

## Council Regular Meeting – January 14, 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 January 14, 2020 at 7:00 p.m.

1. Mayor Mattox called the regular 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. John Eller, Town Attorney
- Mrs. Crystal Hailey, Administration

Staff Absent:

- Mr. Tom Fore, Public Utilities Director
- Ms. Sharon Williams, Community Development Director

2. Invocation/Pledge of Allegiance

Pastor Marci Huntsman, Lambs United Methodist Church of Altavista, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Approval of the Agenda

Mayor Mattox informed Council of an amendment to the January 14, 2020 agenda.

He stated item c was added to section 8 of the agenda in regards to a request by Town Administration to upgrade (14) of the town's computers to Windows 10 from the current (outdated) Windows 7 operating system, because Windows 7 is no longer being serviced by ITG as of January 14, 2020. ITG is the town's IT service and support provider.

Mayor Mattox asked Council if they had any questions or comments regarding the proposed January 14, 2020 Council Meeting Agenda, to which there were none.

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

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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### 4. Recognitions and Presentations

#### a. Introduction of New Administration Intern – Mr. George Sandridge

Mr. Coggsdale introduced Mr. Sandridge to Council. He stated Mr. Sandridge was an Administration and Policy Development Intern for the town and his official start date was on Monday January 6<sup>th</sup>, 2020.

Mr. Coggsdale shared with Council some of Mr. Sandridge's accomplishments and background. He stated Mr. Sandridge was a graduate of Virginia Tech and he had previously interned with the Virginia Municipal League (VML).

Mr. Coggsdale informed Council that Mr. Sandridge is a current member of Keysville's Town Council and Planning Commission. He stated Mr. Sandridge is also pursuing his Master's Degree at Liberty University.

Mr. Coggsdale stated Mr. Sandridge would be with the town on Monday, Wednesday, and Friday of each week until June of this year.

Mayor Mattox, along with all other Council members, welcomed Mr. Sandridge to the Town of Altavista.

Mr. Sandridge asked Council to let him know if they had a project they would like him to work on while he was here. He stated he enjoyed working with the "public" and he looked forward to working with the Town of Altavista through his internship.

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

Mayor Mattox asked if there was a citizen present wishing to come before Council with a comment or concern that was not on the January 14, 2020 Council Meeting Agenda.

Ms. Evelyn Waller, 813 Eighth Street, Altavista, came before Council with a question regarding vendor pricing at Altavista's Annual Uncle Billy's Day (UBD) Festival.

Ms. Waller referenced herself being an Altavista and Campbell County resident.

Ms. Waller asked why a citizen/resident of the Town of Altavista has to pay the same vendor set-up fee as an out-of-town and/or out-of-state participant. She stated she felt the town should offer its residents a discount for participating in the annual event.

Mayor Mattox informed Ms. Waller that the Altavista Chamber of Commerce was the supporting agency for the Uncle Billy's Day Festival. He stated the UBD event was a "fundraising event" for the Chamber, which in turn, the Chamber reinvests the funds into the community through support and other events.

Mayor Mattox stated, since the Chamber oversees the event, he encouraged Ms. Waller to reach out to the Chamber with her concern regarding the vendor set-up fee. He stated the local Chamber of Commerce does good things for the community and he felt they would be glad to discuss this matter with her.

Mayor Mattox also stated he would be glad to discuss the matter further with Ms. Waller after the Council meeting that evening, if she desired to.

Mayor Mattox thanked Ms. Waller for her time and for attending the Council meeting.

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6. Consent Agenda

- a. Approval of Council Minutes:
  - December 10, 2019 Town Council Regular Meeting
  - No Town Council Work Session for December 2019
- b. Acceptance of Monthly Financial Reports
  - December 2019 Revenue and Expenditures

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the January 14, 2020 Consent Agenda, to which there were none.

Mrs. Dalton, seconded by Mr. Emerson, 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(s)

There were no public hearings scheduled for the January 14, 2020 Council Meeting.

8. New Business

- a. Staunton River Garden Club – Consideration of Request to Continue Partnership for the Purchase of Additional “Snowflakes” for the Town’s Decorative Light Poles.

Mr. Coggsdale informed Council that Mrs. Linda Janiak, current Treasurer of the Staunton River Garden Club, was in attendance to address Council regarding this item.

Mayor Mattox, along with Council, welcomed Mrs. Janiak to the meeting.

Mrs. Janiak thanked Council for their time and for allowing her to address them regarding this matter.

Mrs. Janiak referenced the previous partnership between the town and the garden club. She stated the previous two collaborations had, to date, been successful in purchasing sixty-eight snowflake decorations for the town’s decorative light poles.

Mrs. Janiak stated she felt the decorations had been well received by the community and the garden club would like to continue with the snowflake project.

Mrs. Janiak informed Council there were sixty-four additional snowflakes needed in order to complete the project. She informed Council the company in which the snowflakes are purchased is, once again, having an “end of season” sale on the items.

Mrs. Janiak shared with Council the regular cost for each snowflake decoration was \$345 each. She stated, during the sale event, the snowflakes were “buy 2, get 1 free”, which would drop the cost to \$254 each.

Mrs. Janiak stated, in the past, she and her husband have traveled to pick up the snowflake decorations when they are ready, usually in late summer.

Mrs. Janiak stated they were still willing to do so, because this saves the project valuable money from shipping costs.

Mrs. Janiak stated the Staunton River Garden Club (SRGC) was prepared to purchase another twelve (12) snowflake decorations again this year.

Mrs. Janiak shared with Council two different price points for the town's consideration:

- 1.) The cost to purchase the same amount of snowflakes as last year (30), \$7,620.
- 2.) The cost to purchase the remaining fifty-two (52) snowflakes needed to complete the project, \$13,208.

Mrs. Janiak stated the SRGC was very grateful for any help they may receive from the town on this project. She stated she would be glad to answer any questions Council had regarding the SRGC's request and/or the project.

Mayor Mattox asked Council if they had any questions for staff or Mrs. Janiak regarding this item.

Mr. George asked how long of a "life span" does the snowflake decorations have.

Mrs. Janiak stated, if well maintained, the snowflake decorations have an approximate 10-15 year life expectancy. She stated, with the heavy-duty brackets the town made to hold the snowflakes in place, she felt the decorations would last fifteen or more years.

Mrs. Janiak stated, with each purchase, the snowflakes also come with a box of replacement bulbs, so there would not be any cost on bulbs for many years.

Mr. Mitchell asked how many snowflakes were currently being stored by the town.

Mr. Garrett, Public Works Director, confirmed the town currently stores sixty-eight of the decorative snowflakes.

Mr. Mitchell asked Mr. Garrett if he foreseen any problem with adding additional snowflakes, to which Mr. Garrett stated he did not.

There were no additional questions from Council for Mrs. Janiak.

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

Mr. Mitchell stated he had enjoyed seeing the SRGC's Snowflake Project enhance the downtown area and he looked forward to seeing the project continued. He stated he had also seen evidence on "social media" that the snowflake decorations had been well-received by the community.

Mr. Emerson reminded Council of their conversation last year regarding this project. He stated Council was then in favor of continuing its partnership with the SRGC on purchasing the snowflake decorations until the project was complete.

Mr. Emerson stated he would be in favor of either amount Council was in consensus to contribute this year, in order to continue or complete this project.

Mrs. Dalton stated she was also in favor of continuing the snowflake decoration project. She stated her original reservation was if there were more items being placed on the decorative poles than they could handle. She stated with the brackets made by the town's Public Works Department, the poles seem to be holding up fine.

Mrs. Dalton stated the snowflakes are beautiful when lit and she was in favor of continuing the project, but was unsure of how many the town should purchase this year.

Mayor Mattox stated he appreciated the work the SRGC does for their community and he would also be in favor of the project moving forward.

Mayor Mattox asked when the snowflake decorations would have to be paid for.

Mrs. Janiak stated, even though the order needed to be placed by the end of February in order to receive the “sale price”, the items did not have to be paid for until they are ready to be picked up, which was normally sometime in August.

Mayor Mattox suggested this item be placed on Council’s January Work Session. He stated this would allow Council time to confer with staff regarding the amount of funds the town would have available in fiscal year 2021 to contribute to the project; allowing for further consideration of the amount of snowflakes to purchase this year.

All Council members were in consensus to do so.

Mayor Mattox thanked Mrs. Janiak for her presentation and her time.

b. Altavista Fire Company – Consideration of Fund Advancement Request to Purchase a New Fire Truck.

Mr. Coggsdale informed Council of the town being approached by The Altavista Fire Company (AFC) in late December 2019 regarding the town’s willingness to consider advancing multiple years of the Town of Altavista’s annual contribution to AFC. He stated they are in the process of purchasing a new fire engine and, if approved, they seek \$432,000 from the town to complete the purchase.

Mr. Coggsdale stated Mr. Jonathan Witt, AFC Treasurer, was present to answer any questions Council may have regarding the request.

Mayor Mattox welcomed Mr. Witt to the meeting.

Mr. Witt addressed Council and gave them a summary of the Fire Company’s request. He reminded Council of their previous “monetary advancement agreement” with the AFC in order to pay off the balance of the current fire house. He continued stating the previous agreement would be satisfied in the upcoming fiscal year 2021.

Mr. Witt stated the AFC currently houses four (4) Pierce fire trucks, manufactured by Atlantic Emergency Solutions Company. He informed Council the fire truck the AFC was proposing to replace is currently twenty-one (21) years old, and the first fire truck to run from the current fire house location.

Mr. Witt stated the fire truck being replaced was starting to show its age of twenty-one years by needing frequent repairs and being out of service more often than not.

Mr. Witt informed Council the cost of a new Pierce fire truck is approximately \$540,000, which includes a \$17,790 “pre-payment” discount and a \$1,450 Performance Bond discount. He stated the AFC would pay down 20% of the loan themselves, leaving \$432,000 as the town’s part in the proposed new advancement agreement.

Mr. Witt stated, with the town’s annual contribution of \$65,000 to the Altavista Fire Company, the proposed advancement would take the AFC between six and seven years to satisfy the agreement.

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Mr. Witt stated the Altavista Fire Company voted unanimously in favor of a new advancement agreement with the Town of Altavista regarding the purchase of a new fire truck, and also authorized Mr. Witt to negotiate the terms of the agreement with Council.

Mr. Witt stated he would be glad to answer any questions Council may have regarding the proposed agreement.

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

Mr. Mitchell asked if the twenty-one year old fire truck was in good enough condition for consideration to sell.

Mr. Witt stated the AFC would keep the mentioned fire truck for now, and attempt to sell an older fire truck (Engine #3) first. He stated they do not expect to receive very much money for the old Engine #3 fire truck.

Mr. Emerson stated he has served on the Altavista Fire Company's Board for eight years and, in his opinion, the AFC is a well-run organization. He also stated he felt the AFC was very good and thorough at maintaining their trucks and equipment.

Mr. Emerson stated he feels the Altavista's Fire Company does a lot for its community and he was in favor of the town helping the fire station when feasible to do so.

Mayor Mattox stated, when Council is voting on monetary requests, such items are moved to a work session agenda for further discussion and/or consideration. He asked Mr. Witt if the matter was "time sensitive" and needed an answer that evening.

Mr. Witt informed Council that the manufacturer of the new fire truck, Atlantic Emergency Solutions, normally has a price increase of 4-6% in February each year. He stated, therefore, the AFC was trying to place their order before that time in order to secure the mentioned cost for the new fire truck.

Mr. Higginbotham asked if the Altavista Fire Company's proposal would include interest on the advancement they are currently requesting.

Mr. Witt stated the AFC looked at the agreement as an "advancement of funds" rather than a loan, so the initial request did not include interest on the advancement amount, but they were open for discussion regarding the terms of the proposed agreement.

Mr. George stated he appreciated everything the Altavista Fire Company does for the town and the community.

Mr. Bennett asked the Town Manager, Mr. Coggsdale, if the previous agreement between the town and the Altavista Fire Company included an interest charge.

Mr. Coggsdale stated that it did. He stated the interest for the previous agreement was calculated using that time period's current rate of 1.15%.

Mr. Bennett asked, if Council decided to approve the AFC's request, and an interest rate was applied to the proposed advancement, what the current interest rate would be.

Mr. Coggsdale stated the town's current interest rate is 1.73% from the Local Government Investment Pool.

Mr. Bennett also asked if there were any additional funds, other than through a possible town advancement, available to help purchase the new fire truck.

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Mr. Witt answered Mr. Bennett stating only the funds of \$108,000 being paid by the fire company. He stated the AFC does receive funds from the county annually for operation expenses, but no funds are offered for the specific purpose of purchasing vehicles.

Mr. Higginbotham asked Mr. Witt if the AFC had contacted Campbell County recently in regards to county assistance or funding available towards a new fire truck.

Mr. Witt stated Campbell County's CIP Plan does not currently have funding available for the purchase of emergency vehicles for them, or any fire station in the county.

Mr. Emerson confirmed by stating, Campbell County previously offered assistance for vehicle replacement to all emergency agencies within the county, but they no longer do.

Mr. Mitchell asked how much assistance was given to the AFC annually by the county.

Mr. Witt answered, stating the county makes an annual donation of \$40,000 to the AFC. He stated the fire company has to show line item receipts to the county each year for reimbursement consideration.

Mrs. Dalton asked if the Altavista Fire Company would consider adding an interest charge to the proposed advancement agreement with the Town of Altavista, therefore eliminating a loss of funds the town would otherwise gain if investing those same funds.

Mr. Witt stated he felt the AFC Board would be agreeable to those terms.

Mayor Mattox stated, since this item was time sensitive, he asked if Council desired to vote on the item that evening rather than moving it to the January Work Session Agenda.

Mr. Emerson stated, if there was a consensus of Council to vote on the item that evening, he would be glad to make a motion to do so.

Mr. Coggsdale referenced the recent email staff received from the AFC regarding the advancement request. He asked for clarification from Mr. Witt the amount of advancement the AFC was requesting Council to consider voting on.

Mr. Witt answered the amount of funds the Altavista Fire Company was requesting for advancement from the Town of Altavista was \$432,000.

Mr. Coggsdale stated, by adding interest to the advancement agreement, the years of payback would also increase in order to cover the amount of fund reimbursement.

Mayor Mattox asked Council if they were in consensus to vote on the request that night.

Mr. Mitchell stated, if Council knew the exact monetary number and interest amount that would be in the proposed advancement agreement, he would be in favor of voting on the item that evening.

Mr. Emerson stated he was in favor of voting on the item that evening.

Mrs. Dalton stated, since the Town of Altavista has a contribution yearly earmarked for the Altavista Fire Company, she would be in favor of entering into the proposed advancement agreement with the AFC, with the addition of interest charges.

Mr. John Eller, Town Attorney, reminded Council that the previous advancement agreement done in 2012, between the AFC and the town, had a Memorandum of Understanding (MOU) as part of the agreement. He suggested also having an MOU as part of the new proposed agreement as well, and any motion on the item should include a mention of the desired MOU.

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Mayor Mattox stated he felt the fire company was a “crown jewel” in Altavista. He thanked them for all the work they do for the town and for the community.

Mayor Mattox also stated he would like to see the fire company have what they need to do their job and that he would be in favor of the advancement agreement request.

Mr. Higginbotham stated he felt all Council members had the same objective, “to support the Altavista Fire Company”. He stated the only concern would be whether to vote on the request that evening or wait until all fund amounts were gathered and a MOU could be drafted for Council’s review, but he would be ready to vote either way.

Mr. George stated he was in favor of the request and was ready to vote that evening.

Mr. Bennett stated he was in favor of AFC’s request and he was prepared to vote on the item that evening if there was a consensus of Council to do so.

Mr. Bennett stated he was glad the residents of Altavista could depend on their own fire station and not have to rely on one in an emergency that was farther away. He thanked the Altavista Fire Company for all they do for the town and the community.

Mr. Mitchell, seconded by Mr. Emerson, motioned to approve the Altavista Fire Company’s (AFC) request to partner with the Town of Altavista through an Advancement Agreement for the amount of \$432,000, and in addition, an interest rate of 1.73% being charged. He continued his motion stating Council also requires the agreement include a Memorandum of Understanding (MOU) between the AFC and the town regarding the particulars of the agreement.

Mr. Higginbotham asked where Mr. Mitchell came up with the “1.73%” interest rate.

Mr. Coggsdale answered stating 1.73% was the current interest rate available to the town.

Mr. Higginbotham suggested amending the motion to read “using each current year’s interest rate” instead of a set 1.73%, which he felt would be fair to both parties.

Mr. Coggsdale confirmed staff could recalculate the interest for the loan/advancement agreement at the end of each year.

Mrs. Dalton referenced her service, a few years ago, as a board member of Altavista’s fire station before the fire department became the current “fire company”. She stated she remembered Mr. Witt was also the fire station’s treasurer back then as well.

Mrs. Dalton stated her appreciation to Mr. Witt for his longtime service as treasurer for the AFC. She stated the position was definitely a “labor of love” and she felt he was an asset to the fire company.

Mr. Mitchell amended his motion, adding Mr. Higginbotham’s suggestion regarding the interest rate, and made the motion again. Mr. Emerson, again, seconded the motion.

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. Administration Request – to update fourteen (14) existing town computers from Windows 7 to Windows 10 computer operating system.

Mr. Coggsdale reminded Council this item was added to the agenda as an amendment.

Mr. Coggsdale informed Council that Mrs. Shelton, Town Finance Director, would be addressing them regarding this time.

Mrs. Shelton referenced the Town Administration's 5-Year CIP and stated there was a line item in FY2021 for all remaining town computers with Windows 7 to be upgraded to Windows 10. She stated there were fourteen computers with the outdated software.

Mrs. Shelton informed Council that the upgrade was being requested sooner, rather than later (FY2021), because she was recently informed by ITG that all support for Windows 7 would be ending on January 14, 2020.

Mrs. Shelton stated the computers still operating with Windows 7 would still be usable, but they would be more susceptible to security risks and computer viruses.

Mrs. Shelton continued stating, out of the fourteen computers that needed updating, only eight of them were new enough to upgrade to Windows 10 without replacing the machine itself. She stated the other six computers (5 Police / 1 Public Works) would not support the system upgrade, and would therefore need replacing.

Mrs. Shelton stated, the early upgrade was not budgeted for in fiscal year 2020, but informed Council, if approved, she has identified available/unexpended funds, from both the Police Department and Public Works Department's FY2020 CIP, to replace their outdated computers. She stated this action would then remove the need for any computer upgrades in FY2021.

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

Mr. Mitchell asked, if approved, would the Public Works Department's "small tools" account be effected by the line item change.

Mrs. Shelton stated she and Mr. Garrett, Public Works Director, had discussed the matter and confirmed the line item change would still be feasible for that department.

Mr. Higginbotham asked how much each "new" computer would cost the town.

Mrs. Shelton stated she had requested the project not exceed \$7,200 for the six new computers, an average of \$1,200 each, which included some laptops and some "desktop" computers. She stated they would already include the Windows 10 upgrade.

Mr. Higginbotham stated he felt the cost of the computers seemed a little high.

Mrs. Shelton stated the computers purchased for the town are a little above an average, base priced computer, in order for them to meet certain requirements and ensure they can operate under the town's "network" and office programs.

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

Mayor Mattox thanked Mrs. Shelton for her time and for the good work she continues to do for the Town of Altavista.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the request by Administration to use unexpended FY2020 Funds from the APD and Public Works Departments to purchase six new computers between the two departments. The request was made because the six computers being replaced would not accommodate the Windows 10 computer operating system needed to work with the town’s current computer programs and network used between all town departments.

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

## 9. Unfinished Business

### a. Staffing Discussion – Altavista On Track (AOT) Main Street Coordinator Position

Mr. Coggsdale reminded Council that several years ago, the Town of Altavista took on the position of “Main Street Coordinator” as part of their Personnel/Classification Plan. He stated even though the position was not part of the town, the town made annual contributions to AOT in order to fund the position.

Mr. Coggsdale stated the position was previously part-time, but was made full-time by combining twenty-eight (28) hours for “Main Street” functions with twelve (12) hours dedicated to Altavista’s social media/web site content management.

Mr. Coggsdale reminded Council that the Main Street Coordinator (MSC) position had been vacant for over a year until they recently approved a part-time (10 hours per week) interim for the position to assist Altavista On Track with their administrative needs.

Mr. Coggsdale referenced the recent meeting Town Council was invited to attend on Thursday, January 9<sup>th</sup>, hosted by the Altavista On Track Board. He reminded Council of the presentation, “What is Main Street”, given by a Department of Housing and Community Development Representative, and stated he hoped the information was beneficial to Council towards the consideration of any decision they make that evening regarding whether or not the MSC position needs to remain part-time for now, or returned to a full-time town position.

Mr. Coggsdale stated there were several AOT Board Members attending the Council meeting to answer any question Council may have regarding this item of discussion.

Mayor Mattox asked the AOT Board members if any of them would like to address the Town Council regarding this subject.

Reverend Eduardo Soto, AOT Vice-President and Design Chair, came forward to address Council. He stated that a church, organization, or locality will sometimes try and quantify a program’s worth, in order to measure its “return on investment”. He stated he felt the value that Altavista On Track and the Main Street Program brings to a small community, such as Altavista, was “immeasurable”.

Reverend Soto stated Main Street programs, such as AOT, bring unquantifiable assets to the community. He stated Altavista had recently fallen behind in bringing those assets to the community, since losing its full-time AOT Director a year ago.

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Reverend Soto informed Council that the current AOT Interim Director, Kirsten Aherron, had compiled a detailed spreadsheet of the duties performed within her 10 hour per week allotted timeframe. He stated those duties were minimal to the program's overall amount of duties and responsibilities on any given day, at any given time.

Reverend Soto stated a part-time AOT Director, with more than 10 hours per week, would be helpful, but a full-time Director would be the most beneficial to AOT in maintaining their responsibilities, and also accomplishing the program's goals for the community.

Reverend Soto stated he would be glad to answer any questions Council may have.

Mrs. Lori Johnson, AOT President, also came forward to help answer questions.

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

Mrs. Dalton asked if any of the current businesses in Altavista's Downtown District were represented on Altavista On Track's Board.

Reverend Soto stated yes, and shared with Council those businesses:

- Jonathan Parker - Parker Productions
- Jessica Sundblom - Sunblum Esthetics
- Regina Adams - The Standard

Reverend Soto informed Council there were currently no "property owners" on the AOT Board, but AOT was working hard to change that.

Mrs. Johnson stated that Katie Lane was also an Altavista On Track Board Member. She stated Ms. Lane worked at the Staunton River Library located on Broad Street in Altavista, which she felt was an important part of the Downtown District.

Mr. Mitchell stated he appreciated the work Altavista's community organizations, like AOT and The Chamber of Commerce, do for the town's businesses and its citizens.

Mr. Mitchell stated he felt the Town Council owes AOT staff, and also town citizens, a clear direction on which way the town would be going in regards to this matter.

Mr. Mitchell shared his favor in hiring a full-time AOT Main Street Director, in order to move this program back to the forefront of Altavista's community development.

Mr. Mitchell stated he was in favor of AOT's mention to try and get Altavista's business and property owners to show more interest in their district.

Mr. Emerson referenced himself as being a property owner in the Downtown District of Altavista. He stated AOT was a "major help" when he purchased his downtown property nine years ago.

Mr. Emerson also referenced AOT's previous Main Street Coordinator and their constant "presence" on social media at that time. He stated, in this day and age, social media was a major part of communication for any organization and/or locality, and they should be constantly participating, sharing, and updating its community/citizens.

Mr. Emerson stated he supported moving forward with hiring a full-time AOT Main Street Coordinator. He stated, by doing so, it would contribute and benefit Altavista's desired economic development and growth, coinciding with the recent hire of the Community Development Director, Ms. Sharon Williams.

Mr. Emerson stated he felt it would also help the town evaluate what was needed in the vacant Economic Director position moving forward.

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Mr. Emerson stated he appreciated everything the Altavista On Track organization has done and continues to contribute to the Town of Altavista. He stated he felt AOT was an important “piece of the puzzle” for the community and its economic development.

Mrs. Dalton referenced a previous conversation by Council last year, during budget consideration discussions, regarding the town’s “return on investment” from the town organizations it supported. She stated she felt the question was not whether to continue having an AOT program in Altavista, but who should be paying for the program, the town or the businesses within its district.

Mrs. Dalton suggested Council and AOT consider a “monetary partnership” between the town and the downtown district businesses.

Mrs. Dalton asked if the AOT Board was requesting another full-time director, or would they consider a part-time director with having more than 10 hours per week.

Reverend Soto stated having a full-time AOT Director/Main Street Coordinator would be ideal, but a part-time director, having more than 10 hours per week, would also be more beneficial than what they currently have.

Mrs. Johnson stated she felt an AOT Director should be out in the community investing time to its businesses and citizens. She stated the current intern’s 10 hour per week schedule was barely enough time to complete AOT’s administrative duties.

Mrs. Dalton stated Council would be interested in input from Altavista’s Downtown District businesses regarding their thoughts of whether or not there has been a significant benefit by having the AOT Program and whether they think the program was beneficial enough for them to consider investing financially in a partnership with the town in order to continue the program.

Mrs. Johnson stated she was unsure if a small business owner would be able to afford such a partnership into their budget, but an AOT Director would be able to communicate with the businesses regarding such a partnership.

Mrs. Johnson stated she felt most of the downtown district businesses want to be a part of the AOT Program and to feel like part of the community, but they referenced to her not having enough “engagement” from AOT, Town Council, and The Chamber of Commerce. She stated a full-time director would have more time to engage and communicate with the businesses as they desired.

Reverend Soto stated the AOT Board may be willing to communicate with downtown businesses regarding Council’s suggested partnership, but referenced Altavista’s local Chamber of Commerce and stated, AOT was currently a non-profit organization and not a “member affiliation” organization like the chamber.

Reverend Soto stated he did not favor changing Altavista’s AOT Program to require a membership, because he felt the program was better received as an “organization of support”, rather than a requirement to operate a business in the downtown district.

Reverend Soto stated, by helping and supporting an entrepreneur “upstart” their business, it helps offer a variety of choices for the community to patron, and ultimately brings additional revenue to the town.

Mrs. Dalton stated, since the AOT Program had been in Altavista for seventeen years, Council could look back and review which of the current downtown district businesses AOT had been a part of facilitating.

Reverend Soto referenced a few of the businesses he knew of: Parker Productions, Staunton River Outdoors, and also a massage therapist, that was, unfortunately, no longer there.

Mayor Mattox referenced his time as a “Charter Member” of the AOT Program. He stated he felt the program had grown since then, but has moved away from sponsoring and/or promoting community events into mainly focusing on economic development.

Mrs. Johnson confirmed Mayor Mattox’s observation. She stated AOT’s main focus was on economic development, and only sponsored community events if they were profitable. She gave an example of Altavista’s Annual Giblet Jog.

Mayor Mattox asked Mrs. Johnson if her comment of “profitable” meant for AOT or for the downtown district businesses.

Mrs. Johnson stated her reference to events being “profitable” was meant to be towards the community. She stated she felt such an event as the Giblet Jog was profitable for the community and the town because event participants, and their families, patron the town’s local restaurants and businesses while in town for the event.

Mayor Mattox informed Council, and the attending AOT Board Members, that the town had spent an estimated \$500,000 towards AOT since the program’s conception, and yet Downtown Altavista currently has less occupied buildings in the district now than it did when it first started.

Mayor Mattox stated Altavista On Track is “designated” to a specific district (downtown), but there were other areas and businesses outside of the downtown district that also needed help. He stated he felt the entire community should be the focus for the town’s desired economic growth, not just a select area or select group.

Mayor Mattox applauded AOT’s previous contributions to the town, but stated the town needed to start focusing on its current needs, which was overall economic growth.

Mayor Mattox referenced the vacant AOT position costing the town approximately \$50,000 per year. He suggested the town take the same amount of money and create an “Incentive Program” to try and attract “new” businesses to the Town of Altavista.

Mayor Mattox stated, he was not looking to eliminate the AOT Program from Altavista, but favored a part-time Main Street Coordinator/Director, and suggested the organization restructure its “model of operation” in order to help the town meet some of its current needs and responsibilities for their desired economic growth.

Reverend Soto stated he agreed with Mayor Mattox’s reference to the Town of Altavista and Altavista On Track being partners in an effort to better serve the community and its businesses, but stated that partnership would be more feasible with a full-time AOT Director/Main Street Coordinator.

Mayor Mattox stated, if Council decided to approve the request for a full-time AOT Director, when the Town of Altavista hired an individual for the vacant position of Economic Development Director, they would be “doubling up” on economic development positions, which he felt was unnecessary.

Reverend Soto stated the AOT Main Street Program was a great way to “empower” entrepreneurs to move out of their basements or garages and locate their business within the town, which helps their business grow and become a vital part of the community, and also helps to boost the town’s economy.

Reverend Soto stated, in some cases, downtown areas tend to become obsolete when a locality and/or an EDA Director focuses on industrial growth. He stated he felt the community would be best served by continuing the AOT Program for small businesses, while the town still strives to create industrial and commercial growth.

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Reverend Soto stated, while AOT's main focus was on small business, and AEDA's main focus was on industrial and commercial growth, he felt the two positions/programs would complement each other while working on the common interest and goal of economic growth for the entire town and community.

Mayor Mattox requested, before Council voted on this item, someone representing AOT to contact each downtown business and property owner for their input on whether or not they felt the AOT Program was beneficial enough to continue, and if so, were they willing to partner with the town financially to help cover the program's expense.

Mrs. Johnson asked was there a "timeframe" on the Mayor's request, to which Mayor Mattox stated there was not, but the sooner the task was complete, the sooner the gathered information could be reviewed by Council, considered, and voted on.

Mayor Mattox stated the requested information would help him feel more comfortable about voting on this matter/item.

Mr. Higginbotham asked what exactly was the Altavista On Track Board requesting from Council at that night's meeting.

Mrs. Johnson stated the AOT Board would like for Council to consider increasing the current intern's weekly hours of work from ten to a "part-time position" of twenty-five hours per week.

Mr. Higginbotham asked, if their request was approved, did AOT have someone that could fill the requested hours.

Mrs. Johnson stated Kirsten Aherron, the current AOT Interim Director, had agreed to continue working if the request to increase her hours to twenty-five per week was approved. She stated Mrs. Aherron had a great "wealth of knowledge", was always willing to "go the extra mile" to complete tasks, and was a great asset to AOT.

Mr. George asked Mr. Coggsdale, Town Manager, if Council decided to approve AOT's request, would the town still consider using this position (12 hours per week) to cover its social media obligations, as they did previously.

Mr. Coggsdale stated the decision would be up to Town Council from an agreement to be considered between Council and the AOT Board.

Mr. Coggsdale stated the agreement previously used between the town and AOT (28 hours per week for AOT and 12 hours per week for town social media) worked out well for the town, but he could not speak for AOT.

Mrs. Johnson stated she felt the agreement worked because the AOT Director was in the town office and able to collaborate with the town, which helped AOT when they were working on their "strategic plans" for each year.

Mr. George referenced Altavista's Annual Gibley Jog and stated the AOT Program was a good way to "harness community spirit". He stated he felt Altavista On Track was an "intangible asset" to the town and he thanked them for everything they do.

Mr. Bennett stated, as a Councilman and citizen of Altavista, it means a lot to him to see the town be successful. He continued stating, as an ex-officio of Altavista On Track, it also means a lot to him for AOT to be successful.

Mr. Bennett stated he did not feel that one did well without the other and he was in favor of the mentioned "partnership" between the two entities. He stated, with Altavista being a small town, every success was a success for the entire community.

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Mr. Bennett referenced the recent meeting Council attended regarding locality programs/organizations such as AOT. He stated he had asked Ms. Rebecca Rowe, event speaker, out of all the successful AOT Programs in Virginia, what was the common denominator for their success. He stated the answer she gave was “having a full-time director with no less than forty work hours per week”.

Mr. Bennett stated a locality could not expect to see “full-time results from part-time investments”. He stated he was in favor of having a full-time AOT Director, because he felt the program would be more successful by allowing the director additional time to engage and communicate with town businesses, property owners, and citizens.

Mr. Bennet suggested the Town of Altavista and Altavista On Track have a letter of agreement (Memorandum of Understanding) regarding their collective goals, objectives, and expectations for the program and the town.

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

Mrs. Dalton stated in previous years, the program’s goals and objectives had not been clearly defined, therefore the accountability had been unmeasurable.

Mrs. Dalton stated she liked Mr. Bennett’s suggestion of the town having a letter of agreement (MOU) between them and AOT. She stated she would like the letter to clearly define the “meaning of success” between the two parties. She stated the letter should also include “tangible” goals that could be achieved by the program, in order for Council to consider the program’s worth/return-on-investment moving forward.

Mrs. Dalton suggested having the MOU be drafted for AOT’s and Council’s review and consideration before a vote was made towards AOT’s request for the current Interim Director to receive additional work hours.

Mrs. Dalton also suggested the Town of Altavista, AOT, and the Chamber of Commerce communicate with each other in order not to duplicate efforts, and for each group to be aware of the other group’s objectives and responsibilities for the community. She stated communication is the key to a successful partnership.

Mrs. Dalton stated she was not positive whether she would vote for or against a full-time AOT Director at this time, but would be in favor of a MOU with either decision.

Mr. Mitchell stated he was also in favor of a Memorandum of Understanding between the town and AOT. He stated, moving forward, the town should communicate more with AOT and stay engaged with the local businesses and community in order to ensure that the town and Council could measure its “return-on-investment” from the program.

Mr. Mitchell referenced the presentation given by Ms. Rowe. He stated there were twenty-six (26) localities in the State of Virginia with “accredited” AOT Programs. He stated he understood Ms. Rowe to say that a locality has to stay within a given criteria in order to be, and stay, a part of the program.

Mr. Mitchell stated, with the mention of Altavista’s AOT Program being changed to meet Altavista’s needs, he would hate for the town to be dismissed from the program because it decided to change its own criteria.

Mr. Mitchell stated there were many grants and opportunities not available to the Town of Altavista without the affiliation of its AOT Program. He referenced a possible future CIP project (Innovation Center) mentioned at a previous Council meeting and stated the town would be relying on their Altavista On Track affiliation to help fund the project through grant opportunities.

Mr. Mitchell stated he was in favor of the town continuing the AOT Program and hiring a full-time AOT Director/Main Street Coordinator.

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Mr. Emerson stated he was in favor of the town accommodating all of its businesses. He asked if AOT's "Main Street Program" was restricted to only the downtown district, or could the program also help businesses throughout the Town of Altavista.

Reverend Soto stated the program was designed to help "historical/downtown districts" and having a historic district was a requirement by the program. He stated AOT, as a town representative, can help engage other businesses in town that may need guidance.

Mr. Emerson stated he was also in favor of a MOU between the town and AOT, but he was ready to vote on AOT's request that evening.

Mayor Mattox reminded Council that Ms. Rowe had "stressed" the importance of a Memorandum of Understanding (MOU) between a locality and its AOT Program. He stated he was in favor of a MOU, but he suggested Council wait to vote on this item until they had a chance to review the salary and benefits that would be given to a full-time Interim Director (if approved).

Mr. George stated he felt the AOT Board was looking for a resolution to their request that evening. He stated he would be ready to vote on the item.

Mr. Bennett stated, it was his understanding during Ms. Rowe's presentation, that even though the AOT Program was designed to focus on downtown districts, it could also be used to "reach out" to other businesses outside of the downtown district. He stated he was unsure of the process the town or AOT would have to go through to make that happen, but he felt the possibility would be worth investigating.

Mr. Bennett also referenced a statement made by Ms. Rowe during her presentation. He stated "Without Paid Staff, Most Boards Fail". He stated that reference was to reiterate the need to pay a full-time salary for AOT's vacant director position, in order for the program to have the opportunity to be successful.

Mr. George made a motion for Council to approve the town to hire a full-time Altavista On Track Director / Main Street Coordinator.

Mr. Coggsdale asked for clarification of the motion. He reminded Council that the previous full-time Main Street Coordinator's duties included twenty-eight (28) AOT hours and twelve (12) hours to be used towards updating the town's website and social media page.

Mr. Coggsdale asked, if approved, would the duties for the new full-time AOT Director stay the same as the previous "model" for that position using the 28/12 hour split, or if the full-time hours would strictly be designated for AOT use only.

Mayor Mattox also asked, since Mr. George was in favor of the Memorandum of Understanding (MOU) mentioned earlier in the discussion, did he also mean for the MOU to be a part of his motion.

Mr. George stated he would agree his motion needed to include a MOU between the town and AOT, but he felt Council could vote on AOT's requested item that evening, and a draft MOU between the town and AOT could be reviewed at a later date.

Mr. Mitchell seconded Mr. George's motion, with the addition of a Memorandum of Understanding between the Town of Altavista and AOT regarding goals, objectives, and expectations for the program moving forward.

Mayor Mattox recognized the motion and the seconded motion from Council. He asked Council if they had any additional questions or concerns regarding this item.

Mr. Higginbotham asked if the motion included the 28/12 weekly work hour split between AOT and the town, as mentioned by Mr. Coggsdale.



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Mr. George stated his original motion did not include the AOT Director’s hours being split between AOT duties and maintaining the town’s website and social media page.

Mrs. Dalton stated she would like to see any decision made by Council regarding AOT’s request be something the majority of Council could agree upon. She stated, if the town were to approve a full-time AOT Director position again, she would rather it be “modeled” after the previous version, which included twelve (12) hours per week dedicated to helping the town maintain its website and social media needs.

Mrs. Dalton motioned to amend Mr. George’s original motion, to reflect the change.

Mr. George asked Mr. Eller, Town Attorney, if a motion could be amended after a “second” has been made toward the motion.

Mr. Eller stated, when an alternate motion has been requested/suggested, it was Council’s duty to consider whether or not to “accept” the alternate motion. He stated the alternate motion is voted on, and then the original motion is voted on, whether it was amended by the alternate motion or not.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to amend the original motion, for the town to hire a full-time AOT Director, to reflect her request the AOT Director’s weekly work hours be split between the town (12 hours) and AOT duties (28 hours).

Mayor Mattox asked Council if they had any questions or comments regarding the motion amendment, to which there were none.

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 asked Council if they had any questions or comments regarding the original motion and its current amendment, to which there were none.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	No
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked AOT Board Members for attending the Council meeting and stated he would like to see the Altavista On Track Organization be successful.

b. Donation Policy

Mr. Coggsdale reminded Council of a previous discussion they had regarding how to accommodate the opportunity for individuals/businesses to donate park related items to the town. He stated the primary focus of discussion was benches for the town’s trail system.

Mr. Coggsdale stated the main issue that surfaced from the previous discussion surrounded how “recognition” would be handled for the donor.

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Mr. Coggsdale reminded Council of the “sample” policies, related to the donation of park items, from other localities staff had shared with them at a previous meeting. He stated, after Council’s review of the sample policies, they gave staff input and sought a draft policy for the Town of Altavista that had similar parameters as the City of Chesapeake’s sample policy.

Mr. Coggsdale stated Council had communicated to staff they were seeking a consistent and formal process by which donations may be considered. He stated, under Council’s request, staff drafted a policy for the Town of Altavista for their consideration.

Mr. Coggsdale stated, at that time, Council may make amendments to the proposed draft policy or provide input to staff whether or not changes were needed to the draft policy. He stated Council may also decide to move forward with adoption of the policy.

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

Mr. George asked what one of the proposed park benches, with a recognition plaque, would cost a donor.

Mr. Coggsdale stated the cost amount was not specified in the draft policy because staff had not received a definite decision from Council on which option of park bench they wished to be the designated bench for the trail system.

Mr. Coggsdale stated, the park bench that is the most similar to Altavista’s existing park benches was priced at \$1,100, which included the recognition plaque, the concrete pad the bench would sit on, and the bench’s installation.

Mr. Garrett, Public Works Director, confirmed the cost given by Mr. Coggsdale.

Mr. Coggsdale reminded Council they had previously approved three new park benches to be placed along the back, newest trail section in English Park.

Mrs. Dalton asked the Town Manager, Mr. Coggsdale, if he was comfortable with the current draft policy, and would the policy allow him to control the process as needed.

Mr. Coggsdale stated Altavista’s draft donation policy, modeled after the City of Chesapeake, placed the approval discretion with the town. He stated it was the town’s intent to have all “park” benches in town look the same.

Mr. Coggsdale stated, for instance, a donor would not be allowed to purchase a park bench on their own and locate the bench in one of Altavista’s parks. He stated this point was mentioned within the policy “Rules and Regulations”.

Mr. Coggsdale stated, along with their donation, there was also an application the donor would need to fill out and have approved, in order to have their information placed on a park bench plaque. He stated the application would be reviewed by staff for any discrepancies with the town’s donation policy. He stated, if approved, the donor’s information would then be placed on a plaque of an available park bench.

Mr. Coggsdale stated, by the Town of Altavista having a Donation Policy, it’s a structured way to allow its citizens an opportunity to contribute back to their community, while providing a needed amenity (benches, trees, etc.) to the town parks.

Mr. Mitchell asked how a donor would know what, and how much, information they are allowed to put on a “recognition plaque”.

Mr. Coggsdale stated the policy specifies how many lines and words the plaque will hold. He stated the policy also states what type of “verbiage” can be used on a plaque.

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

Mr. Emerson, seconded by Mr. George, motioned to approve the proposed donation policy, allowing citizens to donate funds for the purchase of benches and/or trees in the town’s parks, and in return receiving a “memorial/recognition” plaque on the amenity.

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. Fiscal Policies

Mr. Coggsdale reminded Council of a previous discussion they had regarding the town’s need for “official” Fiscal Policies, in order to provide structure to some of the town’s financial issues and to guide decision-making. He stated it was the Town Council’s intent to create a consistent and formal process by which fiscal issues may be considered and/or handled.

Mr. Coggsdale stated, at the request of Council, staff reviewed different fiscal policies and had previously provided Council with a draft for their review. He stated Council then requested the draft policy show what items were current town policies; which were town practices; and which items were “new” policies.

Mr. Coggsdale shared with Council the revised draft policy for their review and consideration. He stated, at Council’s request, the revised document showed the current (existing) policy highlighted in yellow, town practices in italics, and the newly added policies were in red.

Mayor Mattox suggested this item be placed on a future Council Work Session, allowing Council additional time to review the revised document/draft policy.

All Council members were in consensus to do so.

10. Reports and Communications

**Town Manager’s Report for the January 14, 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.*

**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>).*

**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.

**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. For additional information, see the current Hurt & Proffitt Update.*

**Trail Project (mausoleum area):** Staff is working on getting quotes for 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 will begin in FY2020.*

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. *Weather has 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.*

## **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)

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Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding items in the Town Manager's January Report.

Mr. Coggsdale referenced an item in his report, Dalton's Landing Canoe Launch Project. He reminded Council that the U.S. Fish and Wildlife Service's (USFWS) had up to 90 days to conclude formal consultation, and an additional 45 days to prepare their biological opinion regarding the "habitat assessment" for this project.

Mr. Coggsdale informed Council that the USFWS's allotted timeframe would be up on January 25, 2020, but since the 25<sup>th</sup> was on a Saturday, the deadline would be the 27<sup>th</sup>. He stated, once this step in the process was complete, the project could move forward to the next steps, which included placing the project out to bid by the project's engineers.

Mr. Higginbotham asked who the engineers were on the canoe launch project.

Mr. Coggsdale stated Gay & Neel, Civil Engineers out of Christiansburg, Va., were the engineers on the mentioned project. He stated Gay & Neel were the ones to coordinate the "specs", and design the project, therefore, they would be the ones to place the project out to bid when the time came to do so.

Mr. Coggsdale stated the project would only "go out to bid" when the town was ready and able to move forward. He stated there were certain "steps" involved when a project's funding included grant monies, as this one does.

Mr. Higginbotham questioned why Peed & Bortz's name was showing on the project.

Mr. Coggsdale stated Mr. Scott Bortz (Peed & Bortz) was the Project Manager for this project and was responsible for the "environmental assessment" portion of the project.

Mr. George asked how much money was given to the town towards this project from the Timken Company that used to be located in Altavista.

Mr. Emerson stated he thought the amount Timken donated was \$10,000, to which Mr. Coggsdale confirmed that amount was correct.

Mr. George asked, if all of the grant money is not used, or was not needed to complete the project, what happens to the remaining funds.

Mr. Coggsdale stated any "unused" portion of grant funding was required to be returned.

Mayor Mattox asked Council if they had any additional questions or comments regarding the January 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.

### 12. Matters from Council

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

- Mr. Emerson asked if the boat ramp, located in English Park, was part of the downtown district.

Mr. Coggsdale answered it was not.

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Mayor Mattox stated Altavista's Downtown District included Broad Street, Seventh Street from Bedford Avenue to Broad Street, and Main Street from Broad Street to Pittsylvania Avenue.

- Mayor Mattox informed Council that he would be requesting staff to place an item on Council's January Work Session for discussion. He stated the item was in regards to when and how an item of request should be brought before Council for approval.

Mayor Mattox stated, previously, items were allowed to be introduced and voted for on the same night. He stated he did not feel that was enough time for staff or the public to be notified of Council's actions, nor was it enough time for fellow Council members to review and/or consider a request before having to vote on the item.

Mayor Mattox stated he did not feel an item should be voted on the same night as its request, unless the matter was time-sensitive or an emergency situation and all Council members were in consensus to move forward with the item at that time.

- Mr. George referenced the Altavista Police Chief's older model work vehicle, and asked why Chief Merricks was driving such an older vehicle, instead of a newer one.

Mr. Coggsdale stated the work vehicle the town's Police Chief is driving was the vehicle he requested to have.

- Mr. Bennett referenced an item that had been previously mentioned by Council, the Altavista Farmers Market, and stated Council had agreed the item should be placed on the list of potential projects to consider during the upcoming CIP/Budget discussion.

Mr. Bennett stated he did not see that item on the "list of projects", and asked if the item could be placed back on the list, so the project is not overlooked or forgotten.

Mr. Coggsdale stated he would make sure the Farmers Market Project was placed back on the list of potential CIP projects for the upcoming fiscal year.

- Mr. Emerson stated he would like to recognize the Altavista Police Department (APD) for their hard work and efforts in planning, coordinating, and participating in the Shop with a Cop Event held at Altavista's local Wal-Mart in December of 2019.

Mr. Emerson informed Council the APD were able to sponsor fifty-seven (57) children this year. He stated he felt Chief Merricks and the APD did a great job.

Chief Merricks referenced Mrs. Marci Huntsman, Pastor of that night's Council meeting invocation, and stated, without the donations from local citizens and organizations like Mrs. Huntsman, the event would not be possible. He informed Council that Mrs. Huntsman and her family "matched" Wal-Mart's donation this year.

Chief Merricks stated that Altavista and the Altavista Police Department had many great donors for the event and he thanked everyone for their donations, their time, and their hard work to make the event successful.

Mayor Mattox asked if there were any additional items from Council for discussion, to which there were none.

### 13. Closed Session

#### **CLOSED SESSION**

DATE: Tuesday January 14, 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,

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

A motion was made by Vice-Mayor 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 8:39 p.m.

Notice was given that council was back in regular session 8:51 p.m.

FOLLOWING CLOSED SESSION:

A motion was made by Vice-Mayor 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 Town Council that such a closed meeting was conducted in conformity with Virginia law;

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

VOTE:	Mr. Wayne Mitchell	Yes
	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

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 8:52 p.m.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk