

Town Council Regular Meeting December 8, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on December 8, 2020 at 6:00 PM.

1. Agenda Adoption

Mayor Mattox called the meeting to order and presided.

Council Members

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

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Chief of Police
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, Community Development Intern
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Invocation and Pledge of Allegiance:

Altavista Police Chief Tommy Merricks gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

Agenda Adoption:

Mayor Mattox informed Town Council of an amendment to the December 8, 2020 agenda. Item #5III was added to Section #5 Consent Agenda: Altavista Planning Commission Update – Councilman Bennett would replace Councilman George as the ex officio between the Planning Commission and Town Council, effective January 2021.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed December 8, 2020 Council Meeting Agenda, to which there were none.

Councilman Emerson joined the meeting at this time (6:04 PM).

Councilman Bennett made a motion, seconded by Vice-Mayor Dalton, to approve Council's December 8th Meeting Agenda as amended.

Motion carried.

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

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2. Recognitions and Presentations

Employee Milestones

Town Manager Waverly Coggsdale informed Town Council that, as of November 2020, Gary David reached his 10 year anniversary with the Town of Altavista's Utilities Department.

Mr. Coggsdale thanked Mr. David for his service to the town.

Mayor Mattox also thanked Mr. David for his continued commitment of service for the Town of Altavista.

Personnel Changes

The Town of Altavista's most recent personnel changes, since October 1st, 2020:

New Hires:

- None

Departures:

- Christopher Clark Police Department Patrol Officer
- Cory Jordan Public Works Streets Division Supervisor

Service Recognition

Mayor Mattox informed everyone that Mrs. Beverley Dalton would be retiring from her position as Vice-Mayor and from Town Council, effective December 31, 2020.

Mayor Mattox asked everyone to stand as he read aloud the resolution honoring Mrs. Dalton's 16 years of service to the Town of Altavista as a member of the Altavista Town Council.

***WHEREAS**, Beverley E. Dalton has been a respected member of Town Council for the past sixteen (16) years, serving as the Vice Mayor since January 2013; and*

***WHEREAS**, Mrs. Dalton followed in the footsteps of her father W.C. English, who also served on Town Council and as Vice Mayor; and*

***WHEREAS**, as a result of her outstanding years on Town Council, Mrs. Dalton is admired and respected by her colleagues and constituents for her exceptional service; and*

***WHEREAS**, under her sparkling guidance, the Town of Altavista continued to achieve progress in many different aspects resulting in a well-balanced community; and*

***WHEREAS**, Mrs. Dalton, along with her husband Doug, raised their four children in the community, while constantly helping others; and*

***WHEREAS**, Vice Mayor Dalton has been a lifelong citizen and a prominent and highly influential figure, always working diligently at her duties; and*

***WHEREAS**, we find it appropriate to pause in our deliberations to honor Mrs. Dalton for her exemplary service and great leadership; now, therefore*

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***BE IT RESOLVED** by the Altavista Town Council that the Council hereby honors and praises*

Beverley E. Dalton

for her outstanding service to the people of Altavista and her loving dedication to the betterment of the Town of Altavista, Virginia upon her retirement from office.

Adopted the 8th day of December, 2020.

Mayor Mattox presented Vice-Mayor Dalton with her Resolution of Recognition.

Mayor Mattox thanked Mrs. Dalton for her longtime service to the Town of Altavista and community. He stated Mrs. Dalton had been a “guiding light” for him as Mayor.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to adopt the resolution honoring Mrs. Beverley Dalton for her 16 years of service to the Town of Altavista while on Town Council and as Vice-Mayor.

Motion carried.

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

Vice-Mayor Dalton thanked the Mayor for his kind words and for the presented resolution, but she felt no work is ever accomplished without teamwork.

Mrs. Dalton applauded her fellow Councilman for the “collegial” way in which Council had always conducted their business and thanked them for the respect they had shown her during her years in service.

Mrs. Dalton thanked the “fine citizens” of Altavista for their continued confidence that she was a good fit for Altavista’s Town Council. She stated she appreciated their trust.

Mrs. Dalton also thanked the Town Manager Waverly Coggsdale and Town Staff for the roles they hold in “running” the town. She stated Town Council was only a small part of that task.

Mrs. Dalton reminded everyone that she and Mr. Coggsdale began their official town roles around the same time. She stated she appreciated the Town Manager’s and Town Staff’s support throughout the years, while on Council and as Vice-Mayor.

Mrs. Dalton also thanked the town for the flowers given to her that evening. She stated the flowers were “lovely”.

There was a standing ovation of applause for retiring Vice-Mayor Dalton.

There were no additional comments in regard to this item.

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At that time, Mayor Mattox referenced the 2020 Town of Altavista “Reverse” Christmas Parade, held at English Park on December 5th (Saturday before Council Meeting).

Mayor Mattox thanked the Altavista Area Chamber of Commerce, Altavista On Track, the Altavista Police Department, the Altavista Fire Company, Altavista Public Works Department, and everyone involved in planning and conducting the Christmas Parade this year.

Mayor Mattox stated he felt the parade was “outstanding”. He stated he said “Merry Christmas” continuously for 2 ½ hours that evening and everyone seemed happy and very appreciative of the extraordinary effort by the fore-mentioned groups for the community.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the December 8, 2020 Council Meeting Agenda, to which there were none.

Mayor Mattox reminded citizens that Council would be glad to speak with a citizen at any time regarding an idea or concern they may have pertaining to the town or community.

4. Partner Updates

Altavista Area Chamber of Commerce

Representative: Altavista Chamber of Commerce Chair Susan Hammack

Ms. Hammack updated Council in regard to recent and upcoming Chamber/Town events:

- “Shop Small Altavista” Event, Saturday November 28th, 11am-5pm
 - Ms. Hammack stated the retail community was pleased with the turnout and felt the “passports” were a success.
 - Retailers reported increased sales and foot traffic.
 - Gifts baskets were given to (5) participants of the Shop Altavista Event through a random drawing during the parade.
- Town of Altavista Annual Christmas Parade (“reverse” parade)
 - Ms. Hammack conveyed the Chamber’s appreciation for Council’s support and attendance of the parade.
 - Approximately 800 cars were counted, averaging 30 cars every 5 minutes, for the 2 1/2 hour duration of the parade.
 - She stated social media reviews were “overwhelmingly positive”.
 - Ms. Hammack stated the Chamber would like to especially thank Mayor Mattox for leading the parade, and Tim George for stepping in as Santa Claus when Santa’s sleigh got stalled at the Dairy Freeze.
 - Parade Committee: Romonda Davis, Brent Ashwell, Coby Worsham, Codie Cyrus, the Town of Altavista, and the Rotary Club.
 - The Chamber thanked the parade committee, the parade participants, and the business and media sponsors for working so diligently to have such a great day.
 - The Chamber also thanked the citizens of Altavista and the surrounding area for coming to and supporting the parade event.

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- Upcoming Chamber Events/Initiatives
 - Bittersweet, 1666 Wards Road, Altavista
 - Celebrating 30 years in business with a ribbon cutting on Monday, December 14th at 10 am.
 - Ms. Hammack stated 30 years was quite an accomplishment and the Chamber of Commerce was excited to be included in the celebration.
 - Social Media Campaign – “12 days of Christmas”
 - Each day would feature an event such as: on the “First Day of Christmas”, buy a gift card from a local retail store in Altavista, and the applicable business would be tagged/highlighted for that day’s event.
 - Chamber of Commerce is looking to incorporate the entire list of Chamber members in the “12 days” event.
 - The event is planned for December 10th through December 22nd.
 - High Priority Item – Increase Memberships and Sponsorships
 - Membership Renewal is January 1st
 - Chamber continues to work on updating their website and plans to go “live” by the end of the year (2020).
 - Event calendar being evaluated to determine which events could be focused on either virtually, or live.

Ms. Hammack stated the Altavista Area Chamber of Commerce’s final board meeting of the 2020 year was Wednesday, December 9th at 4PM. She informed Council of the Chamber of Commerce Board changes for the upcoming year 2021:

Executive Board:

Chair Romonda Davis
(Ms. Hammack was previous Chair)
Chair Elect Codie Cyrus
Treasurer Nathan Dowdy
Secretary - not finalized

New Chamber Board Members:

Amie Owens, Town of Altavista
Casey Birdsall, Creative Edge Design
Mark Thomas, Southside Electric Coop
Freida Mattox, Bank of the James

Rolling off the Chamber Board:

Gil Ragland
Trevor Hall

Ms. Hammack thanked Town Council and the Town of Altavista for their continued support of the Altavista Area Chamber of Commerce. She stated the Chamber was hopeful for a prosperous year in 2021.

Mayor Mattox thanked Ms. Hammack for the updates from the Chamber of Commerce. He stated he felt the Altavista Area Chamber of Commerce did a wonderful job in orchestrating the Town of Altavista’s first “Reverse” Christmas Parade.

Mayor Mattox asked Council if they had any questions or comments in regard to the Chamber updates, to which there were none.

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Altavista On Track (AOT)

Representatives: Community Development Intern George Sandridge

Mr. Sandridge addressed Council with updates on current and upcoming AOT activities.

- Shop Small Altavista Event – November 28th
 - Mr. Sandridge stated the event was a great success.
 - He stated AOT thanked the town and the Chamber of Commerce for partnering with them for the event.
- Town Tree Lighting, Altavista Presbyterian Church, November 28th
 - Mr. Sandridge thanked the Presbyterian Church for allowing AOT and the town to utilize their tree.
 - AOT also thanked Councilman Bennett for speaking at the event.
- Town Christmas Ornaments
 - Ornaments = \$10 each; available at the Town Hall office & website
- AOT Annual Gibley Jog, November 26th (held “virtual” in 2020)
 - Event had thirty-nine (39) participants
 - Mostly local participants – also one from NY, MD, and SC
 - Male winners: 1st Spencer Thompson, 2nd Kris Shultz, and 3rd Steve Angelozzi
 - Female winners: 1st Nikki Leggett, 2nd Angela Covington, and 3rd Lori Johnson
- AOT Pop-Up Program
 - Mr. Sandridge informed Council the property associated with this program was open to the public during the Shop Small Event. He stated there were five or six individuals that toured the building and asked questions pertaining to the program, such as lease amount and length, zoning requirements, permitted uses, etc.
 - Mr. Sandridge referenced the Pop-up Program’s initial deadline of November 6th. He stated he and AOT President Reverend Soto had been discussing the possibility of extending the program until spring 2021, in hopes to spark more interest and participation.

Mr. Sandridge thanked Town Council and the Town of Altavista for their continued partnership and support with Altavista On Track. He stated he would be happy to answer any questions Council may have, to which there were none.

Mayor Mattox thanked Mr. Sandridge for the Altavista On Track updates.

5. Consent Agenda

- Approval of Council Meeting Minutes
 - November 10, 2020 Regular Meeting
 - November 24, 2020 Work Session
- Acceptance of Monthly Financial Reports
 - November 2020 Revenue And Expenditures
- Appointment to the Board of Zoning Appeals
 - Mr. Bobby Hull
- Melinda High Pressure Zone – Project Rebid
 - Approval to revise the bid documents, rebid this project, and utilize up to \$8,500 of bond proceeds for this purpose.
- Approve FY2022 ACTS Budget/CIP
- Approve Altavista Utilities Department Sewer Reimbursement Policy
- Approve English Park Passive Area Bridge
- Altavista Planning Commission
 - Approve Council Ex Officio change from Tim George to Reggie Bennett

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Mayor Mattox reminded Council of the amendment to the consent agenda at the beginning of the meeting: the change of Council Ex Officio with the Altavista Planning Commission from Councilman George to Councilman Bennett.

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the December 8, 2020 Consent Agenda, to which there were none.

Vice-Mayor Dalton made a motion, seconded by Councilman George, to approve the Consent Agenda as amended.

Motion carried.

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

6. Public Hearing(s)

Community Development Director Sharon Williams informed Council they would be conducting separate public hearings (PH) for five different proposed text amendments to the Town Code Zoning Ordinance:

- PH#1: OA-20-01 - Delete Section 86-421 (c) (reference to Main Street District)
- PH#2: OA-20-02 – Add Section 86-915 (Inspection Warrants)
- PH#3: OA-20-03 – Amend Section 86-6 (Zoning Permit requirement)
- PH#4: OA-20-04 – Amend Section 86-913 (Penalties)
- PH#5: OA-20-05 – Amend Section 21-2 (Derelict Buildings)

Public Hearing #1 - Altavista Main Street District:

Background/Amendment Request Summary:

- In April of 2020, Altavista On Track (AOT) discussed increasing the Main Street District boundaries to include more businesses and increase the diversity of the building owners and/or tenants.

- During those discussions, staff discovered the boundaries of the Main Street District were listed in the Zoning Ordinance under the DRO District. Concern was expressed by the town that a change in the Main Street District boundaries, which did not mirror the boundaries of the DRO, might be confusing.

- The purpose of the Zoning Ordinance is to regulate uses and features of land. Altavista is a recognized Virginia Main Street Community by the Virginia Department of Housing and Community Development (DHCD). As such, there is no reason for it to be mentioned in the Zoning Ordinance.

- The proposed text amendment would only eliminate the reference to the boundaries of the Main Street District from the DRO. No zoning districts would be impacted by this deletion.

Ms. Williams stated staff had suggested the Planning Commission make a recommendation to Town Council to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

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Ms. Williams informed Council that the Altavista Planning Commission held a public hearing on Monday, November 2, 2020. She stated, after the public hearing, the Planning Commission made a recommendation to amend the ordinance by a vote of 5-0.

Ms. Williams stated the request to Town Council in regard to PH #1 was to approve the deletion of Section 86-421(c) of Altavista's Town Code Zoning Ordinance, to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Mayor Mattox opened Public Hearing #1 at 6:17 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #1 at 6:18 PM.

Mayor Mattox asked if Council had any questions in regard to Public Hearing #1's item.

Councilman Mitchell referenced Altavista's Downtown District AOT Main Street Program. He asked if the programs state officials (Richmond, Virginia) had been notified of this request; and if the request fell under the State of Virginia's Main Street Program guidelines for Altavista/AOT to remain accredited with the program.

Community Development Director Sharon Williams answered Mr. Mitchell, stating the state had been contacted and the desired boundaries had been approved. She stated the proposed amendment would not alter the district, but if approved, would remove the reference of the Main Street District out of the Town Code Zoning Ordinance.

There were no additional questions or comments from Council in regard to this item.

Vice-Mayor Dalton made a motion, seconded by Councilman George, to accept the Altavista Planning Commission's recommendation and approve amending the Town Code Zoning Ordinance to remove/delete Section 86-421(C).

Motion carried.

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

Public Hearing #2 – Inspection Warrants:

Background/Amendment Request Summary:

- In September of 2020, while working on amendments to the Town Code, the Town Attorney, John Eller, recommended that a new section be added to the Town Zoning Ordinance to add the authority provided by §15.2-2286(16) of the Code of Virginia: allowing the Zoning Administrator to obtain inspection warrants for home entry, in order to determine if there were violations of the Zoning Ordinance.
- The Zoning Administrator would be required to make an affidavit under oath before a magistrate to establish probable cause that a violation has occurred, and upon execution, be authorized to gain entry into a building by the owner or tenant during daylight hours.

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- Town Staff suggested the Altavista Planning Commission make a recommendation to Town Council to add the new section to the Town Code Zoning Ordinance (Sec. 86-915) related to “inspection warrants”.
- The proposed ordinance amendment would apply to all zoning districts.
- The Altavista Planning Commission held a public hearing on November 2, 2020. After the Public Hearing, the Planning Commission recommended that the proposed ordinance be added by a vote of 5-0.

Community Development Director Sharon Williams stated the town, via the Town Code Zoning Ordinance, would require its Zoning Administrator to make all reasonable efforts to obtain consent prior to seeking the issuance of an inspection warrant.

Ms. Williams stated there had been some concern that it may not be safe for Town Staff to execute a warrant. She informed Council she had spoken with Altavista Police Chief Tommy Merricks in regard to this matter and he assured her, if the need ever occurred, an APD Public Safety Officer would accompany staff to the warrant’s property/residence.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed Town Code text addition.

Mayor Mattox asked Council if they had any questions in regard to this item/request.

Councilman Higginbotham shared his concerns with the town acquiring entry into a citizen’s home, by way of a warrant. He stated he did not think there had ever been a need for such an action.

Mr. Higginbotham stated, if there ever was a need, he was in favor of Town Staff bringing the matter before Council for consideration and/or potential approval.

Councilman Bennett stated, under the proposed amendment, a warrant would be the “last step” taken in the process of resolving a zoning issue. He stated he was confident Town Staff would exhaust every means available in resolving an issue with an owner or tenant before considering to acquire access through a warrant.

Councilman George stated, even though the town has not had to utilize a warrant in the past, it was good to have the option in place in case it was ever deemed necessary rather than trying to go through a potential long process at the actual time a warrant was needed.

Councilman Higginbotham referenced the proposed ordinance amendment and stated the text only specified “dwellings”, which was an individual’s home. He stated he was not in favor of allowing staff to enter a citizen’s home.

Mayor Mattox asked if the proposed zoning ordinance addition was for owner occupied homes only, or did it include rental homes as well.

Community Development Director Sharon Williams stated the new zoning ordinance text addition would also include rental homes.

Ms. Williams stated, normally, the only time Town Staff would need to gain access into a home would be to investigate if a person had turned their home into something other than its intended use (single dwelling), such as a “lodging” with more occupants than allowed.

Mayor Mattox stated he was not in favor of the proposed amendment for owner occupied dwellings. He stated he felt the ordinance addition should only stand for rental properties where there may be a case the renters were being neglected by the landlord and the issue needed to be investigated and addressed.

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Vice-Mayor Dalton stated the ordinance addition had been proposed as a “last step effort” to address an issue. She stated by having the proposed ordinance in the Town Code could act as a deterrence for potential issues.

Mrs. Dalton stated the proposed ordinance would be an asset for investigating reported safety concerns of a home. She stated, if a single dwelling had been converted into a “lodging” or multi-dwelling space, the possibility of having multiple “hot plates” or such would be a safety issue. She stated she felt the proposed ordinance could potentially save a safety issue from becoming a disaster.

Mrs. Dalton stated she trusted the recommendation of the ordinance from the Town Attorney and Town Staff’s ability to determine when and when not to utilize the ordinance.

Councilman Emerson reminded Council this item was already covered in the Code of Virginia and he would be in favor of adding the proposed ordinance to Altavista’s Town Code Zoning Ordinance.

Mr. Emerson stated he was in agreeance with Ms. Williams’ addition to the ordinance, for an APD Officer to be present with Town Staff when issuing a search warrant.

Mr. Emerson also stated there were several instances to utilize such a search warrant other than for zoning issues, such as fire marshal related and building code related.

Councilman Mitchell stated just because an ordinance was in the Town Code, did not mean it had to be used on a regular basis. He stated he felt it was important to include the proposed ordinance in case there was ever a time Town Staff deemed it necessary after all other options had been exhausted.

There were no other comments from Council at this time.

Mayor Mattox opened Public Hearing #2 at 6:27 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #2 at 6:28 PM.

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Altavista Planning Commission’s recommendation and approve the proposed addition to the Town Code Zoning Ordinance allowing Town Staff to utilize “inspection warrants”.

Mayor Mattox asked Council if they had any additional questions or comments in regard to this public hearing item.

Councilman Higginbotham asked Council to consider amending the motion to include, not only using a magistrate to obtain a warrant, but also a judge. He stated he felt a judge would protect a homeowner more, by assuring Town Staff had exalted other measures before considering the issuance of an inspection warrant.

Councilman Emerson stated having a “probable cause” (reason) would be the same requirement whether using a magistrate or a judge.

Town Attorney John Eller stated he felt it may be more difficult to obtain a judge rather than a magistrate to hear a (“simple”) warrant request.

Vice-Mayor Dalton stated there could be potential instances that the issue was of a timely manner and needed to be addressed sooner rather than later for safety reasons.

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Mr. Emerson stated it would take time to be placed on a “court docket” and heard by a judge, but there was a magistrate available 24 hours per day, seven days a week.

There were no additional comments from Council regarding this item.

Vice-Mayor Dalton declined to amend her initial motion.

Motion carried.

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

Public Hearing #3 – Zoning Permit Requirement:

Background/Amendment Request Summary:

- Council recently asked Town Staff to review Altavista’s Town Code to clarify ambiguous language and improve processes.
- Staff had also been asked to identify ways to address code enforcement issues prior to the town considering the adoption of a property maintenance code.
- Staff determined there was some confusion on when a zoning permit should be required. After a review of Virginia’s State Code, town processes, and consultation with the Campbell County Building Inspections Division, Town Staff recommended three changes to the “zoning permit” section of Altavista’s Town Code.

Community Development Director Sharon Williams informed Council of Town Staff’s request to amend Sec. 86-6 (“Zoning Permits”) of the Town Code Zoning Ordinance; (1) to clarify when a zoning permit was required, (2) to add language that states zoning permits are not transferable, and (3) to require that delinquent taxes be paid prior to the issuance of zoning approval.

Ms. Williams gave Council a brief overview of each amendment request:

- An amendment to Sec. 86-6(a) was proposed to clarify when a zoning permit is required. As proposed, it would establish that no use of a building or structure shall be authorized unless a zoning permit has been issued. It also eliminates the requirement to obtain zoning permits for fences, walls, and ornamental yard structures that are exempt from the requirement to obtain a building permit.
- The addition of Sec. 86-6(e) to state that zoning permits are not transferrable to owners/tenants, except for single-family dwellings, which follows the town’s business license process. Staff was also of the opinion that it would be an additional tool for code enforcement. Prior to approval of zoning permits for commercial properties, staff inspects each property to ensure compliance with existing town codes as it relates to parking, signage, use, etc. The addition would allow Town Staff to withhold approval, or enter into an agreement with property owners stating violations would be abated within a specific timeframe.
- The addition of Sec. 86-6(f) to require that, prior to the issuance of a zoning approval, delinquent taxes owed to the town are paid by the property owner.

Ms. Williams stated the fore-mentioned text amendments would apply to all zoning districts.

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Ms. Williams also stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendments.

Ms. Williams informed Council of the Altavista Planning Commission's public hearing and consideration of these three items, held on November 2, 2020. She stated, after the public hearing, the Planning Commission recommended, by a vote of 5-0, Council consider approve the Town Code Zoning Ordinance be amended to reflect the three changes.

Mayor Mattox referenced the requirement by Campbell County to acknowledge whether a property has water and sewer hookup availability. He asked if the information could be a part of this proposed zoning ordinance addition.

Ms. Williams suggested the information be on the zoning permit application/form, rather than being part of a zoning ordinance, in order for Council and Town Staff to be able to move forward with this item and not have to re-advertise the public hearing.

Town Attorney John Eller agreed with Ms. Williams' suggestion.

Town Manager Waverly Coggsdale stated the matter was more of a "procedural process" than a needed zoning ordinance item. He informed Council there was a "box" required to be checked/checked on the town's current zoning permit application form.

Mayor Mattox asked Altavista Utilities Director if he was in agreeance with the matter being a part of the zoning permit application form, rather than a part of the zoning ordinance.

Utilities Director Tom Fore stated he concurred. He stated, by handling the matter on the form, could prevent multiple phone calls back and forth inquiring the specific information.

There were no additional questions or comments in regard to this matter/item.

Mayor Mattox opened Public Hearing #3 at 6:35 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #3 at 6:35 PM.

Mayor Mattox asked if Council or Town Staff had any additional questions or comments in regard to this public hearing item, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to accept the Altavista Planning Commission's recommendation and approve the one proposed Town Code Zoning Ordinance amendment and two additions as presented; with the addition of water/sewer availability information being on the town's zoning permit application form.

Motion carried.

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

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Public Hearing #4 – Zoning Ordinance Penalties and Fines:

Background/Amendment Request Summary:

- Over the last several years Town Staff has struggled with how to gain compliance for the violations to the Zoning Ordinance. During recent discussions between staff, it was pointed out that, as written, the Zoning Ordinance had varying recommendations as civil penalties for violations.
- It was pointed out the “Penalties” section of the Zoning Ordinance and processes used by the town do little to gain compliance.
- Staff recommended the existing language be stricken and replaced with language as allowed by Virginia State Code. Under the code, if the Zoning Administrator was unable to gain compliance for a zoning violation, they may proceed to court (obtain a court hearing). The code states, if the violation has not been abated prior to the hearing, the judge shall affix a time for the violation to be abated.
- The town’s current ordinance lacks this provision and as written, a civil penalty is assessed, along with the cost of court, but there is no requirement for the judge to set a date for compliance.
- This text amendment, if approved, would apply to all zoning districts.
- Town Staff suggested the Altavista Planning Commission make a recommendation to Town Council to amend Sec. 86-913 of the Zoning Ordinance to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to no less than \$50 and adopt the language presented by staff.
- The Planning Commission held a public hearing on November 2, 2020 in regard to this matter/request. After the Public Hearing, the Planning Commission recommended, by a vote of 5-0, the proposed ordinance be amended as presented.

Community Development Director Sharon Williams stated it was Town Staff’s request to Town Council they consider allowing staff to amend Sec. 86-913 (“Penalties”) of the Town Code’s Zoning Ordinance, to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance; and to increase the minimum fine for a misdemeanor offense to no less than \$50.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Mayor Mattox opened Public Hearing #4 at 6:37 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #4 at 6:37 PM.

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

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Altavista Planning Commission’s recommendation and approve allowing Town Staff to amend Sec. 86-913 (“Penalties”) of the Town Code Zoning Ordinance, to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance; and to increase the minimum fine for a misdemeanor offense to no less than \$50.

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Motion carried.

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

Public Hearing #5 – “Derelict” Buildings:

Background/Amendment Request Summary:

- Over the last year, the Community Development Director has been working on several violations of Altavista’s Town Code related to “derelict” structures from over several years.
- The Town Code requires owners of derelict structures to demolish the structure, or submit a renovation plan within 90 days of the building being declared derelict. There are currently no tools in place to penalize a property owner(s) that does not comply with the Town Code.
- The Town of Altavista does not currently have a “property maintenance” code to address the issue; and the fire code does not apply to single-family dwellings.
- Town Council recommended Town Staff explore ways/options to gain compliance prior to any further consideration of a property maintenance code.
- Altavista’s Community Development Director reviewed the Virginia State Code and discovered that a new provision had been added, which would allow the Town of Altavista to assess a civil penalty of up to \$500 per month, not to exceed the value of the structure, until compliance of demolition was conducted, or a renovation plan was received by the town.
- Town Staff recommended to the Altavista Planning Commission they make a recommendation to Town Council to amend Sec. 21-2(c) of Town Code “Derelict building; procedure; real estate tax abatement”, to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within the given 90 day timeframe.

Altavista Community Development Director Sharon Williams informed Council the Altavista Planning Commission held a public hearing in regard to this matter on November 2, 2020. She stated, after the public hearing, the Planning Commission voted 5-0 to recommend Town Council consider approving the fore-mentioned ordinance be amended as presented by staff.

Ms. Williams stated, as of the writing of this report, Town Staff had not received any phone calls or emails in support of, or in opposition to the proposed text amendment.

Ms. Williams referenced the home/structure located at 900 Park Street, Altavista. She reminded Council the home caught on fire approximately five years ago; and shared a picture of the property for Council’s visual reference.

Ms. Williams informed Council that Town staff had attempted multiple times to work with the property owner to resolve the derelict issue, but the owner had not been responsive.

Ms. Williams stated the proposed ordinance amendment would allow the town to have another “tool”/option for pursuing compliance with Altavista’s Town Code in regard to derelict structures, as would be the case with the fore-mentioned property.

Ms. Williams stated the proposed amendment included the town having the ability to issue a fine up to \$500 for every month that went by that an owner of a derelict property did not submit a compliance plan to the town (required within a 90 day timeframe of the property being declared derelict/a nuisance).

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Mayor Mattox referenced a program previously utilized by the Town of Altavista for similar cases. He stated the town would take on the responsibility of taking down the derelict house, or structure, for the property owner, and in return, would place a lien on the property until the cost of demolition was reimbursed to the town.

Mayor Mattox asked Town Staff if the fore-mentioned program was still available for use.

Town Manager Waverly Coggsdale stated, if deemed a feasible option by the town, the program was available for property owners willing to work with the town in order to resolve their derelict issue.

Mr. Coggsdale informed Council the property owner of 900 Park Street had been unresponsive to staff's multiple attempts to contact the owner for compliancy of the current Town Code.

Councilman Higginbotham asked, if a property owner did not pay the proposed monthly fine, would the town proceed to court for a lien against the property, or towards the property owner.

Town Attorney John Eller stated the proposed monthly fine (up to \$500) would be considered a "civil penalty" towards the property owner. He stated, however, if the property owner did not comply and allows the penalty to build over several months, the town would then have the right/option to ask the court for a "judgement" against the property owner for a lien against the property containing the derelict structure.

Mr. Eller stated the proposed amendment would not change the existing ordinance in regard to derelict structures, it would merely add another tool/option for the town to use towards pursuing compliance with Town Code.

Town Manager Waverly Coggsdale stated, when the initial ordinance regarding derelict structures was adopted, there was no mention of a "penalty" (fine) for not complying with Town Code on this matter. He stated the proposed amendment would add a fine that would address this issue.

Councilman Emerson asked if the Town of Altavista had to allow a property owner ninety days as a timeframe for submitting a compliance plan for their derelict structure.

Mr. Eller stated the Town of Altavista's Code/ordinance on this matter, was derived directly from the State Code of Virginia.

Mayor Mattox asked Council if they wished to take this item off of the public hearing schedule for that evening, in order to give them additional time for consideration of the item/matter.

All Council members were in consensus to move forward with the public hearing that evening.

Mayor Mattox suggested changing the proposed amendment to reference a "set cost" for the proposed fine, instead of having the ordinance state "up to" \$500.

Councilman Higginbotham suggested the fine amount be charged per day, not per month.

Vice-Mayor Dalton referenced the proposed ordinance amendment and its proposed "up to \$500" fine. She asked how Town Staff would make the "judgement" of what amount to charge.

Mayor Mattox stated, for that reason, was why he had suggested the fine be a set dollar amount.

Community Development Director Sharon Williams recommended, if Council chose to approve the ordinance amendment with a "set" fine amount, the amount should be large enough to hopefully deter a property owner from accruing a debt of more than one month's fine.

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There were no additional questions or comments in regard to this item/public hearing.

Mayor Mattox opened Public Hearing #5 at 6:53 PM.

Mayor Mattox asked if there was anyone present that would like to speak in regard to the proposed text amendment. No one came forward.

Mayor Mattox closed Public Hearing #5 at 6:53 PM.

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

Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept the Planning Commission's recommendation and approve the amendment to Section 21-2(c) of Altavista's Town Code; to establish a civil penalty "up to \$500" for failure to submit a plan (for removal or rehabilitation) to the town within 90 days of a structure being deemed derelict and/or a nuisance.

Motion carried.

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

7. New Business

No new items were scheduled or discussed at the December 8, 2020 meeting.

8. Unfinished Business

8. I. School Zone Speed Enforcement Ordinance

Background:

- On recommendation of Altavista Police Chief Tommy Merricks, Town Council previously approved the use of speed enforcement cameras at both Altavista school zone locations: Bedford Avenue and Lynch Mill Road.
- The proposed ordinance amendment and addition provide the necessary legal framework for the program.
- The Virginia General Assembly recently passed the legislation that would allow localities to use a third-party for this function; the Town of Altavista will be utilizing the service of OptoTraffic.

Town Manager Waverly Coggsdale stated Town Council would need to vote on the amendment to Town Code Chapter 74: Section 92; and a proposed addition to Town Code Chapter 74: Section 92.1, in order to move this item forward.

Mr. Coggsdale stated, both Town Attorney John Eller and APD Chief Merricks were present to answer any questions Council may have in regard to this item.

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

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Vice-Mayor Dalton made a motion, seconded by Councilman Bennett, to accept Chief Merricks' recommendation and adopt the ordinance amendment to Town Code Chapter 74: Section 92; and approve the Chapter 74: Section 92.1 addition to Altavista's Town Code. Both of which would allow the Town of Altavista to use a speed enforcement camera system in the town's two fore-mentioned school zones.

Motion carried.

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

8. II. Seventh Street and Campbell Avenue Property

1) Retaining Wall Issue/Project

Town Manager Waverly Coggsdale stated, per Council's previous direction, Town Staff had been exploring options to address the recently collapsed cinder block portion of the retaining wall, located on the rear of this town-owned property.

Mr. Coggsdale referenced the VDOT "spec" sheet given to Council that evening as a visual reference for their consideration. He stated Public Works Director David Garrett was present to answer questions they may have in regard to this project.

Mr. Coggsdale stated the part of the retaining wall that did not fall was approximately 7' tall. He stated the old wall could be utilized to anchor the new wall at that point.

Mr. Coggsdale reminded Council the retaining wall was approximately 75' in length. He stated, based on the grade of the land in that area, the new wall would need to be at least 7' tall starting out, and could be "stepped down" at the lower end of the wall.

Councilman Higginbotham asked how many cubic yards of concrete would be used to build the proposed retaining wall.

Mr. Garrett stated, going off of the VDOT spec sheet, the wall would require at least 60 yards of concrete.

Mr. Garrett stated he initially felt the cost estimate would be for a 12" thick concrete wall. He stated however, due to the height and length of the wall, VDOT's spec sheet required a 24" thick concrete base tapering to 12" at the top of the wall, to insure the safety and stability of the new wall's longevity.

Mr. Garrett stated, due to VDOT's proposed specifications with the increase in concrete, he did not have a cost estimate that evening. He stated he would request quotes for the project and inform Council of the quotes received.

Mayor Mattox asked Council if they had any additional questions in regard to this item.

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Councilman Higginbotham asked if VDOT's spec sheet for a "gravity retaining wall" included steel reinforcement.

Mr. Garrett stated it did not.

Mr. Higginbotham suggested Council consider allowing Town Staff to also request quotes for this project to include a steel reinforced retaining wall.

All Council members were in consensus to do so.

2) Parklet Concept

Town Manager Waverly Coggsdale informed Council that Reverend Ed Soto, Altavista On Track Chair and Altavista Recreation Committee Member, was present that evening to ask for Council's input and direction on whether or not they wanted him to explore options for the corner property on 7th Street and Campbell Avenue to potentially house a "parklet".

Reverend Soto stated the potential project was merely a concept at that point, and he would only move forward with exploring the possibility if Council had interest in doing so.

Councilman Higginbotham stated he felt it would be more "appropriate" to have such an item (parklet) near an established restaurant.

Councilman Mitchell stated, if the parklet was placed at the 7th Street/Campbell Avenue location, there would be potential for local food trucks to utilize the parklet.

Vice-Mayor Dalton stated the proposed parklet(s) reminded her of the existing gazebos located in Altavista's downtown area. She stated she liked the fact that a parklet would not negate an adjoining parking lot.

Reverend Soto informed Council that a small parklet could be created to be "movable", in case the town ever decided to do so.

Reverend Soto stated he was looking for direction from Council for whether they would be interested in a parklet on the 7th Street and Campbell Avenue property; and if they wished for him to investigate the matter further.

Councilman George stated the town had no immediate plans for the fore-mentioned property, and he felt the parklet was worth looking in to.

Mayor Mattox stated he also liked the parklet concept. He stated the idea was one of many viable ideas/options available for the 7th St./Campbell property to be utilized for. He suggested Reverend Soto wait until Council had time to consider all options for the property; and potentially make a decision in regard to the property's future use, before moving forward with his investigation.

Councilman Bennett stated, if Council was in consensus that the "parklet" concept would be a viable project for the town's downtown area, he suggested Council allow Reverend Soto to at least move forward with acquiring a few cost estimates for the potential project, whether it be located on the 7th St./Campbell property, or somewhere else in the downtown area.

Town Council was in consensus to allow Reverend Soto to investigate the parklet concept further, along with design and cost options.

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Vice-Mayor Dalton referenced the upcoming FY2022 Town Budget process. She suggested the proposed parklet be placed on the list of items for consideration during the budget process.

Councilman Emerson stated he felt the empty lot/grassy area on Main Street in front of Peace of Pie and across from Rountrey's was a suitable location for such a concept (parklet). He informed Council the property was for sale.

Councilman Mitchell stated he had seen a parklet on Church Street in Downtown Lynchburg similar to the ones in the photos given to Council for visual reference of the concept. He stated he felt the parklet concept was a "good fit" for Altavista's downtown area.

Mr. Emerson stated he also felt the parklet concept could be extended outside of Altavista's downtown area, to locations adjacent to or near eateries.

There were no additional comments from Council in regard to this item.

8. III. Innovation Center/Co-working Space

1) USDA Resolution

Town Manager Waverly Coggsdale informed Council of the USDA requirement to adopt the following resolution in regard to this project:

RESOLUTION OF GOVERNING BODY OF THE TOWN OF ALTAVISTA

The governing body of the Town of Altavista, 510 7th Street, Altavista, Virginia 24517, consisting of 7 members, in a duly called meeting held on the 8th day of December, 2020 at which a quorum was present, RESOLVED as follows:

BE IT HEREBY RESOLVED that, in order to facilitate obtaining financial assistance through a Rural Business Development Grant from the USDA, Rural Development in order to assist with the cost associated to purchase and install equipment, furniture fixtures and supplies. The Town of Altavista is creating a rural business incubator, accelerator and co-working space. The incubator will be utilized by small business entrepreneurs located in the service area of Lynchburg Metropolitan Statistical Area, Campbell County and Town of Altavista, Virginia, the governing body does hereby adopt and abide by the covenants contained in the following agreements:

1. "Letter of Conditions", dated July 17, 2020. 2. Scope of Work, 3. Form RD 1942-46, "Letter of Intent To Meet Conditions" 4. Form RD 1940-1, "Request for Obligation of Funds" 5. Form RD 400-1, "Equal Opportunity Agreement" 6. Form RD 400-4, "Assurance Agreement" 7. Form AD-1047, "Certification Regarding Debarment, Suspension, and other responsibility Matters-Primary Covered Transactions" 8. Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants)" 9. RD Instruction 1940-Q, Exhibit A-1, "Certification for Contracts, Grants, and Loans Regarding Lobbying" 10. SF-LLL, "Disclosure Form to Report Lobbying"

BE IT FURTHER RESOLVED that the Town Manager, be authorized to execute, on behalf of the governing board, the above agreements and to execute such other documents including, but not limited to, debt or grant instruments and security instruments as may be required in obtaining the said financial assistance.

This Resolution, along with a copy of the above-named documents, is hereby entered into the permanent minutes of the meeting of this Committee.

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Mayor Mattox asked Council if they had any questions or comments in regard to adopting the said resolution, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to adopt the USDA Resolution, which would authorize the Town Manager to execute, on behalf of Town Council and the Town of Altavista, the above agreements; and to execute other such documents including, but not limited to, debt/grant instruments and security instruments, as may be required in obtaining financial assistance for this project.

Motion carried.

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

2) Project Update

Background:

- The Town of Altavista is working to convert the former Altavista Fire Station building (508 7th Street) into an Innovation Center/Co-working Space.
- This project is included in the FY2022 CIP.
- Town Staff is working on the marketing aspect of the facility and needs to begin “reserving” website domains; as well as developing other marketing strategies.

Town Manager Waverly Coggsdale stated, during the development process of this project, an unofficial name (C³ Innovation Space) was tagged to the facility. He stated the name would be accompanied by the tagline: “Create, Collaborate, and Co-work”.

Mr. Coggsdale stated, at that time, Town Staff was seeking Council’s direction in regard to making the “unofficial” name into the official name; or input for an alternate name for the facility.

Councilman Bennett stated “C3 Innovation Space” was a clever proposal, but he felt the public would not understand or recognize the name. He shared his favor in naming the facility with more “familiar” words, not symbols.

Councilman Emerson asked what the exterior of the building and the outside space of the facility would look like.

Mr. Coggsdale shared a “rendition” of the exterior space for Council’s visual reference. He stated the initial plans were to have an entry door separate from the existing roll-up doors and to change the solid roll-up doors to glass panels.

Mr. Coggsdale stated the plans were not definitive and could be altered to the town’s desired esthetics for the space.

Councilman Emerson suggested the name of the Innovation Center/Co-working Space should somehow reflect the history of the old fire station to honor previous and current volunteers.

Councilman Mitchell stated, during the planning process, there had been some discussion of retaining the original fire station’s interior color scheme, along with fire station related décor.

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Mayor Mattox referenced the previous mention of allowing food truck vendors to do business at the facility. He asked if this was appropriate considering the planned function for the space/facility.

Town Manager Waverly Coggsdale stated the discussion of allowing food trucks on the Innovation Center/Co-working Space's property was determined to only be allowed during "town sanctioned" events, which are usually in the evening or on weekends when the facility would be closed for working.

Vice-Mayor Dalton stated, in response to Town Staff's initial request for input on naming the town's new Innovation Center/Co-working Space, she stated getting the name "right" was very important in regard to the town's ability to successfully market the facility.

Mrs. Dalton suggested the town consider soliciting input from a marketing expert.

Councilman Emerson asked if Lynchburg Regional Business Alliance offered marketing assistance.

Mr. Coggsdale stated, if Council desired, he would inquire if the Lynchburg Regional Business Alliance offered marketing assistance. He reminded Council that outside marketing expertise usually comes with a "cost".

Mayor Mattox asked if a name needed to be decided that evening, or could Council take additional time to consider all ideas/options.

Mr. Coggsdale stated Council had a couple more months to decide, but the sooner the better, for marketing purposes.

Councilman Bennett asked how soon the new Innovation Center/Co-worker Space would be open for use.

Mr. Coggsdale stated the facility was tentatively scheduled to open fall 2021.

Mayor Mattox stated, while Council appreciated staff's recent efforts, he felt Council was not ready to make a decision that evening. He suggested the item be placed on a future work session for further discussion and consideration.

Mr. Coggsdale asked for direction from Council for what additional information they wanted from staff in regard to this item.

Councilman Mitchell stated Council could consider still using the proposed name (C3 Innovation Center), along with the name of a previous member of the fire station in order to honor the building's history.

Mr. Mitchell suggested Council allow Town Staff to advertise a "poll" to acquire name ideas from town citizens.

All Council members were in consensus to do so.

Mr. Coggsdale stated staff would gather the additional information requested by Council and place this item on a future work session.

Mayor Mattox stated he did not receive the fore-mentioned photo "rendering" of the interior and exterior plans for the Innovation Center/Co-worker Space.

Mr. Coggsdale stated he would email a copy to each Council member that evening after the meeting.

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Town Manager Waverly Coggsdale also informed Council the Innovation Center/Co-worker Space was moving forward as planned. He stated River City Systems, Inc. was currently “pulling” the needed conduit into the new Innovation Center; and Riverstreet Networks would be working with Mid Atlantic Broadband later in that week to complete the conduit process.

There were no additional questions or comments from Town Council or Town Staff in regard to this item.

9. Reports and Communication

Town Manager’s Report for the December 8th, 2020 Council Meeting

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

Innovation Center/Co-Working Space

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. Staff met with a vendor in regard to the networking/cabling for the facility; as well as connection to broadband.

Staff was notified by the Tobacco Commission the town’s grant for this project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT and security system design and installation.

Booker Building Renovation 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. Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration. In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle. Staff has been working with one of the contractors that submitted a price to redo the floor, to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9th. Once complete, staff will inform Council so they can look at the result.

Dalton’s Landing Canoe Launch

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 regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd.

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Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyms, the contract is being executed and work should begin soon. The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature. *Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and placement of geo-fabric and stone due to unsuitable soil. Work continues to progress.*

Eagle Trail Overlook (Observation Deck)

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. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for 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. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will update Council at their July 14, 2020 Council Meeting. *The project continues to move forward with the concrete being poured. Council approved the railing fabrication.*

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. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river. Staff and consultant participated in a Grant conference call with the EPA to begin the project. *The consultant is submitting necessary paperwork to EPA.*

Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)

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. Substantial Completion inspection scheduled for Friday, May 8th.

VDOT is finalizing some documentation for the project. The field work is complete.

Main Street Sidewalk Extension Project (VDOT TAP Grant)

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. Staff has informed VDOT that the Town is agreeable to the match for this project.

The Commonwealth Transportation Board (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

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. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range. *Public Works is in the final stages of this project. The building and shelter are being ordered.*

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Utility Bill Discount Program

Staff has completed the application packet and distributed it; along with informational items in the recently mailed quarterly water bills. Applications are being received, the discount for eligible accounts will be effective on the bill that will be mailed in April 2021.

Shreve Park Improvements (Playground Equipment/Bridge)

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. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

Council has discussed this item on numerous occasions, staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.

John Moseley Memorial Park (formerly Avondale Park Improvements)

Staff has ordered the pavilion and the playground equipment shade structure. Staff will be presenting the final “concept” for signs and memorials for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.

English Park Passive Area (Large Field Trail)

Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well as to connect to Eagle Trail (paved trail).

Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

Streetlight (Decorative) LED Head Conversion Project

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

Staff has ordered the number of LED Heads that were budgeted in the FY2021 Budget.

The Town Manager stated both he and Town Staff would be glad to answer any questions Council may have in regard to their December monthly staff reports.

Councilman Emerson asked for an update regarding when the new Rt.29 Business Bridge would be open to the public.

Mr. Coggsdale informed Council there had been an issue with the “lighting” on the Town of Hurt’s side of the bridge. He stated the Town of Altavista gave VDOT permission to operate Hurt’s lights with Altavista’s lights, stating Altavista would bill Hurt for the lighting cost. He stated this issue was addressed/resolved this way, so the bridge opening would not be delayed just because of a simple lighting issue.

Councilman Higginbotham informed everyone that the Rt.29 Business Bridge project would receive its official completion inspection in the next week.

Mayor Mattox stated he hoped there would be an official “ribbon cutting” ceremony for the bridge opening.

Mayor Mattox thanked the Town Manager for his December report. He stated he appreciated the Town Manager’s continued efforts in offering Council such a detailed update each month.

There were no additional comments or questions from Town Council at that time.

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Departmental Reports

These items were given to Council at an earlier date in their Council Meeting pre-packet.

Council Calendars

These items were given to Council at an earlier date in their Council Meeting pre-packet.

10. Matters from Council

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

Councilman George stated he had recently been approached by a town citizen with concerns regarding trash continuously being dumped on the entry/exit ramps for Altavista.

Mr. George stated he would like to see the town increase their efforts in addressing the issue.

Councilman Emerson referenced the recent locality elections. He asked if Campbell County had the necessary forms for Altavista's new and re-elected Council members to be "sworn in".

Town Manager Waverly Coggsdale stated the county was aware of the recent election results: Mayor Mattox, Councilman Emerson, and Councilman Higginbotham's re-election; and Scott Lowman's election to Council.

Mr. Coggsdale informed Council the county's registrar office sent Altavista the wrong election packet, but they could visit the county clerk's office to be sworn into office. He stated this action needed to be completed by January 1st 2021.

There were no additional comments or concerns from Council.

Mayor Mattox referenced Vice-Mayor Dalton's retirement, effective December 31, 2020. He informed Council there would be a closed session at the beginning of the January 12, 2021 Council Meeting for Council to consider and elect a new Vice-Mayor.

Mayor Mattox wished everyone a safe and merry Christmas. He encouraged everyone to look out for their loved ones, and continue to look out for one another in the Town of Altavista.

11. Closed Session

There was no closed session scheduled for Council at the December 8, 2020 meeting.

12. 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 7:35PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk