

Council Regular Meeting April 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 April 14, 2020 at 7:00 p.m.

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

Council Members

Present: Mr. Reginald Bennett
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Absent: Vice-Mayor Beverley Dalton
Mr. Tracy Emerson

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

Mr. Tom Fore, Altavista Utilities Director, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox informed Council there was an amendment to Section #8 New Business, adding item “f.” Resolution Consideration/Approval – allowing the town to submit an application to the United States Department of Agriculture (USDA) for a Rural Business Development Grant pertaining to the town’s desire for a Rural Business Incubator, Accelerator, and Co-working Center (AIC).

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

Mr. Bennett, seconded by Mr. Mitchell, motioned to approve the agenda as amended.

Motion carried.

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

4. Recognitions and Presentations

a. Point Source Audio Presentation – Booker Building Sound System Improvements

Mr. Coggsdale informed Council that Mr. Matthew Billings, a representative for Point Source Audio in Lynchburg, Virginia, would be delivering Council the presentation that evening regarding audio upgrade options for the Booker Building. He stated Mr. Billings would be addressing Council through “telephone services”.

Mr. Coggsdale shared with Council the presentation package Mr. Billings would be discussing that evening for their visual reference.

Mayor Mattox welcomed Mr. Billings to the Council meeting.

Mr. Billings introduced himself as a “designer” for Point Source Audio. He stated he had helped develop audio system upgrades for many large venues in the greater Lynchburg area, such as the recent Liberty University Football Stadium expansion.

Mr. Billings stated he felt the Booker Building was a “multi-cultural epicenter” that generates interest/traffic for the town and surrounding community. He stated the facility had great potential and would transform easily into a music center.

Mr. Billings stated he looked forward to helping Altavista see the transformation potential of the Booker Building as a “music venue” and sharing audio options for that vision.

Mr. Billings stated, when designing for this project’s proposal, he took into consideration the diversity of current uses at the facility, and the potential future uses of the Booker Building, such as multiple music events (inside and outside), so accordingly, he developed an audio system that could be operated with minimal staff involvement.

Mr. Billings referenced the audio presentation package. He stated there was a lot of information in the proposal, but he would be focusing on just a few of the main “key components” of the proposed design:

- Interior Audio and Stage Upgrades
- Interior Acoustic Treatment (wall & ceiling tiles)
- Interior/Exterior Lighting Improvements
- Exterior PA System Installation Option

Mr. Billings offered “basic” and “full” options for the proposed design, giving Council the ability to tailor the design to best suit their vision for the community space. He stated, by having multiple options, the cost comparison would also allow the town to keep within a desired budget.

Mr. Billings referenced different pages within the presentation package, in order to give Council a visual of the proposed interior stage improvements, interior and exterior amplifier speakers and lighting options, and acoustic wall and ceiling tiles for the interior.

Mr. Billings shared with Council the difference between basic and full component options, such as wireless microphones. He stated the basic option would have standard consumer-grade components, while the full option offered “venue grade” components.

Mr. Billings asked Council if they had any questions regarding his presentation.

Mr. George asked if the audio design proposal also had lighting options.

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Mr. Billings stated the Point Source Audio Proposal for the Booker Building had lighting improvement options for both the interior and the exterior of the facility.

Mr. Billings stated he designed an interior lighting system for the Booker Building with multiple types of events in mind. He stated the proposed lighting system was flexible enough to be operated by an individual from the stage area, or by an event coordinator or band member from another location in the room.

Mr. Bennett asked if the ability to access the audio system “remotely” would be available in both the basic and full option packages.

Mr. Billings stated he had “remote capability” quoted into the cost of both options. He stated the capability would allow him/his office to remotely access the Booker Building’s new audio system at any time, in order to assist a Town Staff Member with any potential issue.

Mr. Bennett referenced the proposed “acoustic ceiling tiles”. He asked if the installation of the tiles could be accomplished without affecting the visual esthetic of the facility’s historic wood ceiling.

Mr. Billings ensured Council his Point Source Audio team would take every precaution during component installation to preserve the building’s historic assets, such as the ceiling.

Mr. Billings continued his presentation by referencing the exterior stage area of the Booker Building and the PA/sound system proposed in his design for this exterior space. He stated the outdoor PA system would include speakers, portable storage carts and covers, and the amps needed to power the system.

Mr. Billings stated he was proposing a “portable” system that could be moved to different areas of the stage, depending on the need of the event. He stated the system’s mobile capability would also provide the town with a safe and easy storage process.

Mr. Billings concluded his presentation by referencing the last page in his proposal, which showed each individual component’s cost, as well as the total cost for both package options (basic and full). He reminded Council the packages were “a la cart” and components from each could be combined to best suit the town’s vision for the Booker Building facility.

Mayor Mattox asked Council if they had any questions or comments regarding Mr. Billings’ presentation and/or audio design proposal for the Booker Building.

Mr. Mitchell stated he felt the design proposal by Mr. Billings would bring the Booker Building up to a more “professional level” in terms of being a music venue.

Mr. Mitchell referenced page thirteen of the design proposal regarding an outdoor PA system. He asked why the “Array Frame” item show an individual cost, but did not get calculated into the basic and full option packages.

Mr. Billings informed Council that an Array Frame was only used when hanging PA speakers from the ceiling/roof of a building. He stated, since he recommended using portable “ground stacked” speakers for the outdoor stage area, he did not include the Array Frame in either option package.

Mr. George thanked Mr. Billings for his presentation. He stated he felt the proposed audio and lighting improvements would be a wonderful addition to the Booker Building and he hoped the town would be able to afford and accomplish the upgrades in the near future. He stated a music venue would be an asset to the Town of Altavista and the community.

Mr. George asked Mr. Billings to confirm the total cost for each proposed design option.

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Mr. Billings stated the “basic” option totaled \$294,433, and the “full” option totaled \$320,910. He stated both options included labor installation costs.

Mr. Bennett also thanked Mr. Billings for his presentation.

Mr. Bennett asked Mr. Billings if there was any nearby locality that had the same type of music venue as the Booker Building would potentially become if implemented with the proposed stage improvements and audio and lighting upgrades.

Mr. Billings stated the Harvester in nearby Rocky Mount, VA was used as a model for the design, but there was nothing in the Lynchburg area with the same seating capacity, except downtown at the Lynchburg Fine Arts Center.

Mr. Billings stated, as a musician himself, he could see other musicians from the Lynchburg area utilizing the Booker Building (if upgraded to a music venue) as a cultural epicenter for multiple music events and/or music festivals.

Mr. Billings stated he felt such a venue tends to draw people in as a creative atmosphere, and would be an asset to the Town of Altavista and to the surrounding community.

Mr. Bennett referenced Mr. Billings’ mention of the two design options being “a la cart”. He asked if the design could also be split into two separate installation dates, meaning the possibility of installing the interior audio system one year, and installing the exterior stage area audio system another year.

Mr. Billings confirmed the town had the option to divide the installation process. He stated the interior and exterior audio systems were separate from one another, with separate power sources, therefore, allowing their installation to be completed at separate times if necessary.

There were no additional questions or comments from Council regarding the A/V Design Proposal for the Booker Building by Matthew Billings, from Point Source Audio.

Mayor Mattox thanked Mr. Billings for his time and hard work in gathering the requested audio system information, and presenting Council with multiple options for consideration.

b. Approval Consideration for USDA Grant –Booker Building Event Venue Feasibility Study

Mayor Mattox suggested Council consider allowing staff to investigate the possibility of the town getting a USDA Grant to use for a feasibility study regarding the Booker Building and the newly proposed “use option” of the facility being renovated into a music venue.

Mayor Mattox asked for Council’s thoughts/input on the matter.

Mr. Mitchell referenced a recent “feasibility study” that gave a broader array of ideas for potential uses of the Booker Building, but the town had to pay for. He stated, since the USDA Grant would be at no cost to the town, he would be in favor of allowing staff to investigate the town’s possibility of acquiring the grant for a new study regarding the more specifically proposed music venue use/option.

Mr. Higginbotham also stated his favor of staff investigating the USDA Grant, as long as the grant would allow the feasibility study to be at “no cost” to the town.

Mr. Coggsdale stated the USDA would require a specific topic (reason) for the requested grant and potential feasibility study. He asked Council to clarify what the specifics were they wanted the study to encompass.

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Mayor Mattox suggested the proposed feasibility study be geared towards whether or not the Booker Building facility had the potential sustainability of an “event center”.

Mr. Bennett stated he felt an “event center” could mean multiple things, such as a small farmers market or art show, to a large wedding or music venue.

Mr. Coggsdale asked if Council was looking for the feasibility study to confirm whether or not the community would support a music venue/event center, and its feasibility to the town.

All Council members were in consensus to allow staff to pursue the USDA Grant for a feasibility study regarding the Booker Building’s potential feasibility to the town as an event center/music venue, and whether the community would support such venue/center.

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

Mayor Mattox asked if there were any citizen(s) present wishing to come before Council with a comment or concern that was not on the April 14th, 2020 Council Meeting Agenda.

There were no public comments on this date regarding any non-agenda items.

6. Consent Agenda Approval

- a. Approval of Council Minutes
 - March 10, 2020 Town Council Regular Meeting
 - March 24, 2020 Town Council Work Session
- b. Acceptance of Monthly Financial Reports
 - March Revenues and Expenditures

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

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

Motion carried.

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

7. Public Hearing

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

8. New Business

- a. Little Library Proposal

Mr. Coggsdale informed Council of a recent request by the Altavista Outreach and Enrichment Program (AOE). He stated the AOE seeks permission from the town to place “Little Libraries” in Coleman Memorial, Lola (Avondale), and Bedford Avenue Parks.

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Mr. Coggsdale shared with Council a memo from Jane Green, AOE Board Member.

PROPOSAL FOR “LITTLE LIBRARIES” IN OUR PARKS

By: Altavista Outreach and Enrichment

March 17, 2020

To the Altavista Town Council,

Altavista Outreach and Enrichment (AOE) would like to propose the institution of “Little Free Libraries” at Coleman Memorial Park, Lola Avenue Park, and Bedford Avenue Park for the purpose of supplying the children of our community with more opportunities to have books in their homes. These would be similar to the ones already in place at Shreve and English Parks.

AOE will be responsible for procuring the funding for the book shelters through grants. The permission to build them is necessary to seek funding. We will purchase kits from the Little Free Library organization that we will assemble and place on stands. AOE will also be responsible for the maintenance of both the shelter and the stock of books. If funding allows, we will also offer books that are free to keep.

We hope that you will accept our offer. There is no responsibility for the Town, other than granting AOE the space to place the shelters.

Sincerely,

Jane Green, Board Member

Altavista Outreach and Enrichment

Mr. Coggsdale reminded Council the town currently has the Little Libraries in two of its other parks, English Park and Shreve Park. He stated the organization agreed/confirmed they would bear all costs associated with the installation of the structures.

Mr. Coggsdale stated, staff was recommending approval of the AOE request, with the amendment staff would be allowed to work with AOE in selecting the location placement for the new Little Libraries of the fore-mentioned parks.

Mayor Mattox asked Council if they had any questions or concerns regarding the AOE request, to which there were none.

Mr. Mitchell shared his excitement regarding the AOE organization and local residents “going the extra mile” to offer such services to the children in this community.

Mr. Mitchell, seconded by Mr. Bennett, motioned to accept staff’s recommendation and approve the Altavista Outreach and Enrichment Program’s request to place Little Libraries in Coleman Memorial, Lola (Avondale), and Bedford Avenue Parks.

Motion carried.

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

b. FY2020 Paving Bid Consideration

Mr. Coggsdale informed Council the Town of Altavista had recently received bids for its FY2020 Paving List. He stated the town’s engineer had reviewed the bids and made the recommendation to award the bid to Boxley Materials, based on their unit prices.

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Mr. Coggsdale stated staff recommends concurrence with the engineer's recommendation to award the project to Boxley Materials, with their bid amount of \$400,937.50.

Mr. Coggsdale informed Council the town currently had \$539,453 allocated for paving purposes in the FY2020 Budget.

Mayor Mattox referenced the recent decrease in oil/gas prices. He ask Council to consider allowing staff to re-bid the town's FY2020 paving project, for potential savings.

Mayor Mattox also asked for Mr. Garrett's professional opinion and input on this matter.

Mr. Garrett, Altavista Public Works Director, informed Council he had recently contacted VDOT to inquire their opinion in this matter. He stated VDOT informed him they had already awarded their 2020 paving projects, so they were unable to re-bid; and also stated there was a 50/50 chance of Altavista's paving being bid lower than originally received.

Mayor Mattox asked Mr. Garrett, keeping in mind the recent decrease in oil prices, if he felt it was a reasonable assumption a "re-bid" would draw a lower bid offer, and asked if staff would be opposed to do so.

Mr. Garrett stated he felt the Mayor's assumption was reasonable and re-bidding could potentially reduce the cost for this project. He stated, if Council desired, staff would proceed with re-bidding the FY2020 paving project.

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

Mr. Mitchell stated he felt re-bidding this project should be a "one step" process for the contractors. He stated a contractor would only need to change the cost of the materials involved in the project, and then re-calculate the quote using the revised materials cost.

Mr. George asked staff when the paving project was scheduled to begin.

Mr. Garrett stated, if the original recommended bid was approved/awarded that night, the paving would begin within the next two weeks. He stated, if Council decides to have staff re-bid the project, the timeframe to begin will be postponed until a bid is awarded.

Mr. Garrett stated, with the recent drop in oil prices, the town would most likely see a significant cost decrease in materials on the paving quotes, if a re-bid was approved.

Mayor Mattox stated there is no way to predict "what the future holds". He stated with the oil prices recently decreasing, he doubted the paving quotes/cost would increase, but he felt they had the potential to decrease and save the town a significant amount of money.

Mr. Eller informed Council, before authorizing a re-bid, they would first need to vote on the decision to "reject" the first group of received bids for this project.

Mr. Bennett, seconded by Mr. Mitchell, motioned to reject the first group of bids received for Altavista's FY2020 Paving Project; Council also approved allowing Town Staff to contact the three original bidders and request they "re-bid" their paving proposal/quote.

Motion carried.

Vote:

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

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c. Request for Declaration of Town Surplus Items

Mr. Coggsdale informed Council that Town Staff had recently provided him with a list of items not in use by the town and needed to be declared “surplus”, so the items could be sold or discarded appropriately.

Mr. Coggsdale stated it was staff’s intent to sell the items via on-line auctions, and any funds realized from the sale of said items would be allocated to the annual budget as revenue. He stated, if the items did not sell in a reasonable amount of time, they would be deemed “scrap” and discarded of properly.

Mr. Coggsdale stated it was his recommendation to approve staff’s request and declare the list of items as “surplus”.

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

Mr. Higginbotham asked the Town Manager if the last list of surplus items had been sold.

Mr. Coggsdale stated a vast majority of the items had been sold and picked up by the buyer. He credited Mrs. Shelton, Altavista’s Finance Director, and Mr. George Sandridge, Town Intern, with advertising the sale of those items through GovDeals.com.

Mr. Higginbotham asked if the funds obtained from the sale of surplus items are re-allocated back to the department from which each surplus item comes from.

Mr. Coggsdale stated all funds acquired from the sale of surplus items are placed in the town’s General Fund.

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

Mr. Mitchell, seconded by Mr. George, motioned to accept staff’s recommendation to declare the presented list of items as surplus and sold and/or discarded accordingly.

Motion carried.

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

d. Altavista On Track (AOT) Request – Reallocate Use of “Façade Loan” Funds

Mr. Coggsdale informed Council that two AOT members would be joining the Council meeting through means of telephone services (conference call). He stated Mrs. Kirsten Aherron, AOT Interim Main Street Coordinator, and Mr. Jonathan Parker, AOT Board Member and owner of a small business located in the Town of Altavista, Parker Productions, would be addressing Council regarding AOT’s fund request.

Mr. Coggsdale reminded Council the funds related to AOT’s request were the proceeds from a Community Development Block Grant (CDBG) the town acquired several years ago during a phase of “streetscape” improvements to the downtown area. He stated, using the grant funds, the town promoted a “Facade Improvement Program” for small businesses.

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Mr. Coggsdale informed Council there was still \$40,000 earmarked in the town's Reserves Fund for the Façade Loan Program. He stated, in addition, there was also an amount of \$10,000 in Reserves earmarked for the AOT "Pop-Up Program".

Mr. Coggsdale shared with Council the memo from Altavista On Track President, Lori Johnson, which detailed AOT's request.



April 10, 2020

*Mr. Waverly Coggsdale III
Manager, Town of Altavista
510 7th Street
Altavista, VA 24517*

*Re: Amending Zero Interest Façade Loan Program to Aid Altavista Businesses during
State Mandated COVID-19 Shutdowns*

Dear Mr. Coggsdale,

Altavista On Track would like to propose using the approximately \$50,000 set aside for the Altavista Pop-up Program, and the Zero-Interest Façade loan program to aid our town's small businesses during the state mandated COVID-19 shutdowns. The façade loan program has not been widely used by the Altavista business community for at least the last 4 years. Therefore, Altavista on Track would like to propose redesigning the program and using a portion of these funds to offer assistance to Altavista small businesses that are currently struggling due to the state mandated shutdowns, social distancing, and shelter-in-place orders.

\$50,000 dollars is available. Currently \$10,000 has been set aside for the Altavista Pop-up Program, and \$40,000 is available for 0% Façade Improvement Revolving Loans. Both programs have been administered by Altavista on Track.

Altavista on Track proposes keeping aside the \$10,000 to plan a Pop-up program when businesses re-open. Altavista on Track would like permission to use \$20,000 to offer one-time grants to businesses struggling to keep their doors open, and to keep \$20,000 in reserve for future revolving loan programs.

Altavista On Track's Main Street Coordinator has run the plan by Joanne Peerman a Program Manager in the Community Development Division. She sent the following guidance: "We encourage grants or forgivable loans as a response to COVID19; we ask that the organization conduct active outreach to the most modest businesses to ensure equal access to the funds..."

Altavista on Track has also applied to DHCD from a Small Business Recovery Grant of \$10,000. If awarded, this would provide Altavista on Track and the Town of Altavista with the opportunity to show strong support for our business community.

In this unique circumstance, time is of the essence. Altavista on Track recommends moving quickly to aid our local businesses, so that they can weather another month or two until everything opens again.

*Thank you for considering,
Lori Johnson
Altavista on Track, President*

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Mayor Mattox welcomed Mrs. Aherron and Mr. Parker to the meeting.

Mrs. Aherron thanked Council for agreeing to hear AOT’s request. She stated, due to the recent mandates warranted by the COVID-19 crisis, AOT Board Members felt the need to try and help the small businesses of Altavista with the challenges of this uncertain situation.

Mrs. Aherron gave the breakdown of how AOT proposed dividing and reallocating their available funds, if Council approved their request.

Proposal to Altavista Town Council, April 14, 2020

Shifting Community Development Block Grant funds from 0% Façade Loan Program, to Small Business Relief Grants

Background: In 2009 the Town of Altavista used Community Development Block Grant funds to set up a 0% revolving loan fund to provide assistance to Altavista businesses to do façade improvements. The money was loaned, and then paid back. The façade loan program has not been widely used by the Altavista business community for at least the last 4 years. Therefore, Altavista on Track would like to propose redesigning the program and using a portion of these funds to offer assistance to Altavista small businesses that are currently struggling due to the state mandated shutdowns, social distancing, and shelter-in-place orders.

Total funds available: \$50,000.

Altavista on Track proposes administering the funds in the following manner:

\$10,000	\$10,000 is currently allocated to Altavista’s Pop-up Program. The Pop-up program is designed to help new or existing businesses perfect their business plans and receive some start-up money to implement their business plan. Conducting a third Pop-up program once businesses re-open can bring new energy to town be either supporting existing businesses in new business models or encouraging new small businesses to locate in Altavista.
\$20,000	Altavista on Track would like to use \$20,000 to offer grants to businesses facing immediate hardship due to the state mandated shut-downs, and/or difficulty accessing unemployment or federal relief loans/grants.
\$20,000	Altavista on Track proposes keeping \$20,000 in reserve for the original program. However, Altavista on Track may need to come back to Council after businesses open again, to propose another amendment to the program based on what businesses need at that time.

Mayor Mattox asked Council if they had any questions regarding AOT’s request.

Mr. Mitchell asked what small businesses are able to use the funds for.

Mr. Parker informed Council that AOT was using similar guidelines as recommended by DHCD, the Virginia Department of Housing & Community Development. He stated businesses that receive the grant are able to use the funds for “business expenses”, such as rent payments and/or utility payments.

Mr. Parker stated businesses are also able to use the grant funds for marketing purposes, in order to stay in touch with their customers through advertising or social media avenues.

Mr. Mitchell asked if DHCD would have to “sign off” on the AOT request, or would Council approval be sufficient, as long as AOT followed the DHCD guidelines.

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Mrs. Aherron informed Council she had been in contact with a DHCD representative, and they stated they would be in favor of AOT's proposal, if the proposal was approved by the Town Council of Altavista.

Mr. Mitchell stated he felt AOT's proposal offered the town a wonderful opportunity to help the small businesses of Altavista during the current COVID-19 pandemic.

Mr. Mitchell stated the grant/funds would not be possible without the AOT program. He thanked the Altavista On Track Board for their continued hard work in support of the Town of Altavista, its businesses, and the community.

Mr. Higginbotham asked for clarification between the total amount of AOT funds and the \$20,000 amount requested for grant purposes.

Mrs. Aherron stated the requested \$20,000, if approved, would be used to offer "relief grants" to the town's small businesses. She stated the grants would be considered "forgivable" loans and not required to be paid back.

Mrs. Aherron stated, the remaining \$30,000 would remain in reserves for the Façade Loan Program (\$20,000) and the Pop-Up Program (\$10,000).

Mr. George asked, since Altavista On Track was a program designated primarily for the improvement and support of Downtown Altavista, would the proposed AOT Relief Grant Program be for the downtown area businesses only, or for the any small business located in the Town of Altavista.

Mrs. Aherron stated, since AOT's current funds were obtained through a "Community" Development Grant, the proposed AOT relief grant would be for all small businesses located within the town limits.

Mr. Bennett stated, as the ex officio between Council and AOT, he was very proud of how AOT took the initiative to investigate how they could help Altavista businesses manage/maintain their business during the current COVID-19 pandemic.

Mayor Mattox also thanked the AOT Board Members for the work they do and for determining a way to offer local businesses the proposed relief grant during this unprecedented time (COVID-19 crisis).

Mayor Mattox referenced other programs/assistance available to small businesses, such as the Federal Paycheck Protection Plan (PPP) offered through local banks and the Small Business Association (SBA). He suggested AOT also encourage Altavista's small businesses to sign up for those programs as well.

Mr. Bennett suggested having a question on the AOT Relief Grant Program application pertaining to whether or not a business had applied for the mentioned PPP assistance.

Mr. Higginbotham asked, if a business had applied for, and received the PPP assistance, would that be a contingency not to be eligible to receive AOT's proposed grant.

Mr. Bennett stated it should not be a contingency, but the question could be an avenue to which AOT could bring up the subject, in case there are some businesses that are not aware of the SBA and Federal PPP assistance programs.

Mr. George asked Mrs. Aherron when the deadline would be for businesses to have their grant application turned in to AOT.

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Mrs. Aherron stated, if Council approved AOT's request, the AOT Board would then send their request to the state level for approval signatures. She stated, once all requirements were met, AOT intended to start advertising the proposed Relief Grant Program. She stated it was also Altavista On Track's intent to run the program until the available funds ran out.

Mrs. Aherron stated, all applications that have been received by the deadline would be reviewed first. She stated, if after the first round of business applications received had been helped and there was still money available, AOT would then advertise a second round of accepting applications for the program.

Mayor Mattox stated, once the program has been advertised, there would most likely be a "long line" of applicants requesting consideration for a relief grant. He suggested AOT have a system already in place for how to determine whether or not a business would qualify for the program.

Mr. Higginbotham shared his concern there might be a limited amount of businesses that would be helped with the \$20,000 if the amount was not distributed diligently. He suggested, for example, having forty \$500 grants, instead of having twenty \$1,000 grants.

Mayor Mattox stated he was confident the Altavista On Track Board would use a fair and appropriate qualifying system to determine the criteria in which grants would be awarded.

Mayor Mattox asked Council if they had any additional questions or concerns regarding AOT's fund request, to which there were none.

Mr. George, seconded by Mr. Bennett, motioned to approve Altavista On Track's request to reallocate funds in the amount of \$20,000 from the AOT Façade Loan Program to implement a new program, the AOT Small Business Relief Grant Program.

Motion carried.

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

e. Bank Franchise Fee – BB&T Payment

Mr. Coggsdale informed Council the Virginia Department of Taxation (VDT) had recently corresponded with all Virginia localities that were home to a Branch Banking and Trust Company (BB&T). He stated the correspondence was in regards to amended bank franchise tax returns filed by BB&T for the tax years 2012 through 2014.

Mr. Coggsdale stated the "state-wide" refund due to BB&T totaled \$10.3 million; and based on direction by the Department of Taxation, the Town of Altavista owes BB&T a refund of \$12,944.

Mr. Coggsdale informed Council, per the VDT, the deadline to pay the awarded refund to BB&T was May 1st, 2020. He stated, at that time, Town Staff was seeking authorization from Town Council to proceed with issuance of a refund check in the amount of \$12,944 to BB&T, as directed by the VDT and outlined in their correspondence.

Mayor Mattox asked Council if they had any questions regarding staff's recommendation.

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Mr. Higginbotham asked Mrs. Shelton, Altavista's Finance Director, if she agreed with VDT's declaration the Town of Altavista owed BB&T a \$12,944 refund.

Mrs. Shelton stated the Virginia Department of Taxation was responsible for auditing BB&T's amended tax returns, and they were the ones telling the Town of Altavista they owed the refund, not BB&T.

Mr. Higginbotham, seconded by Mr. George, motioned to accept staff's recommendation and approve the town to pay Branch Banking and Trust Company (BB&T) a tax refund in the amount of \$12,944, as deemed appropriate by the Virginia Department of Taxation.

Motion carried.

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

f. Resolution Consideration/Approval - USDA Rural Business Development Grant

Mr. Coggsdale informed Council the presented resolution would allow staff to proceed with submitting the appropriate application to the United States Department of Agriculture for a Rural Business Development Grant to be used towards the Town of Altavista's Innovative Center/Co-Worker Space Project, potentially in the old Altavista Fire Station.

RESOLUTION APPROVING AN APPLICATION
TO THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOR A RURAL BUSINESS DEVELOPMENT GRANT
FOR A RURAL BUSINESS INCUBATOR, ACCELERATOR AND COWORKING CENTER

WHEREAS, the United States Department of Agriculture (USDA) Rural Development agency was created in 1994 to help improve the economy and quality of life in rural America; and

WHEREAS USDA Rural Development provides financial backing and technical assistance to stimulate business creation and growth; and

WHEREAS, the Town seeks to pursue efforts to create a Business Incubator, Accelerator and Co-working Space (IAC) to assist its citizens and businesses; and

WHEREAS, the Town desires to apply for a USDA Rural Business Development Grant for the aforementioned project; and

WHEREAS, the amount requested is \$60,000 and no local match is required; and

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE TOWN OF ALTAVISTA, VIRGINIA, THAT:

- 1. The submittal of an application to USDA Rural Development by the Town for a Rural Business Development Grant, in an amount not to exceed \$60,000, to be used to equip the facility, is hereby authorized.*
- 2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed USDA Rural Business Development Grant.*

Adopted this 14th day of April, 2020.

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

Mr. Mitchell, seconded by Mr. George, motioned to accept staff's recommendation and approve Town Staff to proceed with the submission process for a Rural Business Development Grant, regarding Altavista's Innovative Center/Co-Worker Space Project, through the United States Department of Agriculture.

Motion carried.

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

9. Unfinished Business

a. FY2021 Budget & CIP – Discussion and First Reading

Mr. Coggsdale reminded Council they would be conducting a “First Reading” of the FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP). He informed Council the proposed budget had been updated based on actions/directions of Town Council; as well as items Town Staff needed to amend.

Mr. Coggsdale stated that evening was Council's final opportunity to make any changes to the budget, prior to the advertisement of the required public hearing, to be scheduled for Tuesday, May 12, 2020 at 7:00 p.m.

Mr. Coggsdale continued stating the fiscal year 2021 proposed budget (General Fund, Enterprise Fund, State/Highway Fund, and Cemetery Fund); including the Capital Improvement Program (CIP) currently totals \$10,242,580. He stated the FY2021 proposed budget had a .66% increase from the previously adopted FY2020 Budget.

Mr. Coggsdale informed Council there were no proposed tax increases in the draft budget, however, the budget did include the proposed utility rate increases for water (8%) and sewer (4%). He stated the utility rate increases would be effective as of December 1, 2020.

Mr. Coggsdale stated, per Council's direction, fees related to the “opening and closing” of graves at Altavista's Greenhill Cemetery had been increased by approximately 15% across all categories

Mr. Coggsdale stated there were two additional items Council needed to consider before finalizing the budget:

- Creation/Implementation of a Utility Discount Program

Mr. Coggsdale stated, per Council's recent approval, qualifications for the town's Utility Discount Program would be based on the same criteria used by the county for Real Estate Tax Relief (elderly, low-income, and permanently disabled).

Mr. Coggsdale shared with Council several different scenarios for discounts related to the monthly “fixed base fee” that appears on all utility bills. He stated the impact to the Enterprise Fund/Revenue would be dependent upon the percentage of discount Council selected for the utility base fee.

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Mr. Coggsdale stated staff was also seeking direction from Council regarding a potential start date for Altavista's Utility Discount Program. He stated, since the proposed utility rate increases had an effective date of December 1st, 2020, he suggested any utility discount approved by Council also be implemented on that date.

Mr. Coggsdale stated, by using the same implementation date as rate increases, it would allow staff to announce the Utility Discount Program, with the rate increases, when sending out utility bills in October to quarterly (residential) customers.

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

Mr. Mitchell suggested using 30% as the discount for utility base fees.

Mr. George asked the Town Manager if staff had an estimate of how many residents would qualify for the utility discount.

Mr. Coggsdale stated, using the Campbell County criteria for real estate tax relief, there were sixty-one (61) "owner-occupied" utility accounts currently eligible for Altavista's proposed Utility Discount Program.

Mr. Coggsdale stated staff was currently working on developing the list of potential "rental" accounts that would also qualify under the proposed criteria.

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

Mr. Bennett, seconded by Mr. Mitchell, motioned to approve the implementation of a Utility Discount Program for Altavista. Council approved a discount of 30% off the utility base fee for qualifying town residents. The program was approved to go into effect as of December 1st, 2020, therefore, showing on quarterly accounts in April 2021.

Motion carried.

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

▪ English Park Overlook Project – Budget Amendment Information

Mr. Coggsdale reminded Council the FY2021 CIP Draft Budget originally had \$6,000 allocated for this project. He stated, based on an estimate staff recently received in accordance with the required work, the cost would be \$32,500. He stated staff adjusted for the cost increase and amended the FY2021 Budget to reflect the change.

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

Mr. Higginbotham asked if there was still an intent by Council/Staff to utilize local Boy Scouts (potential Eagle Scouts) for this project.

Mr. Coggsdale stated the possibility had been previously discussed by Council, but there was safety concerns. He stated he would continue to seek input from Council, staff, and local troop leaders regarding any potential roles that could be accomplished safely by a participating Boy Scout.

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Mr. Coggsdale reminded Council the budget for this project was already allocated into the FY2021 Draft CIP Budget, which goes into effect July 1st, 2020, so the project could start soon after. He stated he would have an answer for Council's request regarding Boy Scout participation by that date.

Mr. George referenced the town's Avondale Park Shade Structure Project. He asked if utilizing the help of Boy Scouts was still being considered for that project.

Mr. Coggsdale stated, keeping in mind Council's desired esthetics for the structure, staff was currently investigating what options were available, and whether or not scouts would be a viable option to erect the final structure chosen for the project.

Mr. Higginbotham also asked if the \$32,500 cost estimate for the English Park Overlook Project included the proposed railing for the "overlook".

Mr. Garrett, Public Works Director, answered Council stating the current cost estimate did not include any type of railing for the overlook.

Mr. Mitchell asked for clarification of the work to be done for the \$32,000 cost.

Mr. Garrett stated the \$32,000 would cover the cost of putting a concrete "overlay" on top of the existing concrete slab, and additional patch work to the side of the slab.

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

Mr. Coggsdale asked Council if they had any additional changes or deletions they wished to have amended in the FY2021 Budget, to which there were none.

Mr. Coggsdale stated staff was recommending Council schedule the required public hearings for the FY2021 Budget; the Capital Improvement Plan (FY2021-FY2025) and the Utility Rate Changes for Tuesday, May 12, 2020, to be held at 7:00 p.m. in Council Chambers of Altavista's Town Hall at 510 Seventh Street, Altavista.

All Council members were in consensus to do so.

Mayor Mattox thanked Town Staff for their recommended budget amendments, totaling \$158,470, in order to obtain a "balanced budget" for fiscal year 2021. He reminded Council of the proposed amendments:

- Public Works: reduction in paving schedule by \$50,000
- Economic Development: reduce travel, conventions, and education by \$10,000
- Parks and Recreation: deletion of the proposed public restroom addition to the back trail area of English Park = \$90,000
- Altavista Decorative Street Lights: 25% reduction in LED bulb replacement \$8,470

Mayor Mattox stated he felt the \$158,470 reductions were reasonable. He stated Council and staff could revisit these items during the next fiscal year's budget process.

Mr. George referenced the \$90,000 reduction to Parks and Recreation's proposed budget from the deletion of the proposed public restroom project, which would have included water and sewer services. He stated the Parks and Recreation Committee would still intended to install "trail type" porta-pottys available in that area of the park.

Mr. Coggsdale ensured Council there were enough funds available in the Parks and Recreation budget to cover such a project.

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Mr. Mitchell stated, with Council, Town Staff, and the Town of Altavista not knowing what kind of impact the COVID-19 pandemic would have on the town's revenue and fiscal year 2021 budget, he felt the proposed budget reductions/amendments were premature.

Mr. Mitchell stated he did not agree with implementing the budget amendments proposed to them that evening. He stated he favored Council approving the FY2021 Draft Budget and CIP presented to them at their last meeting.

Mayor Mattox stated town would not be reducing any "services" to the citizens of Altavista. He stated the reductions proposed were for CIP items.

Mayor Mattox stated he felt Town Staff had done its due diligence for the Town of Altavista in striving to achieve a balanced budget.

Mr. Higginbotham suggested Council realistically assess the probability of the town's restaurants and food service businesses not producing their regular amount of Meals Tax as they normally do. He stated he appreciated Town Staff anticipating town revenue potentially being affected by the COVID-19 pandemic in the next few months.

Mr. George referenced the town's "reserve" funds, and stated he agreed with Mr. Mitchell the town should move forward with the original FY2021 Draft Budget without the proposed reduction amendments. He stated he felt the reserve funds had been set aside to assist the town during such crises as the COVID-19 pandemic.

Mr. Bennett stated he was in favor of being "cautious" during this uncertain time (COVID-19 pandemic) and accepting staff's budget amendment recommendations.

Mr. Bennett, seconded by Mr. Higginbotham, motioned to accept staff's recommendation and approved the proposed CIP reduction amendments to the FY2021 Budget.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	No
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	No

b. Assistant Town Manager Position – Approval Request for Amended Job Description

Mr. Coggsdale reminded Town Council of their recent direction for staff to include an Assistant Town Manager (ATM) position in the proposed FY2021 Budget; and to utilize funds from the existing Economic Development Director position (Wages & Benefits) and the proposed Code Enforcement position (Wages & Benefits).

Mr. Coggsdale shared with Council the previously approved Assistant Town Manager updated job description, and a "hiring timeline" based on an April 14, 2020 approval of the revised/updated job description:

- | | |
|----------------------------------|---------------------|
| ○ Job Approval | April 14, 2020 |
| ○ Advertise Position | April 19 & 26, 2020 |
| ○ Application Period Ends | June 3, 2020 |
| ○ Application Review Period Ends | June 19, 2020 |
| ○ Interviews Conclude | July 20, 2020 |
| ○ Decision/Offer | July 27, 2020 |
| ○ Notice/Begin Work | August 17, 2020 |

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Mr. Coggsdale reminded Council the original “start date” desired was July 1st (same date the FY2021 Budget goes into effect). He stated, due to the need of giving each step in the hiring process ample time for consideration, he felt the newly proposed timeline would be more viable to the town’s success.

Mr. Coggsdale asked Council if they had any questions or comments regarding this matter.

All Council members were in consensus to accept the updated Assistant Town Manager job description and also to accept the Town Manager’s recommended revised timeline of the hiring process for the ATM position.

Mayor Mattox informed the Town Manager, Mr. Coggsdale, that Councilman Mitchell and Councilman Bennett had agreed to serve on the Search/Hiring Committee for the Assistant Town Manager position. He stated Councilman Higginbotham would also be serving on the committee as an Ad Hoc member and would have voting rights as such.

Mayor Mattox stated, once the potential candidates had been narrowed down to a “select few” by the committee, the candidates would then be brought before Council for a final interview and approval consideration.

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

c. Approval Consideration of “Intergovernmental Agreement” with the Town of Hurt

Mr. Coggsdale referenced a previous Closed Session, during which Council authorized staff to negotiate an agreement with the Town of Hurt for the provisions of solid waste collection services. He stated staff was presenting the agreement drafted by Town Staff, and reviewed by Mr. Eller, Town Attorney, for Council’s approval consideration.

Mr. Coggsdale informed Council the agreement had been endorsed by Hurt Town Council, and if approved by the Town Council of Altavista, the agreement would go into effect July 1, 2020, with trash services provided by Altavista for a four (4) year period.

Mr. Coggsdale reminded Council all costs of the service would be covered by the Town of Hurt, as outlined in the agreement. He stated Town Staff was recommending approval of the intergovernmental agreement as presented.

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

Mr. Bennett, seconded by Mr. George, motioned to approve the adoption of an Intergovernmental Agreement for trash collection services, between the Town of Altavista and the Town of Hurt, as presented.

Motion carried.

Vote:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	No

d. Utility Connection Fee – Waiver Policy Review

Mayor Mattox informed Council this item had been removed from the April 14th Agenda, in order to allow staff and Council to gather additional data regarding this matter.

10. Reports and Communications

Town Manager's Report for the April 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. *Contractor has indicated to the Director of Public Works that the work on this project will begin late 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. *The proposals for Reuse Alternatives for the Booker Building are due May 15th.*

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. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. *The Town is awaiting approval of the Construction phase of this project from DCR. 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. *Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated.*

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 APRIL)*

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 APRIL)*

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 page 1, 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.*

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. *Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement.*

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. *Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant.*

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. *(NO CURRENT/UPDATED REPORT PROVIDED BY THE ENGINEER)*

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 page #2 of 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.*

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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. *(Project Completed)*

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 Town 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.

Mr. Coggsdale stated he and Town Staff would be glad to answer any questions Council may have regarding the presented "monthly reports", to which there were none.

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11. Matters from Council

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

- Mr. Mitchell referenced an email he recently sent to the Town Manager, Mr. Coggsdale, regarding some “pot holes” in town. He asked staff for an update on the matter.

Mr. Coggsdale informed Council that Town Staff had submitted a plan to VDOT to “rework” the asphalt in that area for the mentioned pot holes. He stated the plan had been approved by VDOT to move forward. He stated the town was currently waiting on the contractor (Boxley) for the scheduled work to be completed.

- Mr. Higginbotham referenced the English Park Trail “Overlook” Project. He stated, if he had a materials list to go by, he felt he could acquire some of the materials at no cost to the town.

Mr. Higginbotham stated, with the donated materials and utilizing Boy Scouts for “prepping” the overlook, he felt the estimated cost to the town for this project could be lowered substantially.

Mayor Mattox informed Council he had the contact information for a couple of the local Boy Scout Troops that he would be glad to share with Mr. Higginbotham.

Mr. George mentioned Tim Wagner and Jeremy Funderburk as local Scout Leaders that may have candidates available for this project.

- Mr. George referenced a recent AOT Seminar, a few Town Council members attended, at the Altavista Train Station venue. He referenced the mention of “Lodging Tax” and how Altavista could not raise the tax unless they intended to use the extra revenue as funds for advertising “tourism” for the town.

Mr. George shared his favor with the idea. He stated he felt the concept would be an asset to the community and aid in stimulating economic growth for the Town of Altavista.

Mr. Mitchell agreed with Mr. George’s suggestion. He stated there was also a “state” program available to the town for tourism funding.

Mr. Coggsdale stated staff would research the legal aspects for the town if they decided to increase Lodging Tax. He stated he would also investigate the state program mentioned by Mr. Mitchell regarding available “tourism funds” and the town’s possibility of acquiring those funds.

There were no additional comments or concerns from Council.

Mayor Mattox shared his appreciation for his fellow Council Members, Town Staff, and Town Employees for their continued hard work for the Town of Altavista.

Mayor Mattox thanked all citizens attending the April 14, 2020 Council Meeting through the newly available electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

Mayor Mattox also thanked the citizens of Altavista for always “looking out for one another”, which he felt made the town stronger. He stated he was very proud of his community for doing so.

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12. Closed Session

There was no Closed Session scheduled for Council on this date.

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 9:01 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk