

Council Regular Meeting – February 11, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on February 11, 2020 at 6:30 p.m.

- 1. Mayor Mattox called the meeting to order and presided.

Council Members

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

Staff 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  
Ms. Sharon Williams, Community Development Director  
Mrs. Crystal Hailey, Administration

Staff Absent: Mr. John Eller, Town Attorney

Mayor Mattox informed attendees the “starting time” for the February 11, 2020 Council Meeting had been moved forward, from 7:00 p.m. to 6:30 p.m., in order to give Council additional time to review the town’s FY2021-FY2025 draft Capital Improvement Plan (CIP).

- 2. Invocation/Pledge of Allegiance

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

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Approval of the Agenda

Mayor Mattox asked Council if they had any questions or comments regarding the proposed February 11, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

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

- 4. Capital Improvement Program (CIP) Review

Mr. Coggsdale gave a brief overview of the process for reviewing a Capital Improvement Plan (CIP). He stated a locality’s CIP contains all of the individual capital projects, equipment purchases, and major studies for a local government, which helps local officials think through complex infrastructure development and financial decisions.

Mr. Coggsdale stated a Capital Improvement Program commonly covers a five year period, starting with the next budget year, and are updated annually. Accordingly, Town Staff prepares a “draft” CIP for Council’s review and consideration.

Mr. Coggsdale presented Council with a PowerPoint presentation covering each of Altavista’s departments and the items/projects that were included in the proposed draft CIP for fiscal years 2021-2025, starting with the upcoming FY2021.

Mr. Coggsdale asked Council to consider the presentation as a “first look” of the proposed CIP, as they would receive a more itemized version of the “Draft CIP/Budget” on February 17<sup>th</sup>, with additional information and details for their review.

Mr. Coggsdale then started his presentation of the draft CIP and stated he could pause at any time if Council had questions concerning a particular item/project.

# Council

<u>COUNCIL CIP BY YEAR</u>					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
CO Meeting Software	5,000				
CO Replacement of tablets		10,000			
<u>COUNCIL TOTAL</u>	5,000	10,000	0	0	0
			FY2021-2025 CIP TOTAL:		15,000
<u>FUNDING SOURCES</u>					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
General Fund	5,000	10,000			
<u>COUNCIL TOTAL</u>	5,000	10,000	0	0	0

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

# Administration

ADMINISTRATION CIP BY YEAR					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ADM Website Redesign	20,000				
ADM Replacement of IBM printer	7,500				
ADM Replacement of Main Network Server	13,500				
ADM Replacement of VPN/Firewalls				6,300	
ADM Replacement of Exchange Server				17,000	
ADM Replacement of Carpet					20,000
<u>ADMINISTRATION TOTAL</u>	41,000	0	0	23,300	20,000
			FY2021-2025 CIP TOTAL:		84,300
<u>FUNDING SOURCES</u>					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
General Fund	41,000			19,100	20,000
Enterprise Fund (W)				2,100	
Enterprise Fund (WW)				2,100	
<u>ADMINISTRATION TOTAL</u>	41,000	0	0	23,300	20,000

There were no questions from Council regarding “Administration” draft CIP items.

AVOCA

AVOCA CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
AV Rewire Outdoor Electrical Lines	5,000				
AV Construction of Wooden Storage Building		25,000			
AV Replacement of Mansion's Heat Pump			35,000		
AV Improve Mansion Décor				30,000	
AV Paint Mansion's & Outbuildings' Exterior					58,000
AVOCA TOTAL	5,000	25,000	35,000	30,000	58,000
			FY2021-2025 CIP TOTAL:		153,000
FUNDING SOURCES	FY2021	FY2022	FY2023	FY2024	FY2025
General Fund	5,000	25,000	35,000	30,000	58,000
AVOCA TOTAL	5,000	25,000	35,000	30,000	58,000

There were no questions from Council regarding Avoca’s draft CIP items.

Altavista Community Transit System (ACTS)

ACTS (TRANSIT) CIP BY YEAR					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ACTS Mobile Radio System	3,500				
ACTS Replacement of Bus	106,240		110,000		
ACTS Replacement of Support Vehicle			28,000		
ACTS (TRANSIT) TOTAL	109,740	0	138,000	0	0
FY2021-2025 CIP TOTAL:					171,500
FUNDING SOURCES					
	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
General Fund	44,860		27,600		
Grants (List)	64,880		110,400		
ACT TOTAL	109,740	0	138,000	0	0

There were no questions from Council regarding the ACTS draft CIP items.

POLICE DEPARTMENT

<u>POLICE DEPARTMENT CIP BY YEAR</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
PD	Replacement of Body Cameras	25,250				
PD	Transition from 40 cal. Glock to 9mm Glock	3,000				
PD	Vehicle Replacement	47,000	47,000	47,000	90,000	50,000
PD	Replacement of Mobile Data Terminals				40,000	
<u>POLICE DEPARTMENT TOTAL</u>		75,250	47,000	47,000	130,000	50,000
				FY2021-2025 CIP TOTAL:		388,250
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
	General Fund	72,250	47,000	47,000	130,000	50,000
	Other (List)	3,000				
<u>POLICE TOTAL</u>		75,250	47,000	47,000	130,000	50,000

Council had questions for Chief Merricks regarding the Altavista Police Department's (APD) draft CIP proposal.

- Mr. Mitchell referenced the APD's request to replace their current police body cameras and taser equipment. He asked Chief Merricks to convey to Council the "value" of the police department using body cameras.

Chief Merricks reminded Council the APD already uses body cameras, but stated they were old and the computer system the video footage is stored on was not reliable.

Chief Merricks informed Council the police department was required to share their video footage with the Commonwealth Attorney when requested for an active case/file. He stated the new body camera system the APD is requesting would allow them to share video footage more efficiently and with better quality.

Chief Merricks stated the requested body camera system was made by Axon, the company that developed the electroshock weapon people know as "taser", which was the first manufacturer of a taser weapon and the company's original name. He informed Council the new system had an asset to where the body cameras automatically turn on when an officer's taser is un-holstered.

Chief Merricks stated a "body camera system" keeps officers "honest" and the Altavista Police Department accountable to the town and its citizens.

- Mr. Higginbotham referenced the APD's request to transition from using 40 caliber Glock handguns to using 9mm Glock handguns. He asked what the "reasoning" was for the request.

Chief Merricks stated the primary reason for switching over to using a 9mm handgun was the cost of ammunition for a 9mm handgun was less expensive than the ammunition used for a 40 caliber handgun. He stated, with current technology and manufacturing capabilities, a 9mm handgun was just as efficient of a weapon as a 40 caliber handgun.

Mr. Higginbotham asked how old the current 40 caliber handguns are.

Chief Merricks stated the 40 caliber handguns currently being used by the APD were approximately five (5) years old. He stated the old handguns would be "traded in" when any new handguns are purchased.

Chief Merricks stated it would be his intent to use funds from the State Forfeiture Account towards the purchase of the proposed new handguns.

- Mr. Higginbotham referenced APD's request to add an additional vehicle to the department's patrol fleet. He asked how many vehicles the APD currently had.

Chief Merricks answered Mr. Higginbotham and stated the Altavista Police Department currently has eight (8) vehicles in its fleet; one used by himself, the Chief of Police, one used by the Deputy Chief, one used by the town's Investigator, and five patrol vehicles.

Mayor Mattox asked Council if they had any additional questions for Chief Merricks regarding the Altavista Police Department's FY2021-FY2025 draft CIP, to which there were none.

Mr. Coggsdale continued his presentation with the Public Works (PW) Department’s proposed draft CIP for FY2021-2025.

PUBLIC WORKS DEPARTMENT						
PUBLIC WORKS CIP BY YEAR						
		FY2021	FY2022	FY2023	FY2024	FY2025
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000
PW	Replacement of Bucket Truck	104,000				
PW	Replacement of Tractor Mower	89,000				
PW	15 Foot Flex Wing Rotary Cutter	19,000				
PW	Replacement of Rotary Lift	8,000				
PW	Streetlight Upgrades (LED)	32,500	32,500	32,500	32,500	
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000
PW	20 Year Paving Plan	60,000				
PW	Message Boards	17,000	17,000			
PW	Upgrade Fuel System	10,000				
PW	Removal of SR 2 Oil Tanks	10,000				
PW	Painting of Train Station & Caboose	18,000				
PW	Painting of Booker Building (Int & Ext)	15,000				
PW	Replacement of Street Sweeper		203,000			
PW	Replacement of 3/4 Ton Pickup Truck		47,000			
PW	Replacement of 3/4 Ton Utility Truck		47,000			
PW	Replacement of 1/2 Ton Pickup Truck		100,000			
PW	Replacement of Knuckle boom Truck		160,000			
PW	Replacement of Peterbilt Refuse Truck				350,000	
PW	Replacement of 1 Ton Dump Truck				65,000	
PW	Replacement of Pickup Truck					40,000
PW	Replacement of 1 Ton Dump Truck					65,000
PUBLIC WORKS TOTAL		462,500	686,500	112,500	527,500	185,000
				FY2021-2025 CIP TOTAL:		1,974,000

Council had questions for Mr. Garrett, Public Works Director, regarding his department’s FY2021-2025 draft CIP proposal.

- Mr. Higginbotham referenced the Public Works request for “(residential) waste can replacement”. He asked what the cost was for each waste can.

Mr. Garrett stated the cost for each waste can was between \$52 and \$55 each, depending on how many waste cans were purchased at one time. He stated the town usually purchases between fifty (50) and one hundred (100) cans at one time.

Mr. Garrett stated the waste cans the town uses usually has an approximate “shelf life” of ten years. He stated, at that point, the cans start to become “brittle”, making them unsafe and unusable for service.

Mr. Higginbotham asked what effects the waste cans to make them become “brittle”.

Mr. Garrett answered the natural elements, such as long-term sun exposure, eventually wears on the cans making them unusable.

Mayor Mattox asked if the waste cans were being replaced through a “cycling” process or by need.

Mr. Garrett stated the town’s waste cans are continuously monitored for defects and only replaced when found to be broken/unusable.

- Mr. Higginbotham referenced the Public Works replacement request for a “bucket truck”. He asked what the mileage is on the town’s current bucket truck.

Mr. Garrett stated the town’s current bucket truck, a 1997 Ford, was twenty-three years old, with an estimated 177,000 miles. He stated the old bucket truck, and its lift, were in need of repairs, totaling an estimated \$25,000.

Mr. Higginbotham asked how often the town uses its bucket truck.

Mr. Garrett answered Mr. Higginbotham and stated the town uses its bucket truck between twenty (20) and thirty (30) hours per month.

Mr. Garrett stated, while investigating the options of replacement for the bucket truck, he and Mr. Fore, Utilities Director, evaluated the cost between a used bucket truck and a new one. He stated, using a thirty year investment calculation, it would be more feasible for the town to purchase a new bucket truck rather than a used one.

Mr. Mitchell asked, if Council approved PW's request for a new bucket truck, did the town's old bucket truck have enough value to consider selling it.

Mr. Garrett stated it did, but would only bring a return between \$5,000 and \$8,000.

- Mr. Higginbotham referenced the tractor mower replacement requested by Public Works in FY2021 and asked how many miles the tractor had on it.

Mr. Garrett informed Council the town's current tractor mower was a 1988 model 2150 and had 7,173 miles.

Mr. Higginbotham asked if the town's current, older model, tractor mower would be sold, to which Mr. Garrett answered it would be.

- Mr. Garrett referenced a requested item on Public Works FY2021 draft CIP, a "Flex Wind Rotary Cutter". He stated the cutter would be a "new" piece of equipment the town does not currently have.

Mr. Garrett stated the wider cutting range would allow staff to cut the fields in English Park and the town's newly acquired Industrial Park more efficiently, with less man (labor) hours.

- Mr. Higginbotham referenced a multi-year item/project listed on the Public Works draft CIP, "Streetlight Head Replacements/Upgrades". He asked were the streetlight heads staying the same cost each year.

Mr. Garrett informed Council the new streetlight heads had increased in cost since the initial start of this project, therefore, the project was extended an additional year to ensure the project's completion.

Mr. Bennett stated he felt the streetlight project was esthetically pleasing in the locations the project currently covers. He stated, with their new LED head replacements, the decorative streetlights also offered a lot of "lighting" to the town's sidewalks, which helped offer additional safety. He stated he would like Council to consider extended the project in the future to also cover the Bedford Avenue area.

- Mr. Garrett referenced the "Paving Plan" item/project in Public Work's draft CIP. He gave Council a brief description of the proposed multi-year paving plan.

Mr. Higginbotham shared his opposition towards the proposed paving plan. He stated, if a street starting cracking or breaking up, the town would need to resurface the street as soon as possible, not wait until the year the said street is on the paving plan's list to complete.

Mr. Higginbotham stated he was opposed to "pre-planning" which streets would be paved in a given year, and he would rather see the town use the requested money to pave a couple of the town's streets, rather than towards a paving plan.

Mayor Mattox asked if the requested money would be allocated from the town's Highway Funds, to which Mr. Garrett stated it would.

Mayor Mattox asked the Town Manager if the town had enough surplus in its Highway Fund to cover this request by Public Works.

Mr. Coggsdale, Town Manager, stated there was currently a surplus in Altavista's Highway Fund. He stated, if Council approved, the unused funds (surplus) could be allocated for Public Works' paving plan request.

Mr. Coggsdale informed Council that staff would be paving more streets this year than in previous years, in order to try and use all of the contribution awarded annually to the town by the state for its Highway Fund.

Mayor Mattox asked Mr. Garrett if he knew of any other localities that used such a paving plan as Altavista's Public Works had proposed.

Mr. Garrett stated he did not know the names of the localities, but when he spoke to a couple of the town's on-call engineers, Peed & Bortz and Hurt & Proffit, they relayed to him that they had worked on similar paving plans for "other localities".

Mayor Mattox asked Council if they had any additional questions for Mr. Garrett regarding the Public Works Paving Plan item requested in the FY2021 draft CIP, to which there were none.

All Council members were in consensus to "earmark" this item for further discussion and consideration during their next Budget/CIP work session.

- Mayor Mattox referenced a Public Works draft CIP item, "Upgrade Fueling System". He asked if the town's current fueling system was broken or if staff was having problems with the old system.

Mr. Garrett informed Council that the town's current fueling system was operated by Windows 7 computer software, which was outdated and as of January 2020 was no longer being supported/serviced.

Mrs. Shelton, Finance Director, confirmed Mr. Garrett's statement. She also stated the town's current fueling system was not compatible with the newest version of Windows software (10), and therefore the requested upgrade was a necessary item.

- Mr. Higginbotham referenced a Public Works draft CIP item, "Removal of SR2 Oil Tanks". He asked whether or not the oil tanks were full or contained any oil.

Mr. Garrett stated the SR2 Oil tanks were mostly empty. He stated they were previously used to contain an asphalt oil the town no longer uses for paving. He stated, not only were the tanks esthetically displeasing, but the tanks also contained hazardous material and therefore needed to be removed from town property.

- Mayor Mattox referenced the Public Works draft CIP item, "Painting the Booker Building". He suggested, since the facility was also a part of another agenda item that evening, if Council would rather consider discussing this request at that time.

All Council members were in consensus to do so.

Mayor Mattox stated, at that time, Council would "pause" their review of the FY2021 Draft CIP and continue this item during discussion of "Unfinished Business" on the agenda.

5. Recognitions and Presentations

a. Portrait Presentation of Former Mayor, J.R. “Rudy” Burgess

Mr. Coggsdale referenced Altavista’s Municipal Building and stated it had been named after the former Mayor, Mr. Rudy Burgess, in 2007.

Mr. Coggsdale informed Council that some of Mr. Burgess’s family members were present that evening to dedicate a portrait of him to be displayed in the Town Hall.

Mrs. Jane Hudgins, daughter of Mr. Burgess, addressed Council. She stated it was an honor for her family to present the portrait of her father in recognition of his service.

Mrs. Hudgins stated her father was a Councilman for forty (40) years, with twenty-four (24) of those years acting as Mayor. She stated there was nothing her father loved more than his family and having the privilege to serve as a Councilman and as Mayor of the Town of Altavista.

Mayor Mattox thanked Mrs. Hudgins and the Burgess family for the portrait of former Mayor Rudy Burgess. He stated it would be an honor to have the portrait displayed in the Town Hall that was named after Mr. Burgess for his dedication and many years of service to the Town of Altavista.

b. Proclamation – February “Black History Month”

Mayor Mattox recognized Ms. Tywana Whorley, Public Service Librarian at Altavista’s Staunton River Memorial Library (SRML), as being in attendance that evening to except the town’s proclamation for recognizing February 2020 as “Black History Month” in the Town of Altavista.

Mayor Mattox stated the proclamation would hereafter be displayed at the SRML in recognition of Altavista proclaiming February 2020 as Black History Month.

Mayor Mattox read the proclamation aloud, signed the document, and presented the proclamation to Ms. Whorley to display at the Staunton River Memorial Library.

*PROCLAMATION DECLARING FEBRUARY AS “BLACK HISTORY MONTH”*

*WHEREAS, Altavista is strengthened and enriched by the diversity of cultures and traditions that are an integral part of this great town; and*

*WHEREAS, African Americans have played significant roles in the history of Altavista's economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and*

*WHEREAS, As a result of determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to the Town of Altavista, Campbell County, Commonwealth of Virginia and United States, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and*

*WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience; and*

*WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities;*



*NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim February 2020 as*

*“BLACK HISTORY MONTH”*

*throughout the Town of Altavista; and urge our community, government leaders, policy makers, business people, educators, and all residents of Altavista to celebrate their history and recognize the contributions of African Americans to our town, county, state, and nation.*

*Adopted this 11th day of February, 2020 by the Altavista Town Council.*

c. Proclamation – March “Heart Health Awareness Month”

Mayor Mattox stated the Town of Altavista was proclaiming March 2020 as “American Heart Month”. He signed the document and asked that the proclamation document be placed in the meeting’s “minutes” for recognition.

*PROCLAMATION DECLARING MARCH AS “AMERICAN HEART MONTH”*

*WHEREAS, heart disease is the leading cause of death in the United States; and*

*WHEREAS, heart disease and conditions that lead to it, can happen at any age;*

*WHEREAS, unhealthy lifestyle choices, combined with rising obesity rates in both kids and adults, have hindered progress fighting heart disease; and*

*WHEREAS, March is American Heart Month, a time the nation turns its attention to keeping families and communities free from heart disease; and*

*WHEREAS, heart disease not only affects the person with the condition, but also greatly impacts family, friends, and the community; and*

*WHEREAS, individuals can take action to protect their heart health and prevent heart disease by taking steps to prevent and control the risk factors for the disease; and*

*WHEREAS, keeping our communities healthy and promoting awareness of health issues including heart disease, is an important responsibility and depends on the actions of many organization and groups in our community; and*

*WHEREAS, heart health remains a priority for families, communities, and government, and our commitment to keeping our citizens healthy is stronger than ever.*

*NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim March 2020 as*

*“AMERICAN HEART MONTH”*

*throughout the Town of Altavista, and urge all citizens to observe this month by living a healthy lifestyle and choose healthier foods and drinks, get regular physical activity, manage weight, and stop smoking and vaping. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent heart disease.*

*Adopted this 11th day of February 2020 by the Altavista Town Council.*

d. Proclamation – March “Multiple Sclerosis Awareness Month”

Mayor Mattox stated the Town of Altavista was also proclaiming March 2020 as “Multiple Sclerosis Awareness Month”.

Mayor Mattox read the proclamation aloud, signed the document, then presented the proclamation to Ms. Denise Ellis, representing the Multiple Sclerosis (MS) Alliance of Virginia and a “patient advocate” for the Multiple Sclerosis Society.

*PROCLAMATION DECLARING MARCH 2020 AS  
“MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”*

*WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and*

*WHEREAS, it typically strikes young adults in the prime of life – in their 20’s to 40’s. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and*

*WHEREAS, March of 2020 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying live – to benefit themselves, their caregivers and families, and the overall community; and*

*WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and*

*WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and*

*WHEREAS, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and*

*WHEREAS, every hour of every day, someone is newly diagnosed with multiple sclerosis; and*

*WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and*

*NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2020 as*

*“MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH”*

*throughout the Town of Altavista; and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.*

*Adopted this 11th day of February 2020 by the Altavista Town Council.*

Ms. Ellis thanked Mayor Mattox and the Town of Altavista for its continued support and awareness efforts of Multiple Sclerosis.

## Council Regular Meeting – February 11, 2020

### 6. Citizen’s Time (non-agenda items only)

Mayor Mattox asked if there were any citizens present wishing to come before Council with a comment or concern that was not on the February 11, 2020 Council Meeting Agenda, to which there were none.

### 7. Consent Agenda

- a. Approval of Council Minutes:
  - January 9, 2020 Called Meeting
  - January 14, 2020 Town Council Regular Meeting
  - January 28, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports
  - January 2020 Revenue and Expenditures
- c. Altavista Planning Commission
  - Acceptance of PC Annual Report
- d. WWTP Electrical Project – *Phase III*
  - Acceptance of Peed & Bortz Design Proposal
- e. Public Works Department
  - Approval of the Town’s Spring 2020 Paving List

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the February 11, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

### 8. Public Hearing(s)

There were no public hearings scheduled for the February 11, 2020 Council Meeting.

### 9. New Business

- a. Campbell County Emergency Operations Plan (EOP) - Resolution Consideration

Mr. Coggsdale informed Council that the Campbell County Public Safety Office periodically reviews and updates the information contained in their Emergency Operations Plan (EOP). He stated the EOP includes the Town of Altavista and accordingly, with each revision the town is requested to adopt a “Resolution” in regards to adoption of the newly revised plan.

Mr. Coggsdale informed Council the county’s EOP was rather large, so it was not included as an attachment in their Council packets, but could be requested for individual review and inspection through the Town Manager’s Office, located at Town Hall.

Mr. Coggsdale stated Town Staff had reviewed the revised document and recommends Town Council adopt a resolution stating the town concurs with the revised plan, which would be included in the EOP.

ADOPTION OF THE CAMPBELL COUNTY  
ALL HAZARDS, ALL DISCIPLINES PLAN /  
“EMERGENCY OPERATIONS PLAN (EOP)”

*WHEREAS, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and*

*WHEREAS, the Town Council has a responsibility to provide for the safety and well-being of its citizens and visitors, and*

*WHEREAS, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.*

*NOW, THEREFORE, BE HEREBY PROCLAIMED by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised December 2019 is officially adopted, and*

*IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County Board of Supervisors.*

*Adoption occurred at the regular meeting of the Altavista Town Council held on the 11th day of February, 2020, at the Altavista Town Hall located at 510 7th Street, Altavista, VA 24517.*

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

Mrs. Dalton, seconded by Mr. Bennett, motioned to accept staff’s recommendation to adopt a resolution related to the Town’s Adoption of the Campbell County Emergency Operations Plan (EOP).

Motion carried.

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

10. Unfinished Business

a. Booker Building Update

Mr. Coggsdale referenced Council’s previous decision to hire Land Planning & Design Associates (LPDA) to conduct a “Use Feasibility Study” for the Booker Building facility located in English Park. He reminded Council of their discussions regarding the LPDA Study at their November 2019 and January 2020 Work Sessions.

Mr. Coggsdale stated, at the January 2020 Work Session, Council provided staff with direction regarding the Booker Building and were in consensus to move forward on three specific items:

- 1) Create and Issue a “Request for Proposal” seeking “adaptive/reuse” development proposals for the facility.
  - Mr. Coggsdale stated the RFP would be advertised later that week and has a 90 day window to receive proposals (deadline mid-May);
- 2) Request proposals from the Town’s “on-call” engineers to provide services to evaluate and provide estimated costs for the improvements listed in Appendix A of the LPDA Study.
  - Mr. Coggsdale stated it was anticipated the proposals will be provided for Council’s consideration at their February 25<sup>th</sup> Work Session; and
- 3) Evaluate shade needs to rear of the building, off the stage area, and provide designs and costs to Town Council.
  - Mr. Coggsdale stated it was also anticipated staff will have this information for Council at their February 25<sup>th</sup> Work Session.

Mr. Coggsdale stated this information was being provided as “information only” at this point, with follow up anticipated at the February 25<sup>th</sup> Work Session on items 2 & 3.

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

b. Splash Pad Operations Review and Recommendations

Mr. Coggsdale referenced a discussion Council had last month regarding the 2019 “operations” of the new splash pad attraction in English Park. He stated, during that discussion, Council approved staff to move forward with some improvements and also requested staff to provide them with recommendations on several other items/issues related to the splash pad.

Mr. Coggsdale stated, accordingly, staff will be moving forward with additional signage, installation of “baby changing stations” in the restrooms, and reviewing the traffic pattern of the area adjacent to the splash pad for possible improvements.

Mr. Coggsdale stated, based on Council’s previous discussion, the splash pad will open on Friday, May 1<sup>st</sup>, with a “Grand Opening” at 5:30 p.m. hosted by Town Council.

Mr. Coggsdale offered Council additional staff recommendations for their consideration:

- Ribbon Cutting/Grand Opening:  
Friday, May 1st at 5:30 p.m.
- Splash Pad Season:  
Open first Saturday of May/Close last Sunday in September
- Hours of Operation:  
Daily: 9:00 a.m. to 8:00 p.m.  
(NOTE: *This is a change in the days prior to Memorial Day and after Labor Day (previously weekends only) and an extension of the daily hours from 10:00 a.m. to 7:00 p.m. to the proposed 9:00 a.m. to 8:00 p.m.*)
- Facility Rentals:  
Pavilion - No rental of the large pavilion in English Park during the splash pad’s season of operation.
- Misc. Item:  
If feasible, route the town bus (ACTS) into English Park, with a stop at the sign (across from the side of the Booker Building) every hour when the Splash Pad is operational.

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

Mr. George referenced one of staff's recommendations, "Bus stop at English Park". He asked if the bus pick-up for the park would be Town Hall.

Mr. Coggsdale stated a bus rider would be taken to the park from any location on the bus route. He stated the park stop would be at the end of the route, so the earlier a rider is picked up on the route, the longer they would have to wait to get to the park bus stop.

Mr. Mitchell asked, if the town decided to make English Park a stop on the ACTS bus route, did the town have to add a "shelter" to that bus stop area.

Mr. Coggsdale informed Council it was not mandatory for the town to place "shelters" at every stop on the ACTS bus route, so the decision would be up to Council whether or not to add one at that particular bus stop.

Mr. Coggsdale also stated the only requirement the town would have, if they made English Park a stop on its ACTS bus route, would be to have signage visible with the bus's route time of pick-up for that stop.

Mr. Mitchell suggested Council consider closing the splash pad attraction during special events, such as the Uncle Billy's Day Festival held annually at English Park.

Mr. Mitchell referenced the splash pad's water filtration system and the sign at the attraction that states any patrons of the splash pad are required to have on swimwear, rather than regular clothing. He stated, with the additional visitors in the park during special events, it may be difficult to monitor that requirement.

Mr. Emerson stated it may be difficult to close the splash pad area, unless some type of "fencing" was used to do so.

Mr. George referenced the "ornamental" fencing currently being added to the splash pad/playground area. He stated the addition of that fencing may be helpful if the town decided to close off the area during special events.

Mr. Mitchell, seconded by Mr. George, motioned to accept staff's recommendations, with the addition of closing the splash pad during special events in the park.

Mayor Mattox asked if Council had any additional comments or concerns before voting on this item.

Mr. Higginbotham stated he did not agree with closing the splash pad at any time during the summer months. He suggested having the Police Department monitor the splash pad area more during special events to hopefully deter any unwanted behavior.

Mr. Bennett agreed with Mr. Higginbotham and stated the town could also consider having additional "staff" monitoring the splash pad area during special events.

Mr. Bennett stated he felt the new splash pad and renovated playground would be an added attraction during special events, which was a benefit to the town when marketing/advertising the events.

Mrs. Dalton stated she felt there would be a "general expectation" to the public that the splash pad would be available after opening for the summer, even during events.

Mr. Mitchell stated the intent of his suggestion/motion was to protect the town's investment for the splash pad and its equipment.

Mr. Coggsdale stated that Mr. Mitchell was correct regarding the town requiring patrons of the splash pad to have “proper swimwear”. He stated the dyes from regular clothing can cause damage to the splash pad’s equipment/filtration system over time.

Mayor Mattox stated, with the Uncle Billy’s Day Festival bringing an additional 6,000 visitors each year into the park, he also had a concern whether or not the town should allow the splash pad to be open during such a large event.

Mrs. Dalton suggested allowing staff evaluate the issue and determine whether or not it would be necessary for the town to close the splash pad area during special events, or whether to just have staff monitor the area.

Mrs. Dalton stated other localities with splash pads may have the same concerns, and the way they handle those concerns would be informative and helpful to Council’s consideration and decision on this matter.

Mr. Coggsdale informed Council they did not have to decide that evening on whether or not to close or monitor the splash pad attraction during special events, but could revisit the suggestion at a future work session.

Mr. Emerson stated the splash pad was not built to deter, but to attract people/visitors to the park and to the Town of Altavista. He stated he felt the town should be trying to promote the splash pad as an asset to the town.

Mr. Emerson stated he favored leaving the splash pad open all summer, even during special events, but having the splash pad monitored by Town Staff.

Mr. Mitchell stated he was withdrawing the addition to his motion regarding his suggestion to close the splash pad during special events, in order to give Council additional time for discussion and consideration of his suggestion.

Mr. George also withdrew his “second” to Mr. Mitchell’s original motion.

Mr. Mitchell, seconded by Mr. George, motioned to accept staff’s recommendations regarding the splash pad’s grand opening, hours and months of operation, no rentals at the large pavilion at English Park during the splash pad’s season of operation, and also adding a bus stop at English Park, to the town’s ACTS bus route, during the splash pad’s season of operation.

Motion carried.

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

c. Continued Review and Discussion of FY2021-2025 Draft CIP (#4 agenda item)

Mr. Coggsdale continued his presentation of the proposed Capital Improvement Plan for fiscal years 2021-2025 for Council’s review and consideration.

Mr. Coggsdale continued by referencing Altavista’s Parks & Recreation Committee and their proposed FY2021 draft CIP.

# Parks & Recreation (Public Works)

<u>PARKS &amp; RECREATION CIP BY YEAR</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	<u>Future</u>
P&R	Gateway Park Shade Sail Replacement	10,000					
P&R	Disc Golf Course	26,100					
P&R	River Overlook at English Park	6,000					
P&R	Dog Park/English Park	70,500					
P&R	Walking/Biking Trail Connection	15,000	60,000				
P&R	Improve Entrance to English Park	11,600	46,400				
P&R	Parking/Circulation Imp. to Boat Parking Lot	32,000	127,500				
P&R	Picnic Table Replacement/English Park	10,000					
P&R	Inner Loop Trail	87,000					
P&R	Improvements to Picnic & River Area		50,750				
P&R	River Access at Boat Ramp		159,500				
P&R	Passive Lower Trail/Stream Crossing	150,000					
P&R	Overnight Campground			10,000	50,000		
P&R	Repaving/Striping Trade Lot Parking Lot			46,400	185,600		
P&R	Connection to YMCA Parking Lot			10,000	62,500		
P&R	Improvements to Pedestrian Bridge Over RR			20,000	130,000		
P&R	Parking Circulation Improvement			50,000			
P&R	Renovations to War Memorial Entrance				35,250		
P&R	New Fields (EP)				25,000	1,418,750	1,418,750
P&R	Ballfield Lights (SP)					180,000	
<u>PARKS &amp; RECREATION TOTAL</u>		418,200	444,150	136,400	488,350	1,598,750	1,418,750
				FY2021-2025 CIP TOTAL:			4,804,600

- Mr. Higginbotham referenced the Parks & Rec. item, “Gateway Shade Sail Replacement”. He asked if staff gathered more than one quote for replacing the sails.

Mr. Garrett stated the given quote was from the company that installed the original shade sails.

Mr. Higginbotham suggested getting additional quotes from other (local) companies for this item.

Mr. Coggsdale stated, with the original company already having the template for the current shade sails, whether another company would be able to “fit” the existing sail structures as well as the original company.

Mr. Coggsdale stated staff would investigate the cost and compatibility of replacing the shade sails from additional companies.

Mr. Mitchell asked how long the existing shade sails have been at Gateway.

Mr. Coggsdale answered stating at least ten (10) years.

- Mr. Higginbotham referenced the Parks & Rec. item, “English Park-River Overlook”. He suggested the town collaborate with local Boy Scouts to help with this project. He stated he felt it would make the community feel more involved with this project and what is being done in that area of the park.

Mr. George stated he was in favor of Mr. Higginbotham’s suggestion. He offered, if Council approved using Boy Scouts, Mr. Tim Wagner and/or Mr. Jeremy Funderburk as two Scout Masters the town could contact in regards to this project.

Mr. Mitchell stated he was not opposed to using Boy Scouts on any town project, but doing so for the “river overlook” item may delay the project’s completion timeframe, as potential scouts would be in school until summer and the town hoped to have this item completed by then.

Mr. Emerson referenced the “large” rocks located beside and near the river overlook. He suggested the town use the rocks for this project in some way (steps, walkway, etc.).



- Mr. Coggsdale referenced the Parks and Recreation Committee’s proposed CIP for FY2021. He informed Council, during their last meeting, Parks & Rec. had decided to move three of its proposed FY2021 items/projects to FY2023; Disc Golf Course, Dog Park, and Inner Loop Trail.

Mr. Coggsdale informed Council of the Parks and Recreation Committee’s three new projects to be considered for their draft FY2021 Capital Improvement Plan (CIP); bathrooms added to the newer (back) section of English Park, re-seeding the back fields of the park, and repaving the two parking lots closest to the back fields of the park.

Mr. George reminded Council the “reseeding” and “paving” items were started a few years ago when that part of the part was owned by the County, so it would not be as costly to finish the two projects.

Mrs. Dalton asked if there were quotes available for the three additional proposed projects for Council’s review as part of their consideration.

Mr. George stated, since the three items were just recently added to the Parks & Rec. draft FY2021 CIP, staff was still working on getting quotes for those items.

Mr. Emerson stated, the more updates (such as trail paving and restoring the river overlook) the town does to the back area of the park, the consideration of adding amenities would be inevitable.

Mr. Emerson suggested, if approved, having smaller bathrooms than what is currently located near the playground and splash pad in the park. He referenced the “concrete bathrooms” used by national parks (such as the bathroom located at Leesville Dam) and stated he felt that type of bathroom would be sufficient for that area of the park.

Mr. Higginbotham agreed with Mr. Emerson. He stated the type of bathroom facility to be placed along the trails, adjacent to the back fields in English Park, did not need to be as large as the current bathroom facility located near the playground area of the park.

Mayor Mattox suggested this item be placed on a future Council Work Session, allowing Council additional time to review and consider the revisions to the Parks and Recreation Committee’s portion of the Public Works draft FY2021 CIP.

Mr. Coggsdale suggested Council accept the Parks & Rec. request to remove the mentioned three items to FY2023, and allow staff to have a “place holder” in the draft budget for the requested three new CIP items. He stated, since they were for the same area of the park, the three new projects could be grouped together as one item.

All Council members were in consensus to do so.

Mr. George reminded Council, since some of the items in the Parks & Rec. draft CIP were pertaining to the new, back portion of English Park, there were monies still available in the Jenks Fund that could be used towards those projects.

- Mr. Coggsdale continued and referenced the Parks & Rec. draft CIP item, “English Park Entrance Improvements”. He pointed out that only the “planning and design” portion of this item was scheduled for FY2021, with the construction part of the item being scheduled for FY2022.

Mayor Mattox suggested, during the design process of this project, adding a proposal to enlarge the entrance sign to the park. He stated he felt the current signage was not visible enough to visitors of the town.

Mr. Coggsdale stated staff would investigate options for new and/or additional signage for the park’s entranceways.

Mayor Mattox also suggested having a sidewalk on the right side of the entrance (coming from Main Street), and staff investigating the possibility of it continuing all the way down the road that enters the park.

Mr. Coggsdale stated there was a proposed sidewalk in the draft design that would run along the right side of Pittsylvania Avenue leading up to the first entrance of the park. He stated there was also consideration in the draft design for the first road from Main Street to be “entrance only”, and the second road to remain an enter/exit flow of traffic.

Mr. Coggsdale stated staff would have to confirm with VDOT before a final decision could be made on the traffic flow portion of the design.

Mr. Coggsdale stated, if VDOT approved the proposed traffic flow, the “entrance only” road leading into the park could have a pedestrian/bike lane, which would cover the suggestion of having a sidewalk alongside that road.

Mr. Bennett asked if there was anything prohibiting the town from implementing the change in traffic flow now, rather than later.

Mr. Coggsdale reminded Council there was a business located on the road that could potentially be changed to a “one way” street, therefore the traffic flow reconfiguration request would have to be reviewed and approved by VDOT before the town could move forward with this item.

- Mr. Emerson referenced the Parks & Rec. CIP item, “Picnic Table Replacement”. He stated he felt the splash pad area of the park was in need of additional shade and picnic tables with umbrellas would be a nice option to help the issue.

Mr. Emerson suggested, while evaluating the cost and how many new picnic tables to purchase for the town’s pavilions, staff could also evaluate the feasibility of placing picnic tables to the area around the splash pad.

Mrs. Dalton stated she felt having umbrellas for staff to put up and take down daily would not be a viable option.

Mr. Coggsdale stated, with the large pavilion not being available for rental during the season of the splash pad’s operation, there would be more picnic tables available for patrons of the splash pad to sit and utilize the pavilion’s shade.

Mr. Bennett asked staff to make sure there will be adequately visible signage at the large pavilion regarding the rental/no rental change.

Mr. Coggsdale stated staff would make sure the large pavilion’s new signage would be “clear” to the public regarding the new rental changes. He stated the signage would also convey a “first come/first serve” rule for the pavilion’s daily use.

Mr. Bennett also asked staff to elaborate on the “Overnight Campground” item in the Parks & Rec. draft CIP for both FY2023 and FY2024.

Mr. Coggsdale stated the proposed campground would be located in the parking lot of English Park, below Mid-Atlantic, and would for campers only, not tents.

Mr. Bennett suggested, with the new improvements and attractions being implemented at the park, the town should consider moving the campground’s completion date forward on the CIP timeline, in order to better serve the needs of visitors to the town.

Mr. George reminded Council that VDOT travels through the parking lots closest to the boat ramp to move their heavy equipment in and out of their work zone. He informed Council the proposed paving and campground items associated with those parking lots had been placed further out on the draft CIP in order to allow the new Rt. 29 Business Bridge to be completed before moving forward with those items.

Mr. Coggsdale concluded the Parks and Recreation Committee’s portion and moved forward with the Economic Development portion of the PW FY2021-2025 draft CIP.

Economic Development						
ECONOMIC DEVELOPMENT						
	FY2021	FY2022	FY2023	FY2024	FY2025	
ED Innovative Center and Co-worker Space	200,000	0	0	0	0	
ECONOMIC DEVELOPMENT TOTAL	200,000	0	0	0	0	
			FY2021-2025 CIP TOTAL:		\$200,000	
FUNDING SOURCES:	FY2021	FY2022	FY2023	FY2024	FY2025	
General Fund	200,000					
ECONOMIC DEVELOPMENT TOTAL	200,000					

There were no questions from Council regarding this portion of the FY2021 draft CIP.

Mr. Coggsdale continued his presentation with the Utilities Department’s portion of the proposed FY2021-FY2025 draft CIP.

Utilities - WATER						
UTILITIES (WATER) CIP BY YEAR						
	FY2021	FY2022	FY2023	FY2024	FY2025	
UT(W) Tank Maintenance	38,300	38,300	38,300	38,300	38,300	
UT(W) Water Line Replacement Project	705,000	705,000	705,000	705,000	705,000	
UT(W) Filter Improvements	870,000					
UT(W) Emergency Power (PS and Springs)	590,000					
UT(W) Chemical Pump Replacement	22,000					
UT(W) Sedimentation/Solids Handling Imp.	200,000	2,186,000				
UT(W) SCADA for Springs	130,000					
UT(W) Raw Inline Turbid meter		25,000				
UT(W) Stream and Current Monitor		25,000				
UT(W) Raw Water Pump Replacement		35,000				
UT(W) Wash Pit for Trucks and Equipment		5,000				
UT(W) Raw Water Control Valve			60,000			
UT(W) Midsize Excavator			210,000			
UT(W) Water Plant Security			196,000			
UT(W) WTP & Tank Electrical & SCADA Imp.			434,000			
UT(W) Sweeper with Hopper Attachment				8,000		
UT(W) Water Plant Truck with Lift Gate				65,000		
UT(W) Grapple Bucket & Brush Cutter Head				15,000		
UT(W) Meter Truck Replacement				30,000		
UT(W) Utilities Truck				120,000		
UT(W) Solids Tank Pump Replacement				30,000	30,000	
UT(W) WTP Heat Pump Replacement				20,000		

Mr. Higginbotham referenced the Utilities/Water items, “Tank Maintenance” and “Water Line Replacements”. He asked staff to specify which areas (tanks and streets) were having maintenance done in which fiscal year on the budget being presented to Council on February 17<sup>th</sup>.

Mr. Coggsdale confirmed staff would add Council’s requested “specified references” to the Utilities Department draft CIP.

Mr. Coggsdale continued with the Sewer (Utilities) portion of the proposed draft CIP.

Utilities - SEWER					
UTILITIES (SEWER) CIP BY YEAR					
	FY2021	FY2022	FY2023	FY2024	FY2025
UT(S) 40 hp Pump Replacement/Main P5	33,000				
UT(S) WWTP Electrical Upgrade	1,542,200	1,431,200			
UT(S) Sewer Line Root Removal	10,000	10,000	10,000		
UT(S) Sewer Line Replacement / Rehab	709,500	709,500	709,500	709,500	709,500
UT(S) Aeration Rehab	653,500	2,351,000			
UT(S) Replacement of Hydraulic Ram	18,000				
UT(S) 60 hp Digester Blower	18,000		18,000		
UT(S) Feed Pump Replacement		27,500		28,500	
UT(S) 40 hp Pump Replacement/Riverview P5					
UT(S) Truck Replacement		36,000			
UT(S) Main Pump Station Upgrade		51,000	862,000		
UT(S) Replacement of Lab Scales			5,000		
UT(S) Riverview Pump Station Upgrade				289,000	
UT(S) Mobile Pump (6")			55,000		
UT(S) SCADA Improvements			171,000		
UT(S) Auger Attachment (Skid Steer)			6,000		
UT(S) Secondary Clarifiers				124,000	1,873,000
UT(S) Brush Cutter Head Attachment				11,000	
UT(S) Truck Replacement				50,000	
UT(S) Trencher Attachment					6,000
UT(S) Commercial Water Truck					200,000
UT(S) Heat Pump Repl in Lab and Office					30,000
UTILITIES (SEWER) TOTAL	2,984,200	4,616,200	1,856,500	1,212,000	2,818,500
			FY2021-2025 CIP TOTAL:		13,487,400

Mr. Higginbotham referenced the Utilities/Sewer items, “Sewer Line Root Removal” and “Sewer Line Replacements”, and asked staff to also specify these areas (streets) of maintenance, for which fiscal year, in the draft budget.

There were no additional questions, comments, or requests from Council regarding the Utilities/Water and Utilities/Sewer draft CIP.

Mr. Coggsdale concluded his presentation by offering Council a reference of the town’s potential “Funding Sources” for the proposed FY2021 CIP.

FY2021 CIP FUNDING SOURCES		
CIP FUNDING SOURCES FOR FY2021		
Funding Source		
General Funds (FY2021 Projects)		778,330
Highway Funds (FY2021 Projects)		197,950
Enterprise Funds (FY2021 Projects)		297,200
Transfer In From Reserves (Earmarks for FY2021 Projects)		244,690
Grants		67,880
General Funds / Transfer Out (Future Year Projects)		165,420
Highway Funds / Transfer Out (Future Year Projects)		73,060
Enterprise Funds / Transfer Out (Future Year Projects)		33,550
FY2021 Funds - Subtotal		<u>1,918,080</u>
Bond Proceeds		5,265,700
CIP TOTAL		<u>7,113,780</u>
Notes:		
* The Transfer Out funding is being allocated for projects scheduled in an outlying Fiscal Year		
* Funding breakdown for individual projects can be viewed on the following project sheets		

Mr. Coggsdale stated he and staff would be glad to answer any questions Council may have regarding the proposed FY2021-FY2025 Capital Improvement Plan, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for their work on the draft CIP.

11. Reports and Communications

**Town Manager's Report for the February 11, 2020 Council Meeting**

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

**Projects/Items**

**Bedford Avenue Park Tennis Court Replacement and Sidewalk:** Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020.

**Booker Building Evaluation/Visioning Process:** The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. *Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet.*

**Dalton's Landing Canoe Launch Project Update:** The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). *The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents.*

**Building Demo/Potential Observation Deck (Eagle Trail)** Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. *Staff is working on the scope of work and plans that can be utilized for bidding of this project.*

**Melinda Tank Pressure Zone Improvements:** For the status of this project, see the current Woodard & Curran Update.

**Clarion Road Control Valve Improvements:** For the status of this project, see the current Woodard & Curran Update.

**Rt. 43 Gateway Project (Streetscape):** The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. *Work continues on this project. For additional information, see the current Hurt & Proffitt Update.*

**Trail Project (mausoleum area):** Staff is working on getting quotes for signs. *Vendor is working on the design/sample of the signs.*

**WWTP Phase 1 Electrical Design** Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. *For the status of this project, see Weekly Peed & Bortz Project Status Report.*

**WWTP Clarifier #1 Project:** For status of this project, see Weekly Hurt & Proffitt Status Report.

**WWTP Emergency Overflow Pond (DEQ):** *Staff is working on an update to DEQ.*

**Staunton River RIFA:** Staff is working with legal counsel in regard to withdrawal from the Authority.

**Brownfields Grant Program:** Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. *Grant applications have been submitted to the Virginia and EPA programs.*

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5<sup>th</sup>. *Staff is working on submitting information for the designation process.*

**Main Street Sidewalk Extension Project (VDOT TAP):** Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT “Transportation Alternatives Program” grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.

**Lynch Creek Sewer:** For the status of this project, see weekly Hurt & Proffitt Project Status Report.

**WTP Filter Rehab Project:** For the status of this project, see weekly Peed & Bortz Project Status Report.

**WWTP Aeration Project:** For the status of this project, see weekly Peed & Bortz Project Status Report.

**Riverview Sewer Line Replacement Project:** For the status of this project, see weekly Dewberry Project Status Report.

**McMinnis Waterline Replacement Project:** For the status of this project, see weekly Hurt & Proffitt Status Report.

**Altavista Park and Trails (APT) Master Planning/ Project Implementation:** The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

**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. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. *Phase II is underway and 8 new decorative heads have been installed.*

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. *Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project.*

**Chemical Storage Building (Public Works):** *“Notice to Proceed” issued, with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see the Weekly Peed & Bortz Project Status Report.*

**Farmer’s Market Shade Improvements:** *Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements.*

**Shreve Park Playground Equipment Replacement / Bridge Replacement:** New playground equipment has been installed. *Several benches and a shade structure will be installed in the next 2 weeks. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek.*

## **VDOT PROJECTS (Non Town Funds)**

**VDOT Rt. 29 Bridge Replacement Project Update:** Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

**Main Street & Broad Street Pedestrian Accommodations (VDOT Project):** Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town’s understanding that this project is substantially complete.

**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 project 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.

**On-going Items with No New Updates:**

Southern Virginia Multi-modal Park – Utility Review

**Recently Completed Projects:**

Downtown Public Parking Signs and Banners  
Pavilion (English Park) Roof Replacement  
Hand Rail Replacement Projects (Library and Train Station)  
Washington Street Sidewalk Project  
Meals Tax Audits Notification  
Personnel Policies Manual (Employee Handbook) Update  
Utility Standard Details & Specifications  
RFQ/P Engineering Services  
Economic Development Strategic Plan (Camoin)  
7<sup>th</sup> Street Utility Project  
Ridgeway Avenue Drainage Evaluation  
Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area)

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding items from his February Town Manager's Report.

Mr. Emerson referenced an item in the report, Dalton's Landing Canoe Launch. He asked the Town Manager if there was an estimated completion date.

Mr. Coggsdale reminded Council the engineer on the project, Scott Bortz, indicated a possible "early summer" completion.

Mr. Higginbotham asked when the project was scheduled to "go out for bid".

Mr. Coggsdale reminded Council staff had received the biological opinion letter from the USFWS and they are working with town consultants to get the new "language" incorporated into the bid documents; after that, the bid process would move forward. He stated he felt the bid process would be moving forward soon.

Mr. Coggsdale stated he would continue to work with the engineers on this project to pinpoint a more precise timeframe.

Mayor Mattox asked Council if they had any additional questions or comments regarding the February 2020 Town Manager's Report, to which there were none.

11. Matters from Staff

Mayor Mattox asked Town Staff (department directors) if they had any questions, comments or concerns for discussion with Council, to which there were none.

## Council Regular Meeting – February 11, 2020

### 12. Matters from Council

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

### 13. Closed Session

There was no closed session scheduled for the February 11, 2020 Council meeting.

### 14. 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 8:01 p.m.

---

Michael Mattox, Mayor

---

J. Waverly Coggsdale III, Clerk