

Council Regular Meeting March 10, 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 March 10, 2020 at 7:00 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
- Mr. John Eller, Town Attorney
- Mrs. Crystal Hailey, Administration

- 2. Invocation and Pledge of Allegiance

Pastor Dawn Compton, Mount Herman United Methodist Church, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox asked Council if they had any questions or comments regarding the proposed March 10, 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. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

- 4. Recognitions and Presentations

- a. Resolution/Proclamation – World Water Day (March 22nd)

Mayor Mattox referenced the proclamation request and asked, if approved, that the proclamation be placed in the meeting’s official minutes for recognition.

PROCLAMATION DECLARING MARCH 22, 2020
AS “WORLD WATER DAY”

WHEREAS, water is a basic and essential need of every living creature; and

WHEREAS, Altavista’s natural resources and diverse ecosystem play a vital role in the water we drink and air we breathe; and

WHEREAS, these resources support life and contribute to Altavista’s wellbeing and prosperity; and

WHEREAS, it is imperative that we increase awareness of the importance of conserving our natural resources in the interest of our health and economic growth; and

WHEREAS, the Town of Altavista is committed to educating our citizens on the importance of water conservation;

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim March 22, 2020 as

WORLD WATER DAY

throughout the Town of Altavista and call upon each citizen and business to help protect our precious resource by practicing water conservation and water saving measures and encourage the residents of Altavista to become more aware of the need to save water.

Adopted this 10th day of March 2020, by the Altavista Town Council.

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proclamation declaring March 22nd as the designated day the Town of Altavista would observe World Water Day.

Motion carried.

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

5. Citizen’s Time (Non-Agenda Items Only)

Mayor Mattox asked if there was a citizen(s) present wishing to come before Council with a comment or concern that was not on the March 10, 2020 Council Meeting Agenda.

There were no public comments on this date regarding none agenda items.

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6. Consent Agenda Approval

- a. Approval of Council Minutes
 - February 11, 2020 Town Council Regular Meeting
 - February 25, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - February Revenues and Expenditures
- c. Approval of Citizen Request
 - 328 10th Street – request to utilize town property (encroachment)
- d. Approval of Amendments
 - Altavista Community Transit System – Title VI Plan amendments

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the March 10, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

7. Public Hearing

Consideration of Ordinance - Authorizing Issuance of General Obligation Public Improvement Bonds, Not to Exceed \$16,000,000.

Mr. Coggsdale referenced Council’s discussion over the past year regarding the consideration of borrowing funds to finance capital improvements needed for the town’s water and sewer systems.

Mr. Coggsdale stated the town had been assisted in analyzing potential borrowing options by their financial advisors, Davenport, and following the public hearing, Mr. R.T. Taylor (Davenport) would provide Council with an update on the “Bank RFP Results” and a comparison analysis for the funding of the aforementioned projects. He stated the presentation would not include the \$4,300,000 that had been committed to the Town of Altavista through the Virginia Clean Water Revolving Loan Fund (VCWRLF).

Mr. Coggsdale shared with Council a chart for their reference regarding funding needs:

Melinda Pump Station & Pipe Network	\$750,000
McMinnis Water Line Project	\$2,000,000
Lynch Creek Sewer Line Project	\$1,725,000
Riverview Sewer Line Project	\$230,500
WTP Filter Improvement Project	\$930,000
WWTP Aeration Improvement Project	\$200,000
WWTP Electrical Upgrade (VCWRLF)	\$4,300,000
WWTP Electrical Upgrade	\$500,000
Total:	\$10,635,000

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Mr. Coggsdale referenced the project chart and stated it was anticipated the town would seek to borrow a total of \$10.7 million, which includes \$4.3 million through the Virginia Clean Water Revolving Loan Fund (VCWRLF) for the WWTP Electrical Upgrade Project.

Mr. Coggsdale informed Council the adoption of the Bond Issuance Ordinance allows the town to borrow up to \$16 million, but there was no obligation for that amount.

Mr. Coggsdale stated that evening's public hearing was a requirement that would allow Town Council the opportunity to issue general obligation public improvement bonds in an aggregate amount, not to exceed \$16,000,000.

Mayor Mattox opened the public hearing at 7:07 p.m.

There were no citizen questions or comments regarding the public hearing item.

Mayor Mattox closed the public hearing at 7:08 p.m.

Mayor Mattox asked if Council had any questions concerning the town adopting the proposed ordinance authorizing issuance of general obligation public improvement bonds.

Mr. Mitchell stated he was looking forward to hearing Davenport's presentation and was glad the process continues to move forward.

Mr. Higginbotham stated, with the interest rates currently being at a historical low, it was encouraging for Council when having to make such a decision, to be able to utilize the low rates. He stated, however, he felt the town should still stay conservative with the amount of debt service they commit to.

Mr. Mitchell reminded Council the current proposed debt service was \$10.7 million, not the allotted \$16 million. He suggested, if Council was looking to lower the \$10.7 million amount, collaborating with staff and the town's financial officers to establish an amount Council was comfortable with.

Mr. Bennett also referenced the current low interest rates. He stated, if the town has to borrow funds for necessary CIP projects, he felt it was the right time to consider doing so.

Mayor Mattox stated he firmly believed the Town of Altavista should continue to strive to offer its citizens a quality and reliable water (utility) system. He stated, even if that meant having to take on "debt service" for the next few years.

Mayor Mattox stated the Town of Altavista continues to have one of the lowest utility rates in the Commonwealth and he considers its Utilities Department an asset to the community.

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

Mrs. Dalton, seconded by Mr. Emerson, motioned to adopt the proposed ordinance as presented, authorizing issuance of general obligation public improvement bonds.

Motion carried.

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

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8. New Business

a. Davenport - Bank RFP Results and Comparison Analysis

Mr. Coggsdale informed Council that Mr. R.T. Taylor (Davenport) was present to deliver a presentation regarding the results of the town's recent bank Request for Proposals (RFPs).

Mr. Taylor gave Council a brief overview of Davenport's Comparison Analysis Report related to available financing options for the improvements needed for the town's water and sewer systems. He stated the analysis included the loan rate differences between three banks (Sterling, BB&T, and First National Bank of Altavista) and the VRA (Virginia Resources Authority).

Mr. Taylor stated the loan comparison included, not only the town's "new money" request for needed improvements to the water and sewer systems, but also included an option to refinance the town's existing debt service.

Mr. Taylor informed Council, at that point in time, VRA financing held the lowest interest rate, which would save the town an estimated \$300,000 over a 20 year loan period. He stated, however, the VRA's rate would not be finalized until mid-May, so their rate could possibly increase and not offer the same estimated savings as the current rate shows.

Mayor Mattox asked if the town could request the banks to refresh their offered rates closer to the mid-May VRA timeframe, so the town would have an updated comparison.

Mr. Taylor reminded Council the deadline for committing to VRA financing was April 1st and the VRA's interest rates could possibly increase by then. He also reminded Council the banks had agreed to "hold" their interest rate offers until late March/early April in order to give the town a chance to decide which loan option they preferred. He stated he would bring an updated rate comparison to Council at their March 24th Work Session.

Mr. Higginbotham asked how much the town was allowed to borrow from the VRA.

Mr. Coggsdale stated \$16 million was the town's borrowing limit.

Mr. Taylor confirmed the \$16 million amount, stating the amount the town was allowed to borrow was governed by the amount the town publicly advertised in accordance with the recent adopted ordinance stating "not to exceed \$16,000,000".

Mr. Coggsdale reminded Council the town was currently working with the Virginia Clean Water Revolving Loan Fund (VCWRLF) for \$4.3 million of the needed funds.

Mr. Higginbotham asked what interest rate the VCWRLF loan would have.

Mr. Taylor stated the VCWRLF offered the town an interest rate of 1.8 percent while discussing the town's request last month. He stated he would ask them to refresh/confirm that number and he would give Council an update at their March 24th Work Session.

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

Mr. Mitchell referenced the VRA's loan commit deadline of April 1st. He asked, if Council waits until the March 24th Council Work Session to select a financing option for the town's public utility system improvements, was Council allowed to officially "vote" on the item that night, in order to meet the VRA deadline (if that option was chosen), or would the item have to be placed on a regular meeting consent agenda for approval, which may compromise the decision process.

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Mayor Mattox reminded Council the town policy states that an item could be voted on during a work session, if the item was a “time-sensitive” matter.

Mr. Higginbotham stated, with the recent “Coronavirus” scare causing the stock market to be unstable, the VRA’s interest rates could be higher in two weeks’ time.

Mr. Coggsdale stated Council could select a financing option that night (bank loans or a VRA loan), but there were still items regarding the proposed amount that needed to be discussed. He suggested delaying their decision until the March 24th Council Work Session, when they receive an updated analysis from Davenport.

Mrs. Dalton stated she was in favor of waiting for Davenport’s analysis update at the March 24th Work Session to make a decision of which loan option to use. She stated the VRA’s interest rates were unknown whether the decision was made that night or in two weeks at the work session, because they do not finalize their rates until mid-May.

Mrs. Dalton asked the Town Manager how the town plans to manage the potential \$10.7 million debt service.

Mr. Coggsdale stated the discussed debt service for the town’s utility improvements would be paid for through current and future utility rate increases and also with “reserve” funds.

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

All Council members were in consensus to place this item on the March 24, 2020 Council Work Session Agenda for further review, discussion, and consideration.

Mr. Coggsdale stated both Davenport and staff would have an update for Council at their March 24th Work Session with the most current information available regarding the discussed financing options. He stated Council would need to select a preferred financing approach at that time, in order to meet requirements for time-sensitive deadlines.

b. Booker Building Rental Hours – Extension Request for Non-Profit

Mr. Coggsdale informed Council that representatives of KIDSRUS, a 501c3 organization, had recently approached Town Staff in regards to having two fundraisers in English Park and the Booker Building on the same day. He stated the KIDSRUS organization provides annual events for children in the community, including an annual Easter egg hunt.

Mr. Coggsdale stated the organization was seeking permission to use a portion of English Park for a “Car/Bike Show” for the daytime event. He stated the area requested is the large parking lot, adjacent to the park’s entrance off of Pittsylvania Avenue, as well as the gazebo on the hill. He stated the event would begin at 12 o’clock noon and end at 6:00 p.m., with an estimated 100 vehicles participating in the car show and potentially 250 attendees.

Mr. Coggsdale continued stating the nighttime event would be held at the Booker Building, and was estimated to have around 300 attendees. He stated two (required) off-duty officers would be present at the event because of alcohol being served; and in addition, the organizers were also contracting for private security.

Mr. Coggsdale reminded Council Altavista’s Town Policy states events that extend beyond the normal rental period of 10:00 p.m. require an officer and the approval of the Town Manager and/or Council. He stated Council may want to decide whether or not the request to extend the event until 2:00 a.m. is appropriate.

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Mr. Coggsdale shared with Council the memo from KIDSRUS outlining the details of their request.

Dear Town Council,

KIDSRUS is a 501c3 organization that was founded in 2016. We help children in the community by providing access to enjoyable social events at no cost; which might not otherwise be able to children due to lack of funds.

On March 21, 2020 KIDSRUS desires to hold two (2) events in Altavista to raise funds to the 4th Annual Easter Egg Hunt. This will be a two-part event with activities in the day and during the evening.

The first event will be a classic automobile car show, which will also include motorcycles. The logistics of the event are outlined below, and the designated areas are shown on the attached map:

1. The event will begin at 12:00 pm and end at 6:00 pm
2. The estimated number of cars and automobiles that will participate in the event is 100
3. The number of attendees is expected to be around 250 persons
4. The entrants will be judged during the event with announcements made throughout the day and awards announced at the end of the day over a loudspeaker
5. The loudspeaker will not be used to broadcast continuous music during the event
6. Food will be offered for sale by various vendors and the organization will ask that a percentage of the profits be donated to the nonprofit
7. The organization requests to use the gazebo as a staging area for the event, as it provides an unobstructed view of the facilities and allows the organization to monitor the participants and attendees during event
8. The organization is requesting the use of 50 cones, or as many as may be available, to aid with creating staging and parking areas for the event

The evening festivities will begin at 9:00 pm and the organization is requesting for it to end at 2:00 am. The details of that event are as follows:

1. The event will be restricted to people 25 years of age and up
2. It is anticipated that 300 people will attend
3. IDs will be checked at the door
4. The organization will enforce a policy prohibiting reentry to the event once a guest leaves
5. A smoking area will be provided on the right side of the Booker Building near the double doors
6. The organization is asking the Town to assist with a barricade to clearly define the smoking area
7. Security will be provided at the event with two (2) off-duty Altavista Police Officers hired to work along with private security
8. Alcohol will be sold at the event and the organizations has been in contact with the ABC Board, as recommended by the Chief of Police
9. Food will be served during the event
10. Music will be provided by a local DJ
11. Organizers will utilize the parking near the basketball court and the lower level parking in English Park with security dedicated to this area during the event
12. Cleanup after event will be provided by Central Virginia Cleaning Company

Thank you for your consideration of this request.

Benjamin Powell, President
Eric Coles, Vice President

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Mr. Coggsdale stated, at that time, staff recommends Council review the KIDSRUS request and address any issues or concerns they may have in regards to either event.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, if the town had a precedence for the Booker Building being used/open until 2AM in the morning.

Mr. Coggsdale stated, in the past, there had been a few events that have gone past midnight.

Mr. Coggsdale stated the town policy states a “private event” has to get special approval to continue after 11:00PM, but the policy does not address a time limit for “public” events.

Mrs. Dalton asked why the nighttime event was being proposed with such late hours.

Mr. Coggsdale stated, during an initial meeting with Mr. Powell (President) and Mr. Coles (Vice-President) of KIDSRUS, he shared his concern regarding the 2AM hour.

Mayor Mattox asked if one of the three KIDSRUS representatives attending the meeting could elaborate further on why the proposed hours were chosen for the nighttime event.

Ms. Tori Myers stated the proceeds earned from each fundraiser the group has goes towards the KIDSRUS Annual Easter Egg Hunt, which she stated was growing each year.

Ms. Myers reminded Council the Car Show ends at 6PM, and their team would need time to clear out from that event and still have time to set up for the nighttime event. She stated the proposed timeframe for the nighttime event was to ensure the event lasted long enough to make the desired amount of proceeds needed for their upcoming egg hunt.

Mrs. Dalton asked if the KIDSRUS organization uses proceeds from their fundraisers to fund activities or events other than the egg hunt.

Ms. Myers stated the organization’s main children’s event was the egg hunt, but they have also helped delivered food baskets as well as buy Christmas presents for families in need.

Mr. George asked what the age limit would be for the nighttime event.

Ms. Myers stated the nighttime event was for attendees twenty-five and older. She stated there would be security at each entrance of the Booker Building to check IDs.

Mayor Mattox stated he was in favor of the age limit (25 and up) for entering the nighttime event. He stated he felt it would deter having underage drinking issues.

Mr. Bennett referenced a public event that occurs just across the river from English Park/ the Booker Building. He stated that event also serves alcohol, but the event ends at 12AM.

Mr. Bennett stated he felt a 2AM closure was a little late for a public event.

Mayor Mattox informed Council the Virginia ABC (Alcohol Beverage Control) law does allow alcohol to be served until 2AM at public events.

Ms. Myers stated the organization felt they would have more attendees by leaving the event open until 2AM. She stated the more attendees the event has, the more proceeds the organization would receive to put towards there charity events/activities.

Mr. Bennett asked if there was a fee charged to attend and/or participate in the Car Show.

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Ms. Myers stated there was no fee to attend the Car Show, and she was unsure of an entry fee to participate. She stated the organization would be selling food to gain proceeds from the daytime event, with the main proceeds expected to come from the nighttime event.

Mrs. Dalton asked what other activities, besides serving alcohol, would the nighttime event offer attendees, to which Ms. Myers stated there would be a DJ (music) at the event.

Mayor Mattox asked Altavista's Police Chief, Tommie Merricks, for his thoughts on this matter/request.

Chief Merricks informed Council that he was also in the initial KIDSRUS meeting with the Town Manager, Mr. Powell, and Mr. Coles. He stated he felt the organization was trying to raise money for a good cause (Easter Egg Hunt).

Chief Merricks referenced the proposed nighttime event and alcohol being served at the event. He stated, with the event ending at 2AM, he would request that alcohol stop being served at 1AM, in order to let the event have ample time to "wind down" from the activities.

Ms. Myers stated the organization would be glad to honor Chief Merrick's request.

Mr. Bennett referenced the mentioned DJ and music for the nighttime event. He asked Chief Merricks if the Town of Altavista had a "Noise Ordinance" regarding music.

Chief Merricks stated, confirmed by the Town Attorney and Town Manager, the Town Code states private events that include music should end at 11PM, unless special permission for an extension is granted. He stated the code does not address public events.

Mr. Bennett asked, if the KIDSRUS request was approved, would Council need to make reference to the extended time in their motion/approval.

Mr. Coggsdale stated the town requires an organization to obtain an "event permit" when planning an event such as this one. He stated the event permit would cover any concerning issues, such as serving alcohol and noise restrictions.

Mayor Mattox asked if there were limitations stated on the required event permit regarding what time an event should end.

Mr. Coggsdale answered stating there was not. He stated each permit was tailored for each individual request/event.

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

Mr. George made a motion to approve the KIDSRUS request to hold their fundraiser event at the Booker Building in English Park from 9PM until 2AM. He stated his motion included a provision with Chief Merricks' suggestion, for alcohol to stop being served at 1am if the 2AM end time was approved by Council.

Mrs. Dalton asked Council to consider an amendment to Mr. George's motion. She suggested the KIDSRUS nighttime event run from 9PM until 1AM, with alcohol stop being served at 12 o'clock midnight. She stated she felt those hours were more suitable.

Mr. George stated he was in favor of Mrs. Dalton's suggestion and withdrew his original motion.

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Mrs. Dalton, seconded by Mr. George, motioned to approve the KIDSRUS request to have their fundraising event in the Booker Building on March 21, 2020. Council amended the hours originally requested for the event to the approved 9PM until 1AM timeframe, with the sale of alcohol to stop being served at 12 o'clock midnight.

Motion carried.

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

c. Adopt A Spot/Street Program


Mr. Coggsdale informed Council of a new program staff is proposing for consideration, Adopt-A Street/Spot. He stated Mr. George Sandridge, the town's Administration/Policy Intern, was present that evening to give Council a brief overview of the proposed program.

Mr. Sandridge shared with Council a PowerPoint presentation, for their visual reference, showing some of the key attributes of the proposed Adopt-A-Spot/Street Program.



ADOPT-A-STREET


- Program will allow interested individuals, businesses, and groups to "adopt" various town streets
- Groups required to perform 4 clean-ups per year for 3 years
- At the end of the 3 year term, groups can elect to continue with their current street, choose a new street, or end their contract
- After one year of clean-ups, the town will fabricate and install blue-and-white signs, one at each end of the adopted street, with the name of the adopting group



ADOPT-A-STREET

Process

1. Interested party fills out application/waiver form, located on Town's website, and submits it to Public Works (DPW)
2. After approval, Public Works contacts group to schedule a clean-up date
3. 5-7 days prior to clean-up date, group leader acquires supplies from DPW (vests, gloves, trash bags, litter sticks, and orange caution sign)
4. Group conducts clean-up, then notifies DPW, who will then dispose of the collected trash
5. Group leader returns unused supplies to DPW office




ADOPT-A-STREET

Initial List of Eligible Streets

Bedford Avenue	Lola Avenue	Clarion Road	Avondale Drive
Frazier Road	Lynch Mill Road	Franklin Avenue	Amherst Avenue
Pittsylvania Avenue	Lynch Road	Main Street	7 th Street

Roads identified as “major needs” by Public Works staff

		ADOPT-A-STREET	
Supplies	Cost Per Item	QTY.	Total Cost
Start-Up Costs (One-Time)			
Class III Safety Vests	\$15.40 ea.	10	\$154.00
Trash Bags	\$27.50 (box of 50)	5	\$137.50
Litter Sticks – 32”	\$27.62 ea.	10	\$276.20
Work Gloves	\$15.78 (box of 50)	5	\$78.90
TOTAL:			\$646.60
Per Group Costs (Reoccurring)			
18” x 24” Street Sign	\$39.95 ea.	2	\$79.90
TOTAL:			\$79.90

Mr. Sandridge stated he felt the program would support the Town of Altavista’s continued efforts of encouraging “civic pride” in the community.

Mr. Sandridge shared with Council the other staff members involved with this project:

- Ms. Sharon Williams, Altavista Community Development Director
- Mr. David Garrett, Altavista Public Works Director
- Mrs. Teri Anderson, Altavista Public Works Administration
- Mr. Cory Jordan, Altavista Public Works Street Supervisor

Mr. Sandridge stated the team had been working for the past two weeks to produce a program that would be a viable asset to the town, while also keeping the cost feasible.

Mr. Sandridge informed Council of an “informational brochure” they produced, and if the program was approved, the brochure would be available in the lobby of the Town Hall.

Mr. Sandridge stated he would be glad to answer any questions Council may have regarding the proposed Adopt-A-Spot/Street Program.

Mr. Higginbotham referenced the town’s entry/exit ramps. He stated he did not see those areas listed with the initial streets available for “adoption”. He asked, with the entry/exit ramps having recurring trash issues, how would they be addressed under this program.

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Mr. Sandridge stated, if an exit/entry ramp is adjacent to an adopted street, the ramp would be available for that person/group to adopt as an added responsibility, but it was not mandatory. He stated the ramp areas would also be available for adoption individually.

Mr. Bennett suggested, if the program was approved, the informational brochures could be mailed to businesses, churches, and civic organizations in town.

Mayor Mattox agreed with Mr. Bennett and suggested staff consider placing the brochure in with upcoming utility bills for those groups.

Mayor Mattox referenced the program/brochure's slogan, "Improving the Environment Through Volunteering". He asked Mr. Sandridge to consider revising the slogan to read "Improving the *Community* Through Volunteering".

Mayor Mattox stated he favored citizens being encouraged to volunteer in their hometown. He stated he felt this program would be a good asset in the town's continued efforts to promote positive community involvement as well as support beautifying the community.

Mr. Mitchell made reference to the "4 cleanups per year" requirement. He asked, if an individual or group could only get three cleanups complete during one of the three years they committed to, would that breach the contract and forfeit the group's sign placement.

Mr. Sandridge stated he felt there could be some leeway within the contract. He stated, if an issue arose that a person/group could only fulfill three of their four required cleanups one year, they would contact one of the program coordinators for instruction.

Mr. George stated one of the main complaints he often received from town citizens was the issue of roadside trash. He stated he felt the proposed program would help deter violators from throwing their trash on town streets and exit/entry ramps.

Mr. Bennett asked, if approved, when the program would be implemented for Altavista.

Mr. Sandridge informed Council, if approved, the program itself would start immediately, allowing individuals and/or groups to sign up for the program as soon as the next day.

Mr. Sandridge stated it was staff's intent to officially start "cleanup" days on, or around National Earth Day, April 22, 2020.

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

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff's recommendation and allow them to implement the proposed Adopt-A-Spot/Street Program in the Town of Altavista.

Motion carried.

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

Mayor Mattox thanked Mr. Sandridge for his presentation. He also thanked the team/staff involved in developing the Adopt-A-Street Program for the Town of Altavista.

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d. AOT Request – to Increase the Work Hours of their Interim Main Street Coordinator

Mr. Coggsdale reminded Council the Main Street Coordinator fulltime position had been vacant for a period of time. He stated the town currently had the position advertised.

Mr. Coggsdale informed Council that Town Staff and AOT representatives had conducted an initial review of the applications received to date, and would continue the process until the fulltime position was filled.

Mr. Coggsdale shared with Council the correspondence from the Altavista On Track (AOT) Board requesting an additional 15 hours per week be allowed for the Interim Main Street Coordinator's work schedule, making the hours per week 25 total.

March 3, 2020

To Town Council of Altavista,

Altavista On Track would like to request 15 additional hours for our Interim Main Street Coordinator until we have hired full time for the position. The additional hours would ensure all Altavista On Track duties are completed. Our current Interim Main Street Coordinator Kirsten Halverson is unable to complete all the necessary tasks of the job in 10 hours a week, the additional hours would provide more time to complete those tasks. Per Town Manager Coggsdale there are funds available for this in the 2019-2020 Budget.

Thank you for your time.

Sincerely,

*The Executive Board of Altavista On Track:
Lori Johnson, President
Edward Soto, Vice-President
Regina Bell, Treasurer
Ashley Halloway, Secretary*

Mr. Coggsdale stated, in preparation of a “fulltime” AOT Coordinator/Director, the position was fully funded in the existing budget.

Mr. Coggsdale stated, at that time, staff recommends that Council approve the request until the AOT position can be permanently filled.

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

Mr. Emerson, seconded by Mr. Mitchell, motioned to approve AOT's request for the Interim Main Street Coordinator's work week hours be extended to 25 hours per week.

Motion carried.

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

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e. AOT Request – use of Trade Lot parking area for “ChalkFest”

Mr. Coggsdale informed Council that Altavista On Track (AOT) had once again asked for the town’s permission to hold their ChalkFest event at the Altavista Trade Lot. He stated, if approved, Public Works would again be providing barricades to form a perimeter around event participants. He stated parking would be outside of that perimeter.

Mr. Coggsdale shared with Council a memo from AOT regarding their request:

*To: Mr. Waverly Coggsdale
From: Eleanor Hoehne
Re: Chalk Fest*

*Dear Waverly Coggsdale,
AOT is planning a Chalk Festival to take place May 16th from 10 AM-2 PM. We are coordinating the event with the YMCA, and would like to ask for permission to use the Trade Lot parking lot area to host the event.
All ages, abilities and backgrounds are welcome, as we are hosting this event to work with our “Transformation Strategies” in our work plan to promote Altavista as a family friendly community.
AOT will be providing the chalk and supplies. Each participant will have a parking spot to complete his or her design. Awards/prizes will be given for each category, beginner, intermediate, and expert. Registration will cost \$10 and will be used to pay for supplies.*

*Sincerely,
Eleanor*

Mr. Coggsdale stated Ms. Eleanor Hoehne was present at the meeting to answer any questions or concerns Council may have regarding the AOT event request.

Ms. Hoehne shared with Council this year’s flyer for the AOT ChalkFest event. She stated the event was tentatively scheduled for Saturday, May 16th from 10AM until 2PM.

Ms. Hoehne informed Council that AOT was going to condense the event space this year. She stated Chalkfest participants would be closer to the Altavista Band Booster concession stand/building, in order to ensure the Shreve Park entrance would stay easily accessible.

Ms. Hoehne stated she was working with the Altavista YMCA to ensure the “shared parking” arrangements were agreeable again this year, as they were for last year’s event.

Ms. Hoehne stated she was also working with the Altavista Band Boosters and a couple of Altavista Combined School Teachers to help spread the word to students about the ChalkFest and its participation information.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to approve AOT’s request and allow them to host their ChalkFest event at the Altavista Trade Lot.

Motion carried.

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

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Mayor Mattox thanked Ms. Hoehne for the work AOT continues to do for the community.

Ms. Hoehne thanked Council for their time and consideration. She stated it was AOT's intent to continue the "ChalkFest" as an annual event.

f. Tobacco Region Revitalization Commission (TRRC) – Small Towns Pilot Initiative

Mr. Coggsdale reminded Council that the Tobacco Region Revitalization Commission (TRRC) had recently unveiled a new "Small Towns Pilot Initiative" Program. He informed Council there had been some recent developments with the pilot initiative and stated there may be minimal to no funds awarded from this program that Altavista could depend on to be available for the town's intended use (an Innovative Center/Coworker Space in the old Altavista Fire House).

Mr. Coggsdale stated, accordingly, Town Staff investigated what other options were available to the town for their desired project. He informed Council staff was currently evaluating a USDA Grant, and another option from TRRC, the Southside Economic Development Grant. He stated staff was also looking into the possibility of other local opportunities to help fund the Innovative Center/Coworker Space.

Mr. Coggsdale informed Council that AOT had recently been awarded a \$25,000 Department of Housing and Community Development Grant to be used for a "feasibility study" regarding Altavista's Innovation Center/Coworker Space Project.

Mr. Coggsdale stated, at this time, staff asked that Council consider allowing Town Staff, in collaboration with AOT Staff, to continue investigating available grant opportunities to help Altavista fund an Innovative Center/Coworker Space.

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

All Council members were in consensus to allow staff to continue investigating all available options/grants to fund Altavista's Innovative Center/Coworker Space Project.

g. Town Water Agreements: Review & Considerations – CCUSA and Dominion

Mr. Coggsdale reminded Council, in 2016, the Town of Altavista entered into agreements with both Campbell County Utility Services Authority (CCUSA) and Dominion in regards to the "supplying of water". He stated each agreement had a provision that one year before the agreement term was to end, either party could decide to "opt out" of the agreement.

▪ Campbell County Utility Services Authority (CCUSA)

Mr. Coggsdale informed Council an "opt out" decision by the town concerning the CCUSA Water Agreement has to be determined by the end of March 2020, otherwise the water agreement would renew for another five year period. He stated, if the agreement is not extended, the current agreement expires on March 31, 2021.

Mr. Coggsdale stated, under the CCUSA agreement, the Town of Altavista agrees to purchase 75,000 gallons per day for the months of April through October. He stated Mr. Tom Fore, Director of Public Utilities, was currently in discussions with CCUSA in regards to a potential adjustment to any extended agreement.

Mr. Coggsdale informed Council that Mr. Fore is proposing the minimum purchase amount be lowered to 45,000 gallons of water per day for the same period of months.

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Mr. Coggsdale stated the lower water amount would still allow the town to continue meeting peak demands during the spring and summer months, while decreasing the budget needed to do so.

Mr. Coggsdale stated, at that time, staff was seeking Council's input and direction regarding the proposed amendment to the CCUSA Water Agreement, and/or whether or not to renew the agreement for another five year term.

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

Mr. Higginbotham asked Mr. Fore how low of a water amount could the town request as an amendment to the current CCUSA agreement.

Mr. Fore stated, during his conversations with Frank Davis, CCUSA, the amount could not go under 45,000 gallons per day without causing problems to the system.

Mr. Higginbotham asked if the town "needed" to purchase water from CCUSA.

Mr. Fore stated it was necessary to purchase the extra water from CCUSA during the mentioned peak spring and summer months (April through October) in order to keep the town's water tank levels at a safe and desired capacity.

Mr. Higginbotham asked, if the proposed agreement amendment to lower the water amount the town purchases to 45,000 gallons per day was approved by CCUSA, how much of a cost savings would that potentially be for the Town of Altavista.

Mr. Fore stated the town's current cost to purchase 75,000 gallons of water per day from CCUSA was \$90,000 per year. He stated, in anticipation of the amended CCUSA contract, the Utilities Department reduced the line item to \$75,000 in the proposed FY2021 Draft Budget.

Mr. Fore stated his main goal, through negotiations with CCUSA, was to keep the same "water rate", in order to ensure the town has a minimal budget for this item.

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

All Council members were in consensus to allow staff (Mr. Fore) to continue negotiations with CCUSA in hopes of securing an amendment to the current water agreement; by lowering the amount of water the town currently purchases per day from 75,000 to 45,000, while maintaining the lowest rate per gallon possible.

- **Dominion**

Mr. Coggsdale stated the following update was "informational" only and there was no action required by Council at that time.

Mr. Coggsdale informed Council the agreement between the Town of Altavista and Dominion has a decision date of June 30, 2020 for whether or not to terminate the contract. He stated, if Dominion elects to renew the contract, staff was also in agreement to do so. He continued stating, if the current contract was not extended, the Dominion Water Agreement expires June 30, 2021.

Mr. Coggsdale stated Dominion had utilized the water agreement due to a previous issue with their water intake. He stated, based on a dramatic drop in water usage over the past year, they seem to be transitioning back to their own intake.

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Mr. Coggsdale informed Council that Dominion had until June 30, 2020 to make the town aware of whether or not they would be opting out of the 5 year renewal.

Mayor Mattox thanked the Town Manager for keeping Council up to date on the two mentioned water agreements.

h. VDOT “SmartScale” Project/Application Update

Mr. Coggsdale stated, over the past several years, the Town of Altavista had submitted applications to VDOT for funding regarding improvements needed on Lynch Mill Road, specifically in the Altavista Elementary School area.

Mr. Coggsdale stated the project was developed and designed to address the issue of vehicles and buses sitting on the shoulder of the road during peak drop-off and pick-up times at the school. He stated the project had not been selected, in part due to the high cost of utility relocation in the designated area.

Mr. Coggsdale stated the original project, in 2015, involved the construction of a 250’ right turn lane. He stated, when denied, the project was re-scoped and resubmitted in 2018, involving a road to the East side of the school for parent drop-off traffic, and a turn lane along Lynch Mill Road to the West for bus traffic, but again, the project was not selected by VDOT for funding.

Mr. Coggsdale informed Council it was recently brought to staff’s attention that Dominion Energy was considering a “relocation of the utilities” in the mentioned area, which would then remove that issue/item from the town’s original project plans. He stated, accordingly, now may be a good opportunity for the town to consider resubmitting their desired project to VDOT for funding consideration in the “SmartScale” Program.

Mr. Coggsdale stated, at that time, staff was seeking consideration and direction from Council in regards to resubmitting an application for this project. He stated, if approved, staff would work with the Central Virginia Planning District Commission and VDOT in preparation of the town’s SmartScale Application.

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

Mr. Higginbotham asked why Dominion would be relocating a utility service in that area.

Mr. Coggsdale stated Dominion would be “upgrading” utility lines to a local industry.

There were no additional questions or comments made by Council regarding this item.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff’s recommendation and allow Town Staff to move forward in the process of preparing a VDOT SmartScale Program Application for the Town of Altavista’s Lynch Mill Road/Altavista Elementary School Traffic Project, as revised and defined by staff.

Motion carried.

Vote:

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

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9. Unfinished Business

a. FY2021 Budget Discussion

Mr. Coggsdale informed Council there had been some changes in the proposed FY2021 Draft Budget and Capital Improvement Plan.

Mr. Coggsdale shared with Council a memo from Mrs. Tobie Shelton, Altavista's Finance Director, outlining the changes to the draft budget.

Date: March 10, 2020

To: J. Waverly Coggsdale, III

From: Tobie Shelton

Subject: Changes to FY 2021 Proposed Budget

**Below are changes that have been made to the FY2021 Proposed Budget and Capital Improvements Plan as a result of discussions held at previous Council meetings, as well as discussions among Town Staff.*

GENERAL FUND:

- *Staff decreased Interest Income from \$285,600 to \$190,000, due to downward trend in interest rates. (95,600.00)*
- *Consensus of Council to replace the 1997 Bucket Truck with a used bucket truck instead of a new one as proposed. (22,000.00)*
- *TOTAL (117,600.00)*

ENTERPRISE FUND:

- *Staff decreased Interest Income from \$18,000 to \$8,000 due to downward trend in interest rates. (10,000.00)*
- *TOTAL (10,000.00)*

HIGHWAY FUND:

- *Consensus of Council to replace the 1997 Bucket Truck with a used bucket truck instead of a new one as proposed. (22,000.00)*
- *Council removed the 20 Year CIP Paving Plan. (25,000.00)*
- *TOTAL (47,000.00)*

Mr. Coggsdale stated, at that time, staff was seeking direction from Council regarding any new items they would like added or any existing items they would like to be subtracted from the FY2021 Draft Budget; as well as items they would like additional information on.

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

Mr. George suggested Council consider allowing staff to hire an Assistant Town Manager. He stated the staff position was previously removed and replaced with two separate positions: a Community Development Director and an Economic Development Director.

Mr. George referenced the request for a "Code Enforcement Officer" that was currently an item in the proposed FY2021 Draft Budget. He stated the previous position was responsible for code enforcement, Parks and Recreation, the Planning Commission, and the town's transit system (ACTS), which was currently being taken care of by other staff.

Mr. George stated he felt having an Assistant Town Manager would help the town run more efficiently by allowing the staff, currently taking on the additional duties once held by the Asst. Town Manager, to concentrate solely on their own duties/responsibilities.

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Mr. Mitchell also referenced the Code Enforcement Officer position requested in the draft budget. He stated during previous discussions it was determined that position may not need to be considered “fulltime”.

Mr. Mitchell stated the Town Manager already had a “full work load”, which was growing every time Council added another project to his agenda. He stated he favored the town hiring another Assistant Town Manager to help the Town Manger with ever changing, ever growing tasks, projects, and overall responsibilities.

Mrs. Dalton stated she trusted the Town Manager’s ability to structure his work accordingly and/or to realize whether or not he needed assistance in doing so. She stated she would favor whichever decision the Town Manager decided was necessary.

Mr. Higginbotham referenced the improvements needed at the Booker Building facility in English Park that Council had been discussing for many months. He stated he favored using any additional funds available on those improvements in order to move that project forward, unless the Assistant Town Manager position was found to be needed more.

Mr. George asked if the town still had the Assistant Town Manager’s position allocated for in the current in the budget.

Mr. Coggsdale reminded Council the budget for that position was reallocated to fund the new Community Development Director’s position.

Mr. George stated he agreed with Mr. Mitchell and favored using the funds from the proposed Code Enforcement Officer position, and the funds allocated for the Economic Development Director position, which is currently vacant, to be reallocated for use in hiring an Assistant Town Manager.

Mr. Bennett referenced the Town Manager’s Report for March. He stated there were thirty-seven on-going projects in the report, not counting the day-to-day meetings, phone calls, and other duties the Town Manager has to achieve.

Mr. Bennett stated the list of projects and duties would only grow as the town desires to implement new projects and programs. He stated he was also in favor of the town hiring an Assistant Town Manger to help the Town Manager with the increasing responsibilities.

Mayor Mattox stated he had always been an advocate of an Assistant Town Manager position. He stated the Town of Altavista was growing and he felt having an Asst. Town Manager would be an asset to the Town Manager.

Mayor Mattox stated, looking to the “future” of the Town of Altavista, having an Assistant Town Manager would help ensure an easier transition for the town when the time comes to find a successor for the Town Manager.

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

All Council members were in consensus to allow the Town Manager to evaluate the feasibility of hiring an Assistant Town Manager in the new fiscal year (July 2020). Council asked the Town Manager to review the proposed FY2021 Draft Budget for options allowing the town to achieve hiring for the Assistant Manager position.

Mr. Coggsdale stated he would review the proposed budget and bring Council information regarding the requested item to their March 24th Budget Work Session.

10. Reports and Communications

Town Manager's Report for the March 10, 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. *Contractor has indicated to the Director of Public Works that the work on this project will begin late March/early April.*

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. *The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion.*

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 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. *The Town is awaiting approval of the Construction phase of this project. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. For additional information, see page 3 of Peed & Bortz's update.*

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 Woodard & Curran Update. *(NO UPDATED PROVIDED BY ENGINEER FOR MARCH)*

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th 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 Hurt & Proffitt Update. *(NO UPDATE PROVIDED BY ENGINEER FOR MARCH)*

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. *For additional information on Phase I see page1; Phase II see page 6 and for Phase III see page 7 of Peed & Bortz's update.*

WWTP Clarifier #1 Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. *(NO UPDATED PROVIDED BY ENGINEER)*

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

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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 5th. *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 Attached Weekly Hurt & Proffitt Project Status Report.

WTP Filter Rehab Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz's update.

WWTP Aeration Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz's update.

Riverview Sewerline 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. Ongoing.*

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. *The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. 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. *Staff has created a pro-type for this and it will be placed at the Trade Lot.*

Shreve Park Playground Equipment Replacement/Bridget Replacement: The 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 regards to bridge options and issues related to crossing the creek.*

Spring Paving: The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11th Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12th to start working on the bidding documents. *The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11th and the bid opening will be on March 16th at 2:00 PM at the Town Hall.*

Eagle Trail Overlook Site: The Public works department is currently working on designing the slab drawings that will be needed in order to obtain a price from contractors. Town Staff has been working with the Manager to design the concrete slab with hand rails that would be poured on top of the exiting pad. Staff is currently finalizing the conceptual design plans for the Manager. *The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. We are expecting to have a budget number for consideration at the March 24 Work Session.*

Gazebo (English Park) Roof Replacement: The Building & Grounds Department is planning to have the new roof installed early in the spring due to lack of response from contractors to obtain three quotes. *The B&G Division has scheduled to have the new roof installed by March 31, 2020.*

Shreve Park Playground Equipment Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. ***(Completed)***

Shreve Park Access Bridge Replacement: Town Staff has met with the engineers and are currently working on the conceptual design for the access bridge. *The Engineers are collecting and putting together information on the two options that will be reviewed by staff and the Town Manager before presenting to Council. The current status is ongoing.*

English Park Passive Area (Large Field Trail): *Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Manager before presenting to Council. The current status is ongoing.*

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 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.

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

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Mr. Coggsdale stated he and Town Staff would be glad to answer any questions or concerns Council may have regarding their “monthly reports”, to which there were none.

11. Matters from Council

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

- Mayor Mattox asked the town’s Public Works Director, David Garrett, if it was possible to temporarily utilize the town’s newly acquired property on Dearing Ford Road as a “hay field” for revenue purposes, until a permanent use was determined.

Mr. Garrett agreed to investigate the idea and inform Council its feasibility to the town.

- Mr. Higginbotham stated he was in favor of the Mayor’s idea for the Dearing Ford Property. He suggested the town also consider doing the same thing with the back fields of English Park.
- Mr. Higginbotham also asked staff to schedule time during Council’s upcoming Budget Work Session to discuss proposed budget items regarding the desired improvements to the Booker Building facility/property.
- Mr. George took the opportunity to give Altavista Police Chief, Tommie Merricks, a “Thank You“ for his volunteer service during a recent basketball banquet.

Mr. George also thanked Mr. Garrett, Altavista Public Works Director, for his quick response time in replacing signs at English Park.

- Mr. Bennett asked for an update on a previously proposed/discussed item, “continuing the town’s decorative street lights to Bedford Avenue and further along Seventh Street.

Mr. Coggsdale informed Council of a recent conversation he had with VDOT and Dominion regarding this item. He stated both contacts offered options/avenues for the town to pursue in order to move the proposed project forward.

Mr. Coggsdale referenced the town’s recent submittal for a Transportation Alternative Program Grant. He stated the grant would include items such as sidewalks and decorative lighting.

Mr. Coggsdale informed Council the submitted application was currently being sent to the Commonwealth Attorney’s Transportation Board and the town should be hearing back from the submission soon.

There were no additional comments or concerns from Council.

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

Mayor Mattox also thanked Ms. Williams, Altavista Community Development Director, for her time and her suggested ideas during their recent phone conversation.

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12. Closed Session

CLOSED SESSION

DATE: Tuesday March 10, 2020

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) regarding discussion or consideration 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.

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

Section 2.2-3711 (A)(29) regarding discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders and offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by Mrs. Dalton and seconded by Mr. Emerson.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice-Mayor Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 8:47 P.M.

Notice was given that council was back in regular session 9:24 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;

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice-Mayor Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

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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 9:25 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk