

Council Regular Meeting September 8, 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 September 8, 2020 at 6:00 p.m.

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

Council Members

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

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mrs. Kirsten Aherron, AOT Main Street Coordinator
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 of an amendment to the September 8th Agenda.

- Addition to Section #8 – item c. Avoca Request

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

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

Motion carried.

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

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4. Recognitions and Presentations

a. Service Award

Mr. Coggsdale informed Council of a Town of Altavista “Service Milestone”:

- Terry Howell, Waste Water Treatment Plant – 15yrs (as of August 2020)

Mayor Mattox and Council thanked Mr. Howell for his continued service to the town.

b. Personnel Change(s)

Mr. Coggsdale informed Council of the town’s most recent hires, as of September 1st, 2020:

Mike Wolfe	ACTS Bus Driver (P/T)	08/18/2020
Gary Wilson	APD Patrol Officer	09/01/2020

Mayor Mattox and Council welcomed the new hires to the Town of Altavista.

c. Project Update – Waste Water Treatment Plant Electrical Upgrade Presenter - Scott Bortz (Peed & Bortz)

Mr. Bortz gave Council a brief update on the progress of the WWTP Electrical Upgrade Project. He informed Council that Phase I of the project was nearing completion.

Mr. Bortz stated, in regard to Phase I, the generator pad had been poured and the building was under roof, painted, and nearly complete. He stated the HVAC system was scheduled to be installed in the following week.

Mr. Bortz stated the contractor still needed to complete some backfill work and pour the concrete sidewalk between the building and generator pad, but he may have the contractor wait until after the generator was set before he completed that portion of work.

Mr. Bortz stated Phase I should be completed within the next two weeks and on-track to soon begin moving forward with Phase II and Phase III of this project.

Mr. Bortz informed Council that a “pre-bid” meeting was held on August 27, 2020 at the site, with seven attending contractors. He stated he anticipated interior building site-visits would continue throughout the bid period, but there had only been two bids to date.

Mr. Bortz stated he and Town Staff were planning to open bids on Tuesday, September 15th at 2:00 p.m. at Town Hall. He stated, based on general inflation, bidding climate, & minor scope changes, he anticipated bids may come in slightly over the initial budget.

Mr. Bortz stated the DEQ was aware of this potential and verified, if needed, there was additional funding available under the current funding package. He stated, if that happened, the DEQ would need a letter from Council stating the town concurs with the responsibility of any potential additional funding.

Mr. Bortz shared with Council the plans in regard to “next steps” for this project:

- Present Council with a recommendation to “award” the project at the Tuesday, September 22nd Town Council Work Session.
- If the September Work Session deadline is missed, the award recommendation will be given to Council at their October 13, 2020 Regular Council Meeting.
- DEQ anticipates a week or so to review and approve for VRA to setup the closing.

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- Sign agreement(s) with awarded contractor by October 23rd.
- Intended Notice to Proceed by October 30th.
- New generator and switchgear were anticipated to be onsite by November 2nd.

Mr. Bortz stated he would be glad to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions for Mr. Bortz, or concerns in regard to this project.

Mr. Mitchell asked Mr. Bortz for his opinion why there had only been two bids submitted for this project so far.

Mr. Bortz reminded Council of the complexity of this project, and that it would take approximately two years to complete. He stated a project of this magnitude requires a contractor to take on an estimated \$3 million dollar Bond.

Mr. Bortz stated “small” contractors were sometimes unable to take on such a large bond amount, so General Contractors were the ones that usually bid on projects such as this one. He stated they were also more costly to obtain their services.

Mr. Mitchell asked Mr. Bortz if the potential of having to use a General Contractor was factored into the initial budget for this project.

Mr. Bortz answered stating it was considered, but it was hard to predict or foresee the need during the initial planning/budgeting process, due to the potential for inflation and not knowing what the “bidding climate” will be at the time the bidding process begins.

There were no additional questions from Council.

Mayor Mattox thanked Mr. Bortz for his time and for the progress update of this project.

5. 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 September 8th, 2020 Council Meeting Agenda.

Mrs. Karen Patrick, 1114 8th Street, came before Council to share her concern regarding the issue of vehicle break-ins that recently occurred on her street of residence.

Mrs. Patrick informed Council that her and her husband had been affected by the current break-ins. She stated one of their vehicles also had the tires cut.

Mrs. Patrick also informed Council that one of her neighbors, an 80yr old lady, was very concerned that the vehicle break-ins will escalate to home invasions.

Mayor Mattox stated, while Altavista did not have the resources to have an officer on every street in town, he assured Mrs. Patrick the Altavista Police Department would continue to investigate the issue and work towards alleviating the problem.

Mayor Mattox referenced the recent apprehension of two young people involved in one of the recent vehicle break-ins. He stated the two were caught and identified with a video camera.

Mayor Mattox stated it was important for citizens to share any information they have with the police department in order to help this ongoing investigation.

Mayor Mattox thanked Mrs. Patrick for concern and publicly speaking about this issue.

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Mr. Emerson, employed as the Campbell County Sheriff's Office Captain of Investigations, stated this issue was not only in the Town of Altavista, but county and state wide as well.

Mr. Emerson stated most of the culprits of the recent vehicle break-ins have been young people. He stated part of the problem was that children have been homebound since March of this year due to the COVID-19 pandemic and were getting restless.

Mr. Emerson stated the Campbell County Sheriff's Office and the Altavista Police Department (APD) having been working together on this issue and will continue to do so.

Mr. Higginbotham asked Mr. Emerson what citizens could do to deter break-ins at their own home and also help in their surrounding neighborhood.

Mr. Emerson stated it was important for citizens to always lock their vehicle doors. He stated the culprits have not been breaking car windows, he felt because they did not want to make any noise, so if a vehicle has an alarm system, it would also be good to set the alarm.

Mr. Emerson stated an alarm would, not only make a citizen aware of someone trying to break in, but also alert their neighbors. He stated the more people that see and report the culprits, the better chance the APD has of catching them.

Mr. Emerson also suggested leaving a light, or lights, on outside that illuminate the area and/or driveway in order to deter break-ins.

There were no additional comments from Council.

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

6. Consent Agenda Approval

- a. Approval of August 2020 Council Meeting Minutes
 - o August 11th Regular Meeting
 - o August 25th Work Session
- b. Acceptance of August Financial Reports
 - o Revenue And Expenditures
- c. Adoption of Fiscal Policies for the Town of Altavista
- d. Approval of FY2020 Year End Budget Amendments
- e. Approve to Advertise Delinquent Tax List and Approval of Presented Write-offs
- f. Approval to Gravel Unnamed Trail between Greenhill Trail and Eagle Trail
- g. Approval of Porta-Potty for Eagle Trail in English Park

Mayor Mattox informed Council of a request by Councilman Higginbotham to remove item f. of the consent agenda for further discussion and consideration.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve the Consent Agenda as amended.

Motion carried.

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

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The Town Manager informed Council they may choose to discuss the item removed from the consent agenda at that time, or they could place the item under the “Unfinished Business” section of the agenda for further discussion.

There was a consensus of Council to discuss the item at that time.

Mr. Higginbotham shared with Council a concern he had in regard to the said item. (graveling the “unnamed” trail between Green Hill and Eagle Trail) He stated there were two locations along the trail that were adjacent to “gullies”.

Mr. Higginbotham stated, after a hard rain, water from the gullies tended to wash over the trail. He suggested the issue be addressed before moving forward with placing gravel on the trail.

Mr. Higginbotham referenced the initial proposal by Councilman George to gravel the unnamed trail. He suggested the town use their own millings on the trail, instead of paying for gravel, as suggested in the proposal.

Mr. Higginbotham also suggested allowing Altavista’s Public Works Department be responsible for the work, instead of hiring a contractor for the project. He stated, if Public Works (PW) was unable to complete the project in the timeframe Council desired it done, he stated the town could allow the proposed contractor (Crews Const.) to implement the project and use the town’s millings, which would lower the cost of the initial quote by \$5,800.

Mr. Emerson asked for the definition of “millings”.

Mr. Higginbotham informed Council that millings was the term used for recycled asphalt. He stated the town generally collects millings during its annual paving process/projects.

Mrs. Dalton stated that millings are tacky, which helps it bind to a surface more easily.

Mayor Mattox asked, if millings were used instead of gravel, would the proposed fabric barrier between the trail floor and the millings still be necessary.

Mr. Higginbotham stated, when laying gravel, the fabric was used to help keep trees from growing through the gravel surface. He stated, if millings were used, it may not be as necessary and would be up to the town whether or not to include the fabric in the project.

Town Manager, Waverly Coggsdale, shared with Council a few photos of the unnamed trail’s current condition as a visual reference for Council.

Mr. Higginbotham referenced the bank running alongside the trail and stated, at some points, the bank runs directly into the trail. He asked Mr. Garrett, PW Director, if those areas would be addressed during the project.

Mr. Garrett stated the project included work for a ditch to be dug in that area of the trail, and pipes at some points to allow for water drainage.

Mayor Mattox asked Mr. Garrett for his input on whether using town “millings” would be sufficient enough for this project.

Mr. Garrett stated Mr. Higginbotham’s suggestion was a viable option for this project. He stated, if desired, the town could also add a top layer of “crush and run” to make the surface of the trail smoother.

Mr. Garrett stated, by using town-owned millings, it would save the town money on the project.

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Mr. Garrett stated, if Council was willing to wait until later in the year, he would be glad to work with the Town Manager and schedule the project for his department to complete.

Mr. Garrett stated, if it was Council's desire to have the project completed sooner, then an outside contractor would have to be considered to complete the project.

Mr. Mitchell asked Mr. Garrett if the two fore-mentioned pipes for the trail's drainage system was included in the scope of work in the initial proposal that included an outside contractor.

Mr. Garrett answered Mr. Mitchell, stating it was not.

Mr. Mitchell asked if the town had enough millings on hand to complete the unnamed trail's surfacing project, as suggested by Mr. Higginbotham.

Mr. Garrett ensured Council the town had enough millings on hand to complete the project.

Mrs. Dalton stated, if the town chose to use town millings to complete the paving project for the unnamed trail, but were unhappy with the outcome, could the town decide then to utilize the initial proposal and add gravel to the trail, or would the trail have to be completely redone.

Mr. Higginbotham stated, if millings were used, and the town desired to, they would always have the option of adding additional stone to the trail at a future date.

Mr. Higginbotham stated he was trying to do what was best and most feasible for the town.

Mr. Mitchell stated, while he appreciated Mr. Higginbotham's suggestion, he was not in favor of using town millings on this particular trail project. He stated there were other trails that would need to be established and/or graveled in the future, such as the desired "loop trail", and he felt the milling option may be better suited to that trail.

Mr. Emerson asked Mr. Garrett which option, gravel or millings, would hold up the longest.

Mr. Garrett stated, by allowing only foot traffic on the trail (no vehicles, except for maintenance), either of the two options would be viable for the trail project.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept the recommendation by Councilman Higginbotham and allow Altavista's Public Works Department to use town millings to complete the "graveling" portion of the unnamed trail project.

Motion failed.

VOTE:

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

Mr. George, seconded by Mr. Mitchell, motioned to approve the proposal by Crews Construction for \$11,167.20 to "gravel" the unnamed trail between Eagle Trail and the Green Hill Connector Trail.

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Motion carried.

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

7. Public Hearing

a. Re: Disposal of Real Estate – 11th Street, Altavista

The Town Manager, Waverly Coggsdale, shared background information in regard to the need for that evening's public hearing.

Mr. Coggsdale stated a resident on Myrtle Lane, El Igne, had requested the town consider selling him the lot directly behind his home on the unimproved section of 11th Street. He stated, after discussions between the town and the resident, the two parties had agreed upon a sell price of the property.

Mr. Coggsdale stated, in order for the Town of Altavista to sell property, a public hearing must be held. He stated, accordingly, Town Council would conduct the required hearing that evening in regard to the disposition of Tax Map 83A-11-62-11, in accordance with Section 15.2-1800 and 1802 of the Code of Virginia.

Mr. Coggsdale stated the property was approximately 80' wide x 220' long, and containing approximately 20,000 sq. ft. of area.

Mr. Coggsdale stated, following the public hearing, Town Council could consider whether or not to proceed with the disposal of the said property as outlined in the fore-mentioned agreement.

Mayor Mattox opened the public hearing at 6:35 PM.

Mayor Mattox asked if there were any citizens wishing to speak in regard to the subject matter of that evening's public hearing, to which there were none.

Mayor Mattox closed the public hearing at 6:36 PM.

Councilman Emerson stepped out of the room at this time.

Mayor Mattox asked Council if they had any questions, concerns, or comments in regard to the sale of said property, to which there were none.

Mr. Higginbotham, seconded by Mr. George, motioned to allow the town to proceed with the disposition of the unimproved property located on 11th Street, Altavista, Tax Map 83A-11-62-11, to Mr. El Igne for the undisclosed amount as previously agreed upon between Mr. Igne and the Town of Altavista.

Motion carried.

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

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Councilman Emerson returned to the Council meeting at 6:37 PM.

8. New Business

a. Abbott Proposal – Utility Line Extension

Mr. Coggsdale informed Council this item was introduced for “informational purposes” only at that time. He stated Tom Fore, Altavista’s Utilities Director, would be giving Council a brief overview of Abbott’s request.

Mr. Fore informed Council of Abbott Nutrition’s recent request to install a new 12” water line to the back of their facility, adjacent to Clarion Road. He stated the new water line would be supplied directly from Altavista’s Clarion Road Water Tank and exclusively for Abbott’s use.

Mr. Fore reminded Council that Abbott’s current water line enters the property from Main Street and runs “underneath” their facility.

Mr. Fore shared Abbott’s concern, if the current water line were to ever break/leak and the facility floor had to be dug up, there could be extensive costs related to repairing the potential damage.

Mr. Fore stated Abbott was also concerned with having only one water line/source. He stated, if the current water line were to break and the company had to shut down operations, the company could lose up to \$1 million dollars per day until the issue was fixed.

Mr. Fore informed Council Mr. Eller, Town Attorney, drafted an agreement outlining the project. He stated, as part of Abbott’s request, they have agreed to pay all expenses related to the proposed project. He stated Abbott was currently reviewing the draft agreement and Town Staff was awaiting any comments.

Mayor Mattox asked Mr. Fore, when the new line was in place, would the current/old line need to be flushed occasionally.

Mr. Fore informed Council Abbott would be using both, the current water line, and the proposed new water line.

Mr. Higginbotham asked if Abbott was planning to increase operations at the Altavista site.

Mr. Fore stated the possibility had been discussed, but not confirmed, or committed to.

Mr. Mitchell asked Mr. Fore if the town was still having issues with the Clarion Road Tank.

Mr. Fore stated the previous issues with the Clarion Road Tank had been resolved.

Mr. Higginbotham asked if the town was still having issues with the Melinda Drive Water Tank project.

Mr. Fore informed Council he was currently in discussions with the Town Manager and the engineers on the Melinda Drive project. He stated the engineers were in the process of “renewing” the bid package for redistribution.

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

Mayor Mattox thanked Mr. Fore for his work and his presentation.

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Mr. Coggsdale stated, once Town Staff has received the draft agreement back from Abbott Nutrition, staff would review any comments and place the request on a future meeting agenda, or consent agenda, for Council's consideration and/or potential approval.

b. Altavista Police Department (APD) Request - Acceptance of DMV Grants

Town Manager, Waverly Coggsdale, shared with Council a memo sent to him from Altavista's Chief of Police, Tommy Merricks. He stated the correspondence was in regard to two (2) Department of Motor Vehicles (DMV) Grants that had been awarded to the Town of Altavista.

Mr. Coggsdale informed Council the grants provided funds for overtime to be paid to APD Officers for alcohol (\$2,800) and speed (\$5,250) enforcement activities.

Mr. Coggsdale stated, while the grants did require matching funds from the town, they could be "in-kind" funds and the town would utilize existing fuel and vehicle maintenance expenditures to meet the grant match requirement.

Mr. Coggsdale stated, at that time, Chief Merricks was requesting Council consider acceptance of the two grants as presented.

Mr. Coggsdale stated an approval action by Council would require a budget amendment at a later date for official acceptance of and expenditure of the said funds.

Mayor Mattox asked Council if they had any questions or comments in regard to Chief Merricks' request, to which there were none.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff's request to accept

Motion carried.

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

c. Avoca Museum Request

Mr. Coggsdale shared with Council a memo recently sent to him by Mike Hudson, Executive Director of the Avoca Museum. He stated the correspondence was in regard to a request by the Avoca Board for the town to allow a "paranormal research group" (Scorpio) to investigate the Avoca Museum for any possible paranormal activity.

Mr. Coggsdale informed Council the group has offered Avoca a \$250 donation in exchange for monitoring the museum for one evening for this purpose.

Mr. Coggsdale stated, during a recent conversation, Mr. Hudson shared the requirements and restrictions given to the Scorpio Research Group:

- Mr. Hudson would be present at all times during the investigation.
- Each (5) members of the Scorpio Research Group to sign a liability waiver.
- Each (5) members of the Scorpio Research Group to sign a "Site Rules Contract", similar to the one given to renters of the museum for events.

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- The \$250 offered donation be paid to Avoca in advance of their investigation.
- The Scorpio Research Group would not be allowed to publicize their visit to the Avoca Museum, or any findings they collect while on the Avoca property.

Mayor Mattox asked if a Town Staff member would be onsite during the investigation.

Mr. Coggsdale stated that Mr. Hudson, Avoca's Executive Director, would be present during the group's entire visit/investigation.

Mrs. Dalton asked what time Avoca Museum usually closes for the day, to which Mr. Coggsdale answered 5:00 PM.

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

Mr. Emerson stated he was familiar with what the research group does and he did not have an issue with the request.

There were no additional comments from Council for this item.

There was a consensus of Council to approve Avoca's request and allow Scorpio Research Group to conduct a "paranormal" investigation at the Avoca Museum.

Mr. Coggsdale stated, if Council desired, he would work with Mr. Hudson and the Avoca Board to create policies for such requests, in order to "formalize" the process.

All Council members were in consensus for Mr. Coggsdale, Town Manager, to do so.

Mr. Eller, Town Attorney, referenced the guidelines given to the Scorpio Group by the Avoca Board. He suggested the Avoca Board may want to elaborate on the restriction "not to publicize their visit". He stated the restriction should be detailed to include newspapers, television, and also social media publication.

Mr. Coggsdale stated he would make the suggestion to Mr. Hudson for consideration.

Mr. Emerson suggested, if the Scorpio Group discovers something they wish to share or advertise, they would need to ask for approval before doing so.

All Council members were in consensus with Mr. Emerson's suggestion.

9. Unfinished Business

a. COVID-19: Items for Review

Mr. Coggsdale stated staff had been asked to place this item in regard to town-owned facilities on the agenda for discussion and consideration by Town Council. He reminded Council of the "Phase" status list shared with them at a previous Council meeting in regard to town facilities/functions.

Mr. Mitchell asked if the Town of Altavista was considered to be in "Phase III".

Mr. Coggsdale stated the Governor of Virginia had allowed the implementation of Phase III, but at each locality's discretion. He stated, at that time, the town had not voted on whether or not to move forward with any or all of Phase III.

Mr. Coggsdale stated this item was place on the agenda for such a discussion by Council.

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Mr. Mitchell shared his favor in the Town of Altavista moving forward with implementing Phase III guidelines, with Council/Staff recommended restrictions.

Mr. Coggsdale asked for Council's input on the following items for discussion:

- Town-owned Facilities/Rentals

Mr. Coggsdale reminded Council the Altavista Train Station and Avoca Museum were both currently open to the public, without rentals, but with occupancy limitations and social distancing requirements.

Mr. George asked if the restrooms were open in the town's community parks.

Mr. Coggsdale answered stating the town's public restrooms located in both English Park and Shreve Park were currently open with related/appropriate signage.

Mr. Coggsdale asked Council for their input in regard to the current (Phase II) implementation that was in place for town-owned facilities.

All Council members were in consensus to continue with the signage, guidelines, and restrictions the town was currently implementing in regard to the COVID-19 pandemic, until further consideration.

- Basketball Courts

Mr. George referenced the Altavista Area YMCA and informed Council of their recent decision to open the "Y" basketball courts to single play only.

Mr. George stated, with players required to bring their own basketballs, he shared his favor of the town also opening its community basketball courts with the appropriate guidelines and signage accordingly.

Mr. Mitchell informed Council, although without fans, the NBA was currently playing and most colleges were also about to begin their basketball season. He shared his favor in allowing the town's public courts to be open.

Mrs. Dalton stated the NBA teams were under a "bubble" of sorts, with their living quarters and restricted interactions with others.

Mr. Higginbotham stated the NBA players were tested regularly for COVID-19.

Mr. Bennett and Mrs. Dalton both asked what "state requirements" the town would need to follow if they decided to open their public basketball courts.

Mr. Coggsdale stated he was unsure, but would be glad to investigate the option. He stated he knew signage would be involved. He stated Council would need to decide how much interaction would be permitted, or if only single play would be allowed for now.

Mr. Bennett referenced the concerns heard earlier during "Citizen Time" in regard to area vehicle break-ins. He stated he felt kids had gotten bored from the requirements of staying home for six months and some were turning to "mischief".

Mr. Bennett stated he felt the town's basketball courts should be reopened, to at least some extent, to offer the local youth another outside activity.

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Mr. Emerson reminded Council of one of the town's schools recently having to send home an entire "grade level" because of COVID-19. He stated the COVID virus was very real and around each of us every day.

Mr. Emerson stated he felt it was part of the town's responsibility to help keep the COVID-19 virus from spreading and out of the local schools as much as possible. He stated he did not feel there was a great enough need to open the basketball courts at that time.

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

Mr. Bennett stated he would like for Town Staff to gather additional information and offer Council a recommendation, based on the state's current guidelines.

Mrs. Dalton also shared her favor with gathering additional information that would place the town in "compliance" with current state requirements/guidelines.

Mayor Mattox stated, the decision before Council at that time, was whether or not the Town of Altavista would move forward with any or all of the state's COVID related Phase III guidelines.

Mr. Coggsdale stated each item in question could be decided on an individual basis using state guidelines, but also depending on a locality's desire.

Mr. Emerson reminded Council the Virginia High School Sports League was not allowing any high school sports to be played until the start of the 2021 calendar year, in an effort to help slowdown and/or stop the spread of the COVID virus.

There were no additional comments from Council regarding this matter.

All Council members were in consensus to allow staff to gather additional information regarding current state (COVID-19) guidelines pertaining to this item.

- War Memorial Baseball Field

Mr. Coggsdale referenced Altavista's War Memorial Park (practice and game venue for local baseball teams), adjacent to Shreve Park and the Altavista Area YMCA. He informed Council one of the local baseball teams had contacted staff in regard to using War Memorial Park for a "travel ball" baseball tournament.

Mr. Coggsdale informed Council he also had a travel baseball team from Danville, VA contact him in regard to "renting" the War Memorial Park baseball field for their fall baseball tournament.

Mr. Coggsdale stated the Danville team usually utilizes their own local school system's baseball field, but due to the COVID-19 pandemic, Virginia regulations were not allowing the use of school fields for any type of games at that time.

Mayor Mattox stated, if the Danville team's, or any other baseball team's, locality was not allowing the use of their fields for tournaments, it was not the Town of Altavista's responsibility to "carry that burden".

Mayor Mattox asked, if Council approved, for the Town Manager to investigate what guidelines were required for the town and the teams involved in regard to having baseball tournaments.

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Mr. George reminded Council of the local baseball and softball teams that had been utilizing the War Memorial Park ballfields for practice and games all summer.

Mrs. Dalton stated those teams were “local” and not from other “geographic regions” or localities to which Altavista knew nothing about the safety measures or guidelines those teams may or may not be following in regard to the COVID virus.

Mr. Coggsdale stated the recent games conducted by local teams were only two teams playing against each other at one given time. He stated tournaments, however, would have multiple teams, with multiple players, coaches, families, and spectators all at the park together, for several games each day of the tournament.

Mr. Coggsdale stated, the question before Council at that time, was whether or not to allow tournaments to be played at the War Memorial Park ballfield.

Mayor Mattox asked for Council’s input on this matter.

Mr. George asked when the Danville baseball team would need an answer.

Mr. Coggsdale stated they would like to have an answer as soon as possible, so if approved, they could start planning for the tournament.

Mrs. Dalton stated she was not in favor of allowing outside localities to play on the town’s baseball field. She shared her favor in the Mayor’s suggestion of the Town Manager investigating further the state guidelines that pertained to this matter.

Mr. Bennett stated he lived near the fore-mentioned ballfield and could hear the children having a good time when they were playing ball games. He stated he had no issue with “local” teams playing at War Memorial Park, as long as they continue to follow the state mandated safety measures and social distancing guidelines.

Mayor Mattox stated he agreed with Mr. Bennett to continue allowing Altavista’s local teams to play ballgames on the War Memorial Park ballfield.

Mayor Mattox stated, however, he also agreed with Mrs. Dalton the town should be cautious about allowing other/outside localities to have baseball tournaments in town. He stated he was concerned about this request.

Mr. Mitchell stated, over the last several months, the CDC (Center for Disease Control) had released multiple statistics in regard to COVID-19. He stated approximately two weeks before that date, the CDC categorized the statistics for each age group, and specified which individuals the virus effects the most.

Mr. Mitchell informed Council he was recently involved, at his place of occupation, in a task to compile the multiple “statistic” documents into a combined report. He stated he would be glad to provide that information/report with Council.

Mrs. Dalton stated she would be interested in having the information.

Mr. Mitchell stated he would share the CDC Statistic Report with Council by email.

Mr. Bennett referenced the fact that children were “screened” before going into school, the YMCA, and daycare facilities for an elevated temperature or systems. He suggested, if the request was approved, to take the same safety precautions.

Mr. Bennett stated he felt, if monitored correctly, a tournament could be possible.

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Mayor Mattox asked, if approved, who would be responsible for enforcing the restrictions/requirements. He stated it was hard enough to get individuals to abide by the requirement to wear a mask.

Mrs. Dalton thanked her fellow Council members and Town Staff for wearing their masks to the Council meeting.

Mayor Mattox re-stated his favor with an investigation by Town Staff into this matter further, and bringing Council a recommendation for consideration at Council's September 22nd Work Session.

Mr. Coggsdale asked Council for confirmation, if they were referring to the recent tournament request by Danville only, or were they also considering denying local baseball games as well.

Council was in consensus to continue allowing local ball teams to play at War Memorial Park.

Council was also in consensus for the Town Manager to gather additional information in regard to the state's current guidelines for baseball games and/or tournaments, and bring the information to Council at their September Work Session for further consideration of this item.

- Town Trick-or-Treat (2020)

Mr. Coggsdale asked Council for their input on whether or not the town would be participating in the 2020 downtown and community wide trick-or-treat holiday.

Mr. Coggsdale also asked for Council's consideration of a recent request by Andy Hicks, current Altavista Band Boosters Director, to hold a drive-through "trunk-or-treat" at the Altavista Trade Lot.

Mr. Coggsdale stated, even though Halloween was not a "town event", citizens look to the town/Council for direction on such matters.

Mr. Emerson referenced Dr. Kerry Gateley, Central Virginia's Regional Medical Director designated by the Virginia Department of Health. He stated the Campbell County Sheriff's Office utilizes Dr. Gateley on a daily/weekly basis for guidance in regard to public safety questions arising from the recent COVID-19 pandemic.

Mr. Emerson suggested Council allow the Town Manager to contact Dr. Gateley for his input and guidance on the trick-or-treat matter.

Mr. Emerson stated COVID-19 continues to be active and was affecting multiple individuals in the area every day. He stated he felt the town should be very cautious on allowing such events that would draw large numbers of people.

Mrs. Dalton shared that one of her neighbors had recently contracted the virus and did not survive. She stated COVID-19 was a very serious virus/issue and should be treated as such.

Mrs. Dalton stated, while annual trick-or-treating activities were fun for children under normal circumstances, due to COVID-19, she suggested families find alternate activities for their children to enjoy for that night.

Council members were in consensus to accept Mr. Emerson's suggestion and allow the Town Manager to contact Dr. Gateley for state guidelines on this matter.

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Mr. Coggsdale asked for Council's stance on Mr. Hick's request to hold a "trunk-or-treat" event at the Altavista Trade Lot on Saturday, October 31st, from 5-8 PM.

Mrs. Dalton stated, bringing children off the streets and into a confined space was not going to combat COVID-19 safety issues in regard to trick-or treating. She stated by doing so, she felt it would potentially increase the possibility of the issue.

Mayor Mattox asked the Town Manager to convey to Mr. Hicks the town was awaiting a response from the fore-mentioned stated health official on the matter.

- Altavista On Track (AOT) Annual Giblet Jog

Mr. Coggsdale informed Council, as an effort to encourage "social distancing" due to the COVID-19 pandemic, the AOT Board had made the decision to conduct their annual Giblet Jog as a "virtual" event this year.

Mr. Coggsdale stated, due to the current COVID-19 pandemic, there were a lot of groups/organizations choosing to hold their "foot races" this way. He stated the option allows participants to run the course during a set period of time on their own.

Mr. Coggsdale stated the update was informational only, but as the annual event is held on town-owned property (English Park), Town Staff felt Council should be aware of Altavista On Track's intent/event change.

- Altavista Christmas Parade (2020)

Mr. Coggsdale stated the Altavista Chamber of Commerce recently contacted him seeking Council's input and guidance in regard to this year's Christmas Parade.

Mr. Coggsdale stated the Chamber would be holding their monthly meeting the next evening (September 9th) and would be discussing the item further.

Mr. Coggsdale referenced an article he recently read about a community that was going to have their floats stationary in a viewing area and spectators would be able to drive by and view the floats, while staying in their vehicles.

Mrs. Dalton stated she did not feel it would make a big difference, considering the float builders would still be around each other during the float building process.

Council was in consensus for the Town Manager, while in contact with Dr. Gateley regarding other items, to inquire about state guidelines for this matter as well.

- Utilities – Disconnection Consideration

Mr. Coggsdale stated, during the recent COVID-19 pandemic, and past several billing periods for utilities (water and sewer), the Town of Altavista chose to waive utility "disconnections" and accompanied fees for non-payment.

Mr. Coggsdale stated, with the next utility billing cycle approaching in October, Town Staff was seeking direction from Council whether or not to continue the process of "waiving" disconnections.

Mrs. Dalton asked how much of a demand had there been for utility bill "leniency".

Mr. Coggsdale stated, after utility bills are mailed, there was a one-month grace period between the time the bills are mailed and the date the bills are due. He stated the cutoff date is one week following the due date.

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Mr. Coggsdale continued by stating, after the due date has passed, the town then sends out a reminder letter to utility customers with unpaid bills/accounts. He stated, after the reminder letter is sent, the list of unpaid accounts usually decreases by half; and decreases by half again a day or so before the cutoff date.

Mrs. Shelton, Town Treasurer, informed Council that Town Staff had been encouraging utility customers to make “payment agreements” in order to keep their accounts in good standing and to keep them from being on the cutoff list.

Mr. Coggsdale stated he did not think the “cutoff list” had been any larger in the last few months during the COVID-19 pandemic, than it had been in the past.

Mrs. Shelton stated the cutoff list had been average during that period, mostly due to more utility customers utilizing the payment agreement option.

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

Mayor Mattox stated he did not feel now was the best time to consider turning off a citizen’s utilities. He stated he felt the community as a whole would agree.

Mrs. Dalton stated it sounded like the payment option had not been abused and was working to help the town keep potential cutoffs to a manageable number.

Mrs. Shelton stated the COVID-19 pandemic started to effect multiple citizens’ ability to pay their utility bills during the April 2020 billing cycle.

Mrs. Shelton informed Council that Town Staff had worked with utility customers that were having such an issue by encouraging them to utilize the town’s payment agreement option.

Mrs. Shelton stated, when the next (July) billing cycle came around, staff informed payment agreement customers the town could not honor/apply another payment agreement for their account unless the previous bill had been paid in full.

Mrs. Shelton stated she felt this action had been very effective in keeping utility accounts up-to-date.

Mrs. Dalton suggested allowing Town Staff to continue the process they were currently working with in regard to managing utility accounts, utility payment agreements, and waiving disconnections.

All Council members were in consensus to do so.

b. Town Project Updates:

- Eagle Trail/English Park Overlook

Mr. Coggsdale stated this item was on the September meeting agenda as “informational only”. He reminded Council this project was included in the FY2021 CIP with a budget of \$32,500.

Mr. Coggsdale informed Council the reinforcement walls were currently being framed. He stated this project was ongoing and was on schedule to keep moving forward.

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Mr. Higginbotham also informed Council the next section of wall was to be poured that following Thursday.

Mr. Coggsdale stated Mr. Garrett, Altavista Public Works Director, was present at that night's meeting if Council had any questions about the project, to which there were none.

There were no additional comments in regard to this item.

- Shreve Park Bridge

Mr. Coggsdale referenced a previous meeting in which Town Council was provided with information regarding potential bridge structure options. He stated, after that discussion, it was unclear to which option Council was in favor of.

Mr. Coggsdale stated, at that time, staff was requesting input and direction from Council regarding the bridge, in order to move this project forward.

Mr. Coggsdale stated staff would be happy to provide Council with any additional information Council may need to help them with their decision process.

Mayor Mattox stated he did not feel it was necessary to have a bridge at Shreve Park large enough for emergency vehicles. He shared his favor in a pedestrian bridge, similar to the current one, as long as it was ADA accessible.

Mr. Coggsdale stated, while access for "emergency vehicles" had previously been discussed, Council decided it was more prevalent the pedestrian bridge be accessible to town lawn mowers, as well as ADA accessible.

Mr. Higginbotham referenced a drawing he previously shared with staff and Council. He stated the drawing portrayed a bridge large enough for town mowers/vehicles, which would also meet the desired ADA accessibility.

Mr. Higginbotham suggested, with Hurt & Proffitt's review, allowing the town's Public Works Department to install the bridge themselves, which would lower the cost of the project.

Mr. Higginbotham stated, by installing a larger bridge access rather than a pedestrian bridge only, it would keep town vehicles from having to drive through the creek to accomplish their work tasks. He stated he felt the larger option would be more environmentally friendly.

All Council members were in consensus to allow staff to use Mr. Higginbotham's suggested bridge drawing and investigate the cost of such a bridge for the Shreve Park Bridge Project. There was a consensus of Council the bridge should be ADA accessible and also wide enough for town mowers and/or "small" town pickup trucks to be able to cross.

- English Park "Passive" Trail

Mr. Coggsdale informed Council that Town Staff, along with Councilman George, recently met with Ben Leatherland (Hurt & Proffitt) to further review the access points and stream crossings associated with further development of Altavista's trail system in the passive section of English Park.

Mr. Coggsdale shared with Council a map that showed an overview of the potential crossings and trail, with the largest crossing being approximately 30 feet in length.

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Mr. Higginbotham asked what type of structure would be used for the “crossings”.

Mr. Coggsdale stated culvert pipe would be used for two of the “crossing points”.

Mr. George informed Council the trail site was located on “non-designated wetland”, so a structure was not required, and only a culvert pipe was needed.

Mr. Coggsdale stated the third crossing on the lower end of the proposed trail was approximately 30 feet long, and would require a “bridge” structure. He stated staff was currently working to update previous estimates for a bridge for this crossing.

Mr. Coggsdale stated the passive trail’s proposed concept included two (2) access points: one entering the small field and one entering the larger field. He stated the fore-mentioned bridge structure would connect the two fields.

Mr. Coggsdale reminded Council this project was included in the FY2021 CIP, under “Passive Trails”, with a total of \$150,000 allocated. He stated the majority of funding was the current remaining funds (\$127,490) from the Jenk’s Estate.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to this project.

Mr. George asked Mr. Eller, Town Attorney, if the town would be receiving any additional funds from the Jenks Estate.

Mr. Eller stated there was a possibility the town would acquire additional funds from the Jenks Estate, but he could not estimate an amount at that time.

Mr. Higginbotham referenced the long bridge structure needed to cross over the widest part of the creek on the passive trail. He stated the bridge was currently in the proposal as being closest to the existing (Eagle) trail. He asked if the bridge could be located further down the creek and closer to the river.

Mr. Coggsdale stated, the closer the creek went to the river, the wider it became. He stated the bridge would be double in size, as would the expense to build.

Mayor Mattox asked the Town Manager, if this item was informational only, or if action was needed from Council that evening, in order to move this project forward.

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on how they wished to proceed.

Mr. George asked Council to consider allowing Town Staff to investigate viable bridge options for the longest creek crossing on the passive trail, and the costs associated with each option.

All Council members were in consensus to do so.

Mr. George informed Council, during a recent discussion with the engineer for this project, he was informed the town would not need to acquire any state or federal permits, but only a “soil erosion” permit from Campbell County.

Mr. George stated the engineer also informed him the town would need to receive a “stamp of approval” from a structural engineer for any proposed bridge structure.

Mr. Higginbotham asked Tom Fore, Utilities Director, if there were still plans to add a town waterline in the area of the passive trail.

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Mr. Fore stated there was an existing waterline that runs alongside Eagle Trail that the town would be connecting/adding to in the future. He stated the new passive trail will be connected to Eagle Trail, but the waterline project would not be an issue for the passive trail project.

Mr. Higginbotham asked why the additional waterline was not being installed closer to the river.

Mr. Fore stated that location was further away from where the waterline was needed.

Mr. Higginbotham suggested allowing staff to move forward with all aspects of the passive trail project, except for the one needed bridge structure, which required additional information and further discussion and consideration by Council.

All Council members were in consensus to allow Town Staff to do so.

There was a consensus of Council to place this item on a future work session agenda for further discussion in regard to the fore-mentioned bridge structure.

10. Reports and Communications

Town Manager's Report for the September 8, 2020 Council Meeting

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

PROJECTS/ITEMS

Innovation Center/Co-Working Space Project: 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.*

River Bank Restoration Review: *Staff (Sharon Williams and David Garrett) recently met with a DCR representative to look at the erosion along the Staunton River in English Park. The Town will be receiving a report from DCR in the next month.*

COVID-19 Pandemic response: Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible. Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.

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 early April. Contractor is on site and sidewalk is being laid out and poured. Completion date is projected May 29, 2020. The sidewalk has been completed. *The only remaining item is to plant shrubs along the alley on Woodland Avenue; this will be completed in the fall (more favorable planting times).*

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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. Council has provided direction to staff in regards to floor improvements; when quotes are received, they will be presented to Council for consideration. In addition staff is gathering additional information on shade structure options for the exterior area behind the building off the stage. Council 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 is working with one of the contractor's to do a small sample area on the floor.*

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; staff is working with our consultants to get it incorporated into 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. 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. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns; 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.*

Personnel Recruitment:

Assistant Town Manager: Staff posted this position on the VML website and requested an advertisement run in the News & Advance the next two Sundays. Staff will also find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. Interviews for ATM position are ongoing. *Ms. Owens begins on September 21, 2020.*

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. 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 is reaching out to local Boy Scout troops pertaining to participation with this project. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating Town Council at their Council meeting on July 14, 2020. *Work progresses on this item; David Garrett and/or Councilman Higginbotham can provide additional information.*

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

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

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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. Substantial Completion Inspection scheduled for Friday May 8th. *For additional information, see the current Hurt & Proffitt Update.*

Trail Project (mausoleum area): Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. *This item has been delayed due to unforeseen circumstances. Staff is working to address the situation.*

WWTP Electrical Design (all phases): "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 update, see the current Hurt & Proffitt Status Report.

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

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 they have received the Virginia Brownfield Assistance Fund Planning Grant. Town was also notified it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is currently completing the required paperwork associated with receiving the two 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.*

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. Town Staff continues to work on completing all necessary steps and submitting information for the designation process. The SolSmart application for "Bronze Designation" has been submitted. *The Town has been notified that it has achieved "Bronze Designation".*

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. Staff has informed VDOT that the Town is agreeable to the match for this project. *The Commonwealth Transportation Board (CTB) will consider awards for the grants soon.*

Lynch Creek Sewer For the status of this project, see current Hurt & Proffitt Status Report.

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

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

Riverview Sewerline Replacement Project For the status of this project, see weekly Dewberry Project Status Report.

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

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Altavista Parks 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. Phase II is underway and 8 new decorative heads have been installed. *Phase III is in the (recently approved) FY2021 Budget.*

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 tree and stump removal for the area and grading will begin soon. The Public Works Crew has started the grading process for the firing range. *The completion date has not been determined, because they are only working on this project as a fill-in when time is available.*

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. Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14th of May 2020, Final Completion June 13, 2020. *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. Work has begun on a third and fourth stand. The third stand is complete and in place for use at the Trade Lot Farmers Market.

Town of Hurt Solid Waste Collection Services: Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route. Service will begin on July 3rd. Service is provided for Hurt each Friday. Mayor Hodnett has expressed their satisfaction.

Utility Financing: Town staff has completed the bank loans for the utility financing. Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark. Staff continues to work with Davenport and others to move the VCWRLF borrowing forward. *The project is being bid and once we have that complete we should be able to close on the loan.*

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021. *Staff is finalizing this program and will be promoting it over the next few months.*

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. 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.

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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. *No additional action at this time.*

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. This item will be placed on the May Work Session. Council discussed this item at the May Work Session. *Staff is gathering additional information.*

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 both he and Town Staff would be glad to answer any questions Council may have regarding the September monthly reports.

Mr. Mitchell asked Mr. Coggsdale how his recent meeting went in regard to Broadband Internet in Altavista.

Mr. Coggsdale stated he felt the meeting went well. He stated staff was currently working towards having an additional conversation with a local Broadband Internet provider.

Mr. Mitchell asked if the Broadband project would be completed in time for the town to utilize CARES Act funding for the project, to which Mr. Coggsdale stated it would.

There were no additional comments or questions from Council.

11. Matters from Council

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

- Mr. Emerson referenced the CARES Act (The Coronavirus Aid, Relief, and Economic Security Act). He asked the Town Manager how the town was informing its local small businesses of the funds available to them through the CARES Act.

Mr. Coggsdale stated AOT's Main Street Coordinator, Kirsten Aherron, had informed the town's businesses of the CARES Act funds, and other funds and grants, available to them due to the COVID19 pandemic.

Mr. Coggsdale stated the town had also offered the information through the town's website and social media page to help inform businesses of the available funds.

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- Mayor Mattox asked for Council's approval to authorize the Town Manager to write a "letter of appreciation" to the representative of N&W Railroad that was responsible for the debris in the river at the train trestle location recently being cleaned up.

All Council members were in consensus to do so.

Mr. Mitchell stated he hoped the initial contact would "inspire" the railroad to keep an eye on the area for future debris issues.

Mr. Coggsdale stated the railroad representative did agree to do so.

Mayor Mattox also thanked the Town Manager, Waverly Coggsdale, for contacting the railroad on this matter, before the debris became a safety issue.

Mayor Mattox asked that the Town Manager, along with himself, both sign the letter/card in appreciation of the outstanding work the railroad did in cleaning up the area.

- Mr. Bennett referenced the recent increase in bicyclist utilizing English Park. He stated the bicyclist had been seen traveling Bedford Avenue, 7th Street, and Pittsylvania Avenue to access the park.

Mr. Bennett suggested placing "Share the Road" signs throughout Altavista's Downtown District and other areas adjacent to downtown to promote bicycle awareness and safety precaution by motor vehicles.

Mr. Bennett asked for Council's approval to place this item on a future work session agenda for further discussion and potential approval.

All Council members were in consensus to do so.

Mr. Coggsdale reminded Council the suggestion of bicycle traffic awareness signs being in the Altavista Parks and Recreation Master Plan.

Mr. Coggsdale stated staff would investigate options and the potential cost of the signs and bring the information to Council at a future work session; along with recommendations for sign placement.

- Mr. Emerson referenced the Center for Healthy Veterans, a veteran's home/treatment center recently approved by Campbell County, and soon to be established near the Town of Altavista.

Mr. Emerson asked for Council's consideration to allow a representative of the veteran's group to attend the next work session (September 22nd) and share with Council a brief overview of their work/mission.

All Council members were in consensus to do so.

Mr. Coggsdale stated he would contact the local Center for Healthy Veterans and inquire if a representative would be available for Council's September 22, 2020 Work Session.

There were no additional comments or concerns from Council.

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

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12. Closed Session

CLOSED SESSION

DATE: Tuesday September 8, 2020

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property,

Where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

The motion was made by Mrs. Dalton, and seconded by Mr. Emerson.

Motion carried.

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

Council went into Closed Session at 7:51 PM.

Notice was given that Council was back in Regular Session at 8:10 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by Town Council that such closed meeting was conducted in conformity with Virginia law;

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

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

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Also Following Closed Session:

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve Town Council to reappoint Laney Thompson to a new term on the Board of Zoning Appeals through August 2025.

Motion carried.

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

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 8:15 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk