weather. Met with Councilman Higginbotham and Tom Fore (DPU) regarding grid sampling and possible alternative way to reduce the water level in the pond with a pilot study. Tom and I has a phone conversation with Dr. Sowers (2/22/19); information was provided to Dr. Sowers in regard to the EOP's Supernate. Ongoing conversations with Dr. Sowers regarding potential pilot study. Conversation with LEAF Engineering in regard to the need of design drawings for the pond which would be required to the issuance of a permit to remove water from the pond per their methods (this would be an added expense.) Staff has received a proposal from Dr. Sowers in regards to a "Pilot Study" for removal of water from the EOP, the item is on the April meeting agenda. *Director of Utilities, Tom Fore, continues to work on moving this item forward.*

RFQ/P Engineering Services This item has been published and posted on the Town's website. Proposal are due April 9th. Proposals have been received and a short list is being created. *Engineer firms were approved by Town Council at the June Work Session.*

CAPITAL IMPROVEMENT PROJECTS

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. Several heads have been replaced on the upper end of Broad Street in front of the library. Funding is requested in the FY2020 budget for year two of the project. As of March 1, 2019 the installation of streetlights purchased in FY2019 (Phase 1) was 68% complete (21 of 31 new heads installed). Phase 1 is tentatively scheduled for completion by June 2019. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in the FY2019 budget are mostly complete. *Phase II will begin in FY2020..*

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. Weather has delayed this project-work will resume once the area is dry.

Chemical Storage Building (Public Works): Town Council discussed this issue at their January Work Session; staff will work on reviewing the procurement methods that will best meet the town's needs. The project estimate is \$300,000 and \$15,000 will be needed in FY2020 to complete the project's funding. The goal is to have the facility ready for use by winter 2019. Peed & Bortz is surveying the Public Works Facility; town staff is working with Virginia A&E on the RFP Design/Build document. *The Peed & Bortz proposal for engineering and design services was approved at the June Council meeting.*

VDOT PROJECTS (Non-Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: VDOT has selected English Construction as the contractor for this project. The Right of Entry/Access agreement between English Construction and the Town has been executed and the Rt. 29 Bridge has been closed. AOT is working with Town Manager on the possibility to implement signage to support local businesses. I have been in communication with Public Works to communicate trail closures in English Park. *Project continues to proceed. Town has received the lighting agreement from VDOT related to this project.*

Council Regular Meeting – July 9, 2019

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): This is a VDOT project which should begin soon. Town staff's role will be to assist with removal and replacement of the brickwork at the intersection corners (sidewalk area). AOT will work with Town Manager to communicate to downtown businesses and public on street closures and up-to-date project information. Work began the first week in June. *Work continues.*

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated that this project will go out to bid in August 2019, with construction beginning in November 2019. The original cost estimate was \$2,370,161.

Main Street Speed Study: *VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.*

Projects Recently COMPLETED:

Downtown Public Parking Signs and Banners
Pavilion (English Park) Roof Replacement
Hand Rail Replacement (Library and Train Station)
Washington Street Sidewalk Project
Meals Tax Audit Notifications

Mr. Coggsdale stated he would answer any questions Council may have regarding the monthly report, to which there were none.

Mr. Coggsdale referenced the “Dalton’s Landing Canoe Launch” and reminded Council the public comment period mentioned as a requirement for the grant process would be coming to an end on July 12, 2019. He stated staff would continue to work with Peed & Bortz on the environmental aspect of the project. He continued stating staff was currently waiting on a response from DCR for direction on the next steps the town needed to take to move the project forward.

Mr. Mitchell asked how long the process would take once the town “broke ground” for the project, to which Mr. Coggsdale answered, three to four months, and stated staff would keep Council posted during the process on the progress of the project.

Mr. Coggsdale also stated, with the environmental restrictions and guidelines the town needed to follow regarding the river’s habitat, the project would start no earlier than September 16th. He stated the goal was to have the project completed and ready for community use by the spring of 2020.

11. Matters from Council

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

- Mr. Mitchell asked for Council’s consideration to honor a former Altavista resident, Mr. Juan Thornhill, for his outstanding community involvement, athletic achievements, and citizenship.

Mayor Mattox suggested a “Resolution of Honor” from Altavista to Mr. Thornhill.

All Council members were in consensus to do so.

Council Regular Meeting – July 9, 2019

- Mr. Bennett asked Council to consider issuing an RFP for public ideas and input on other possible uses for the Booker Building.

Mrs. Dalton stated, she was not opposed to Mr. Bennett's suggestion, but would like to review the recently approved LPDA's Feasibility Study for Council's consideration first, before requesting additional information or RFP proposals.

Mayor Mattox stated it was Council's intent to consider as many options and ideas as possible, in order to give the town its best opportunity to service the community.

All Council members were in consensus to receive/review the LPDA Feasibility Study first, before requesting additional RFP proposals regarding Booker Building uses.

Mayor Mattox asked Council if they had any additional comments for discussion, to which there were none.

12. Closed Session

DATE: Tuesday July 9, 2019

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, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

The motion was made by Vice-Mayor Dalton and seconded by Mr. George.
Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 8:04 p.m.

Notice was given that council was back in regular session 8:19 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. 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 the 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;

Council Regular Meeting – July 9, 2019

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, 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
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

After returning from Closed Session, the Town Council took the following action:

Vice Mayor Dalton, seconded by Councilman Bennett, motioned to appoint Dr. Scott Lowman to the Altavista Economic Development Authority to fill the unexpired term (November 2020) of Leslie “Tyke” Tenney.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

13. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 8:20 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk