

# Council Regular Meeting June 9, 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 June 9, 2020 at 7:00 p.m.

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

Council Members

Present:

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

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager  
Mrs. Tobie Shelton, Finance Director  
Police Chief Thomas Merricks, APD  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

- 2. Invocation and Pledge of Allegiance

Chief Merricks, Altavista Police Department, 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 June 9th Agenda.

- Addition to Section #8 New Business: item d. - Multi-Jurisdictional Mutual Aid Agreement (Law Enforcement)

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed June 9, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

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

- 4. Recognitions and Presentations

- a. New Employee: Mrs. Kirsten Aherron

Mr. Coggsdale reminded Council of Mrs. Aherron’s previous part-time position with the town as an interim coordinator for Altavista On Track (AOT).

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Mr. Coggsdale stated, as of Monday June 8<sup>th</sup>, Mrs. Aherron started full-time employment with the Town of Altavista as Altavista On Track's new Main Street Coordinator.

Mayor Mattox and Council welcomed Mrs. Aherron to her new position with the town.

### b. Town Intern: Mr. George Sandridge

Mr. Coggsdale reminded Council Mr. Sandridge had been working with the Town of Altavista since January 2020 as an Administrative/Policy Intern.

Mr. Coggsdale informed Council that Mr. Sandridge had completed his internship with the town and his last day was that evening after the Council meeting.

Mr. Coggsdale thanked Mr. Sandridge for his time, efforts, and accomplishments while working for the Town of Altavista.

Mayor Mattox and Council also thanked Mr. Sandridge for all the great work he did for the Town of Altavista during his internship with the town.

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

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not on the June 9, 2020 Council Meeting Agenda.

There were no public comments or questions on this date regarding a non-agenda item.

Mayor Mattox stated himself and Council would be glad to speak with citizens at any time regarding an idea or concern they may have.

## 6. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes:
  - May 12, 2020 Council Regular Meeting
  - May 26, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports:
  - May 2020 Revenue and Expenditures
- c. Approval of FY2020 Budget Amendments
- d. Approval of Delinquent Utility Account Write-offs
- e. Approval for Declaration of APD Property as Surplus

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the June 9, 2020 Consent Agenda, to which there were none.

Mr. Bennett, seconded by Mr. Emerson, motioned to approve the Consent Agenda as presented.

Motion carried.

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

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7. Public Hearing(s)

There were no public hearings scheduled for the June 9<sup>th</sup> Regular Council Meeting.

8. New Business

- a. Proclamation for Tobacco Region Revitalization Commission (TRRC) Southside Economic Development Grant

Mr. Coggsdale reminded Council of the town’s desire to seek grant assistance from the TRRC for the purpose of helping to fund Altavista’s Innovation, Accelerator, and Co-working Project. He stated Ms. Williams, Altavista Community Development Director, was currently working on this item.

Mr. Coggsdale stated, at that time, staff was recommending Council consider adopting a resolution authorizing staff to submit the required application to the TRRC for the Southside Economic Development Grant Program.

Mr. Coggsdale informed Council, since “tobacco funds” come through the county, Town Staff has also asked Mr. Frank Rogers, Campbell County Administrator, to place this item on their June 16<sup>th</sup> meeting agenda for adopting a resolution in support of the town’s application submittal.

Mr. Coggsdale reminded Council, if the town is awarded a grant by the TRRC, a “dollar for dollar” match to the grant would be required by the town.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff’s recommendation and adopt a resolution authorizing Town Staff to submit an application to the Tobacco Region Revitalization Commission for a grant from the TRRC Southside Economic Development Program.

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

RESOLUTION APPROVING AN APPLICATION TO THE  
TOBACCO REGION REVITALIZATION COMMISSION  
SOUTHSIDE ECONOMIC DEVELOPMENT PROGRAM FOR A  
BUSINESS INCUBATOR, ACCELERATOR, & COWORKING CENTER

*WHEREAS, the Tobacco Region Revitalization Commission’s (TRRC) Southside Economic Development Program was created to promote economic growth and development in tobacco-dependent communities throughout the Southside region of the Commonwealth, in order to assist such communities in reducing their dependency on tobacco and tobacco-related business; and*

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*WHEREAS, the TRRC provides support in the form of grants to governmental entities to assist in up to 50% of costs to implement projects that measurably expand the local and regional economy and result in job creation and taxable private capital investment;*

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

*WHEREAS, the Town desires to apply for a TRRC Southside Economic Development Grant for the aforementioned project; and*

*WHEREAS, the amount requested is \$184,306 and dollar-for-dollar local match is required.*

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

*1. The submittal of an application to Tobacco Region Revitalization Commission by the Town for a Southside Economic Development Grant, in an amount not to exceed \$184,306 to be used to develop the facility, is hereby authorized.*

*2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed TRRC Southside Economic Development Grant.*

*Adopted this 9th day of June 2020.*

### b. Disposable Plastic Bag “Tax” Discussion

The Town Manager informed Council, during the 2020 Session of the Virginia General Assembly, bills were put forth regarding the implementation of a Disposable Bag Tax. He stated the original bills included paper and plastic and indicated that any locality could adopt such a tax, however, the final adopted bill only included plastic, and specifically stated “counties and cities” as the localities which could adopt such a tax.

Mr. Coggsdale stated the (5%) tax would be paid to the State Tax Commissioner, then divided between the state, the pertaining locality, and the retailer (2%).

Mr. Coggsdale stated, based on a review by the Town Attorney, Mr. John Eller, it was found that the town does not have the authority to adopt such a tax.

Mr. Coggsdale stated Council may decide to do one of the following:

- Inquire if the County has an interest in this item.
- Request our local legislators to introduce a bill to include towns, or specifically Altavista, as having the authority to implement such a tax.
- Defer for future discussion.
- Do nothing at this time.

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

Mrs. Dalton asked what the purpose was for the “disposable bag” tax.

Mr. Coggsdale stated the state had indicated “pollution control” was the reasoning behind the bill’s origin.

Mr. Bennett stated he informed staff of the bill recently passed by the Virginia General Assembly that included the Disposable Bag Tax, in hopes that Altavista could benefit from the bill.

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Mr. Bennett stated he has had several different citizens approach him regarding litter in multiple areas of town, the most active sites being the entrance/exit ramps to town from the Route 29 Expressway.

Mr. Bennett stated, in the past, Altavista was unable to enforce such a tax in town due to specific laws that prohibited it, but the new bill gives Altavista the opportunity to be a part of a “county and state wide” initiative for environmental waste reduction.

Mr. Bennett stated the revenue from the disposable bag tax is subject to specific uses, such as helping to fund removal and disposal of litter. He stated he felt the imposed tax would also help deter the distribution of litter.

Mr. Bennett shared his favor with Council allowing Town Staff to inquire from the county if they are interested in pursuing the implementation of a “disposable bag tax”, and if so, letting the county know that Altavista would be on board with the implementation.

Mrs. Dalton asked, if Campbell County decides to implement the tax, were they required to share the revenue from the tax with the localities within the county.

Mr. Bennett answered Mrs. Dalton stating, even though the town receives revenue from “meals” tax, he did not know if the county was required to share revenue from this tax.

Mr. Bennett stated, if Campbell County decides to implement a disposable bag tax, the Town of Altavista could ask the county to adopt a resolution that all localities within the county would receive a portion of the said tax’s revenue. He stated Altavista could then use the revenue towards their own litter removal/control efforts.

Mr. Higginbotham asked if the five cent (\$.05) tax implementation was for every bag that a consumer used to carry their groceries/items.

Mr. Bennett informed Council there were exemptions to the bag tax for such items as ice cream, fruit and vegetables, meats, and medications.

Mr. Mitchell stated the county would be responsible for administering direction to each store regarding requirements and exemptions for the disposable bag tax.

Mr. Higginbotham stated his concern of how much the tax would affect the average citizen.

Mr. Bennett stated it would be up to each individual store whether or not they choose to “absorb” the cost of the tax or pass it along to the consumer.

Mayor Mattox asked Council whether or not they were interested in pursuing a disposable bag tax. And if so, allowing Town Staff to investigate the item further by contacting Campbell County to inquire if they would be pursuing implementation of the tax.

All Council members were in consensus to do so.

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

The Town Manager stated he would report back to Council when he received a response from Campbell County regarding their intent pertaining to this matter.

### c. Scheduling of Public Hearing – Rezoning 3<sup>rd</sup> Street

Mr. Coggsdale informed Council the Altavista Planning Commission held a public hearing on June 1, 2020 to consider a rezoning request submitted by Habitat for Humanity.

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Mr. Coggsdale stated the request was to conditionally rezone eight parcels in the 1300 block of 3rd Street from Industrial (M) to Multi-Family Residential (R-2).

Mr. Coggsdale stated, after the Planning Commission's Public Hearing, it was their recommendation the rezoning request be approved.

Mr. Coggsdale stated, at that time, Town Staff was requesting Town Council set a public hearing for their consideration of the Planning Commission's recommendation of Habitat for Humanity's rezoning request. He stated, if Council approved, staff would add the public hearing to Council's July 14, 2020 Regular Meeting Agenda.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept Town Staff's and the Altavista Planning Commission's recommendation to schedule a public hearing regarding the rezoning request by Habitat for Humanity at their July 14<sup>th</sup> meeting.

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

### d. Multi-Jurisdictional Mutual Aid Agreement (Law Enforcement)

Mr. Coggsdale referenced the Law Enforcement Mutual Aid Agreement (originating May 1<sup>st</sup>, 2017) the Town of Altavista is currently a part of, effective until April 30, 2022.

Mr. Coggsdale informed Council the Mutual Aid Agreement had been recently amended to include the Appomattox, Bedford, and Campbell County Sheriffs elected in 2019. He stated the Virginia Commonwealth's Attorney advised staff the Town of Altavista would need to resign the document as amended.

Mr. Coggsdale stated, at that time, Town Staff was seeking authorization to allow the Town Manager to sign the amended agreement.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve staff's request and authorize the Town Manager to execute, on behalf of the Town of Altavista, signing the amended Law Enforcement Mutual Aid Agreement.

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

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### 9. Unfinished Business

- a. Adoption of the FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), and New Utility Rates

An “Adopted Budget” is considered the *Operations Guide* and *Financial Policy* document for a locality.

The Town Manager, Waverly Coggsdale, referenced Council’s previous request for staff to give them a “projected” budget outlook for the end of fiscal year 2020, in regards to any impact COVID-19 may have on town revenue, such as Meals, Sales, and Lodging Taxes.

Mr. Coggsdale informed Council that Meals and Sales Tax revenue had been affected, but Lodging Tax revenue had not. He stated, if all three tax revenues stayed on the projected course, the effects of COVID-19 to the FY2020 Budget would be minimal and the town would end its 2020 fiscal year with revenue slightly above what was originally budgeted.

Mr. Coggsdale stated it was Town Staff’s recommendation that Council Approve the appropriate resolutions relating to the FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), Water & Sewer rate increases and all other taxes, fees and charges.

Mayor Mattox asked Council if they had any questions or concerns regarding these items.

Mr. Higginbotham asked what “year to date” timeframe was used for the fore-mentioned projected budget analysis.

Mr. Coggsdale stated the Sales Tax revenue used for the projected analysis was through March, and the Meals and Lodging Tax revenue used for the analysis was through April.

Mr. Coggsdale reminded Council there were two months, May and June, remaining in fiscal year 2020. He stated the projected analysis was an “estimated forecast” staff compiled by using the recent “trends” of all three revenue sources.

Mayor Mattox asked the Town Manager, if the current trends continue, would it be safe to say the town may not have to make any “cuts” to the upcoming FY2021 Budget in order to have a “balanced budget” for that fiscal year.

Mr. Coggsdale stated it was too early to predict whether or not the FY2021 Budget would end the fiscal year balanced, but the “trends” were in the town’s favor to do so.

Mr. Coggsdale reminded Council of their decision to take July, August, and September to evaluate the potential effects of COVID-19 to the FY2021 Budget before making any decisions regarding cuts to the budget. He also reminded them of the plans they already had in place to mitigate the effects of COVID-19 for the FY2021 Budget if necessary.

Mayor Mattox asked Council if they had any additional questions or concerns regarding the proposed FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), and new utility rate increases, to which there were none.

- i. Adoption of the FY2021 Budget and Appropriation Resolution

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to adopt the FY2021 Budget and Appropriation Resolution as presented.

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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 Mitchell	Yes

ii. Adoption of the FY2021 Utility (Water & Sewer) Rate Increase Resolution

Mr. Higginbotham stated he disapproved of the proposed utility rate increases.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the FY2021 Utility (Water & Sewer) Rate Increase Resolution.

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 Mitchell	Yes

iii. Adoption of the Resolution to Approve the FY2021-2025 CIP.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the resolution approving the FY2021-2025 Capital Improvement Program (CIP).

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

iv. Adoption of Ordinance – Adopting and Re-ordaining the Town’s Tax Rates, Water and Sewer Rates, Fees and Other Charges.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the Town Ordinance which indicates the adoption and re-ordaining of the town’s tax rates, water and sewer rates, fees and other charges.

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 Mitchell	Yes



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Mr. Coggsdale referenced a discussion Council previously had regarding town revenue, specifically Sales Tax Revenue. He stated it had been Council's desire to investigate whether or not the town could raise the State Sales Tax.

Mr. Coggsdale informed Council that Mr. Sandridge, Town Administrative Intern, had investigated the matter and found, the only way State Sales Tax could be raised was for temporary use towards "specific purposes", such as building a new school.

Mr. Coggsdale also referenced Council's inquiry regarding whether or not Lodging Tax could be raised.

Mr. Coggsdale informed Council there were provisions in the VA State Code allowing "counties and cities" to raise their Lodging Tax, but only for the sole purpose of promoting tourism in their locality. He stated, however, Mr. Sandridge found that "towns" were able to do so without designating the revenue to specific projects or purposes.

Mr. Coggsdale stated, if Council desired, staff could investigate the matter further and bring the results back to Council at a later date for their consideration.

Mayor Mattox asked what Altavista's current Lodging Tax percentage was.

Mr. Sandridge, confirmed by the Town Manager, stated Altavista's current Lodging Tax was five and one half (5 ½) percent.

Mayor Mattox asked Council if they had any questions for the Town Manager regarding the subject of raising taxes.

Mr. Bennett asked the Town Manager, in regards to Lodging Tax, how Altavista compares with other surrounding localities.

Mr. Coggsdale stated he did not have the information available with him that evening, but would gather the information for Council if they desired.

Mr. Coggsdale stated a county's Lodging Tax would most likely be lower, because counties have a "ceiling" on how much they are allowed to charge for Lodging Tax. He stated the comparison for Altavista would only include other towns.

Mayor Mattox asked, if Council decided to consider increasing the Lodging Tax, would they need to have a plan in place for where the town would use the revenue generated from said tax increase.

Mr. Coggsdale encouraged Council to do so. He stated he felt it would be beneficial for Council to have a purpose realized for the potential revenue. He stated, for example, the revenue could be used to promote tourism for Altavista.

Mr. George shared his favor in using any additional revenue from the potential fore-mentioned tax increase for promoting Altavista/tourism.

Mr. Mitchell asked if the potential funds could be used to market "economic development".

Mr. Coggsdale answered Mr. Mitchell stating, based on the initial information Mr. Sandridge gathered regarding the matter, the revenue generated from the (possible) Lodging Tax increase could be used any way the town deemed necessary.

Mayor Mattox asked Council for their input on whether or not they wanted Town Staff to continue investigating Altavista's options for potentially increasing their Lodging Tax.

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

Mr. Coggsdale asked Council if they had particular information they were looking for.

Mayor Mattox suggested a “peer analysis” and a potential “revenue forecast”.

Mr. Bennett suggested the study revolve around the “general area” of Altavista (surrounding localities), such as Lynchburg, Gretna, and Danville.

Mr. Coggsdale stated staff would gather the requested information for Council’s review in further consideration of this matter (potential Lodging Tax increase).

### b. Melinda Tank High Pressure Zone Project Discussion

Only one bid was received for this project, and it was substantially higher than the funds the town had allocated to the project. Last month, Town Staff discussed the matter with Council for their consideration. At that time, Council requested staff further review the project and offer Council a recommendation for possible ways to offset the cost difference.

Mr. Coggsdale reminded Council this item was a follow-up from their previous discussion. He stated Mr. Fore was in attendance to share his recommendation with Council regarding the matter and to answer any questions Council may have.

Mr. Fore informed Council, as his due diligence to the Town of Altavista, he collaborated with one of the town’s on-call engineers to review this project. He stated he had also evaluated alternative options for funding the project if the current (and only) bid was accepted.

Mr. Fore stated he was not in favor of the submitted bid. He stated the on-call engineer also estimated the cost of the project to be lower than his original estimate, which was (\$500,000) less than the submitted bid.

Mr. Fore stated, at that time, it was his recommendation Council reject the one (1) submitted bid for this project and postpone “re-bidding” the project for six to eight months, allowing other contractors time to catch up on their existing work load, which would enable them the flexibility to potentially bid this project.

Mayor Mattox stated he valued Mr. Fore’s expertise on this matter and he shared his appreciation for Mr. Fore offering Council his “honest opinion” pertaining to the estimated cost of this project; and his intent to save the taxpayers money by recommending the rejection of the only bid submitted for the project.

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

Mr. Higginbotham referenced three recommendations made by Mattern & Craig to help reduce the cost of this project: (1) Pump Station “Package”, (2) reduce pump station’s building size, and (3) placing water lines under the street verses under the sidewalk. He asked Mr. Fore if he had evaluated those options with Counts & Dobyns to determine if they were viable for this project and whether they could potentially lower the project’s cost.

Mr. Fore stated there was some discussion between Counts & Dobyns and the contractor regarding those suggestions, resulting in a \$50,000 reduction of the original estimate, but the total estimate was still higher than he felt was feasible for the town.

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Mr. Fore stated, if Council decided to reject the first (and only) bid and rebid the project at a later date, he intended to conduct “Classified Soil Testing” to determine whether or not there would be rock in the area of this project that contractors would be contending with. He stated this would help contractors estimate the scope of work needed when bidding.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to accept Town Staff’s recommendation and “reject” the one bid submitted/received for the Melinda Tank Pressure Zone Project.

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 Mitchell	Yes

### c. Altavista On Track (AOT) / Town of Altavista Letter of Agreement

Mr. Coggsdale stated last month Town Staff provided Council with proposed amendments submitted by Altavista On Track pertaining to the draft Letter of Agreement. He stated, following that discussion, Council decided to place this item on the June 9th Agenda for additional discussion and consideration.

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

Mr. Bennett thanked both Town Staff and the AOT Board for working diligently for the past few months on the agreement.

Mr. Bennett stated, as an ex officio member of the AOT Board, he felt there were “good things” happening for AOT and in the Town of Altavista.

Mr. Bennett shared his favor with the proposed amendments/latest draft of the agreement.

Mrs. Dalton referenced the draft Letter of Agreement and how the verbiage was color coded for easy reference between the town and AOT’s proposed amendments. She referenced item number one (#1) of the agreement and stated she felt the “red” verbiage should remain in the agreement in order to memorialize the agreement’s intent.

Reverend. Soto, AOT Vice-President, assured Mrs. Dalton the “red” verbiage was part of the original agreement and would remain as such. He stated the only change AOT suggested to #1 was for the word “employee” to be removed, for redundancy purposes.

Mrs. Dalton then referenced item number sixteen (#16) of the agreement. She referenced the requirement for AOT to “communicate with the Town Manager or his/her designee when planning events/activities that would affect or require assistance from other Town Departments”.

Mrs. Dalton stated she felt the requirement for “communication” should remain in the agreement as a “practical matter” (Best Practice).

The Town Manager, Waverly Coggsdale, confirmed to Mrs. Dalton the said verbiage would remain in the agreement as such.

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Mrs. Dalton also referenced item number nineteen (#19) of the agreement. She stated she felt the requirement for AOT to “provide the Town Manager, or his/her designee, its budget request” should also remain in the agreement as a “practical matter”.

Mrs. Dalton informed AOT that Council works with the Town Manager to put said budget together and stated her favor in keeping the Town Manager as part of AOT’s budget process, along with Town Council.

Mrs. Dalton concluded her concerns/suggestions by referencing item number twenty-one (#21), the requirement for AOT to “establish a goal for 50% of the AOT Board to somehow be connected to the district AOT (mostly) serves in town, which is “Downtown Altavista”.

Mrs. Dalton stated, with the assumption that AOT continues to conduct a periodic “self-assessment” for such purposes, she favored the requirement remaining in the agreement.

Mr. Bennett requested Reverend Soto to explain the reasoning behind why the fore-mentioned selections by Mrs. Dalton should or should not be in the Letter of Agreement.

Reverend Soto referenced Mrs. Dalton’s mention of item number twenty-one in the Letter of Agreement, stating AOT would be required to have its board 50% occupied by members associated with the downtown district, such as business or property ownership, or being an employee of a business or organization in the district.

Reverend Soto stated, while it was a personal goal of the AOT Board to have at least 50% of its board members be “stakeholders” in the downtown district, it would limit the board’s ability to maintain an adequate number of board members.

Reverend Soto stated AOT would continue to encourage all Downtown Altavista stakeholders to participate in their district’s events, activities, and the consideration of becoming an Altavista On Track Board Member.

Reverend Soto stated the AOT Board felt it would have greater success by enabling a much broader scope of diversity for its board members. He stated it would be more beneficial for the Town of Altavista to allow the AOT Board to recruit board members such as bankers, lawyers, clergy, business owners, and town residents, even if they lived or worked outside of the downtown district, along with the district’s stakeholders.

Mrs. Dalton stated she could see how the desired diversity would be an asset to the AOT organization, and therefore the town.

Mrs. Dalton motioned, seconded by Mr. Higginbotham, to amend the draft Letter of Agreement to include a requirement for AOT to annually report its percentage of AOT Board Members that are directly connected to the downtown district, for analysis purposes.

Reverend Soto stated he felt the AOT Board would agree to Mrs. Dalton’s suggested amendment to the draft Letter of Agreement regarding AOT Board membership diversity.

Mr. Higginbotham asked what the current percentage of AOT’s Board Members were from or associated with Altavista’s Downtown District.

Reverend Soto, confirmed by Mrs. Aherron, AOT Main Street Coordinator, stated the AOT Board was currently “just under” the proposed required threshold at 40%.

Reverend Soto also referenced the other two agreement items for Mrs. Dalton’s concerns of AOT not consulting with the Town Manager when scheduling events and when reporting their annual budget to Council.

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Reverend Soto conveyed his apologies for AOT not being clear in the draft agreement regarding communications between both parties. He stated it would be AOT’s intent to continue maintaining an open line of communication with the Town Manager in regards to their annual budget and with regards to all events and activities that would potentially affect any town departments or staff.

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

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to approve the Letter of Agreement between Altavista On Track and the Town of Altavista 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 Mitchell	Yes

Mayor Mattox stated he felt the Letter of Agreement between the Town of Altavista and Altavista On Track would be a “work in progress”. He stated the document could be reviewed annually for consideration of any potential amendments for improvement.

d. COVID-19 Update

Mr. Coggsdale stated, based on ongoing COVID-19 developments and, as of Friday, June 5<sup>th</sup>, the transition from Phase One to Phase Two of the Virginia Commonwealth’s “Reopening Blueprint”, Town Staff continues to review and evaluate the town’s next steps.

Mr. Coggsdale shared with Council an overview of Altavista’s Parks & Recreation and Facility “Reopening Plan”. He stated the town’s reopening phases are anticipated to align with the VA Governor’s “Forward Virginia” blueprint, but was subject to change.

Parks & Recreation / Town Facilities	Phase One	Phase Two	Phase Three
	Current	June 5th	Date: TBD
<b>PARKS: OPEN SPACES/TRAILS</b>	Open	Open	Open
<b>PARKS: TENNIS COURTS</b>	Closed	Open with signage/restrictions	Open with signage
<b>PARKS: PUBLIC RESTROOMS</b>	Closed	Open with signage	Open with signage
<b>PARKS: PLAYGROUNDS</b>	Closed	Open with signage/restrictions	Open with signage
<b>PARKS: PAVILION RENTALS</b>	Closed	Open with signage/restrictions (NO Rentals)	Open with restrictions
<b>PARKS: ATHLETIC FIELDS</b>	Closed	Open with signage/restrictions	Open with restrictions
<b>PARKS: BASKETBALL</b>	Closed	Closed (?)	Open with signage
<b>PARKS: SPLASH PAD</b>	Closed	Closed	Closed
<b>FACILITY: TRAIN STATION</b>	Closed	Open to Groups up to 50 people	Open with VA Guidelines/Restrictions
<b>FACILITY: AVOCA MUSEUM</b>	Closed	Open with signage/restrictions (No Rentals)	Open with VA Guidelines/Restrictions
<b>FACILITY: BOOKER BUILDING</b>	Closed	Open to Groups up to 50 people	Open with VA Guidelines/Restrictions
<b>THIRD PARTY EVENTS (RACES, WALKS, ETC.)</b>	Closed	Closed	Supported with VA Guidelines

## Council Regular Meeting June 9, 2020

Mr. Coggsdale went through each item on the reopening plan with Council. He asked for Council's input and direction regarding the projected reopening plan.

Mr. Coggsdale asked Council, regarding areas that will have restrictions when reopened and accordingly will require signage, please note, it will take Town Staff a few days to complete the signs with the "adequate" verbiage required.

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

Mrs. Dalton asked, regarding "rental facilities" such as the Altavista Train Station, how many occupants would be allowed in the space at one time.

Mr. Coggsdale stated the most recent guidelines/restrictions added to the Governor's latest Executive Order would only allow approximately 15-20 people to occupy the train station at one given time.

Mrs. Dalton stated, even with the restrictive limitations, the facility could be used for small gatherings, which she felt was better than none.

Mrs. Dalton stated the decision before Council would be to reopen the train station with a capacity limit (restriction), or not to reopen the facility at all.

Mr. Mitchell referenced the areas mentioned in the proposed plan that would require "restriction signage". He suggested the town not post any signs with restrictions that would be hard to enforce.

Mr. Mitchell stated there were multiple ways to safely maintain the requirements set forth by the Governor's Executive Order. He stated the responsibility should, not only fall on the town, but the citizens as well.

Mr. Mitchell shared his favor in reopening all of the park amenities in town, and posting signs that include the verbiage "Use at Your Own Risk".

Mr. George referenced Wayside Park, which is located nearby in Pittsylvania County. He informed Council the park had been recently reopened with requirements and restrictions posted as you enter the park.

Mr. Bennett shared his favor in reopening the public restrooms located at both English Park and Shreve Park. He stated he felt it should be up to an individual whether or not they choose to use the facilities.

Mr. Bennett stated, with the parks and trails remaining open, it would be an asset to have the restrooms open as well. He stated his favor in posting "Use at Your Own Risk".

Mrs. Dalton stated, she as an individual, wore a mask and used hand sanitizer as recommended in order to protect herself against the Coronavirus. She stated, however, the Town Council was a "governing body" and she felt it was their responsibility to help the town reduce the potential spread of the COVID-19 virus in any way possible.

Mrs. Dalton reminded Council it was their responsibility to decide what "degree of reopening" to allow. She shared her favor in allowing town facilities to be reopened, but suggested using the Governor's guidelines, as well as what was currently known about the COVID-19 virus, to steer Council's decision.

Mayor Mattox also shared his favor in opening up as many of the town's facilities as possible, while abiding by state guidelines.

## Council Regular Meeting June 9, 2020

Mayor Mattox referenced the splash pad in English Park. He stated he did not feel it was safe to open the attraction at that time.

Mr. Emerson asked if the splash pad water attraction was chlorinated.

Mr. Coggsdale informed Council the Governor's current Executive Order did not allow for such attractions (as the splash pad) to be open at that time.

Mayor Mattox asked the Town Manager what he needed from Council in order to move forward with the proposed Reopening Plan.

Mr. Coggsdale stated he would need direction from Council on which items in the plan to open and which ones to leave closed. He also stated he would like Council's input on what verbiage they wished to be on the signs for the areas that would be reopened.

Mr. Bennett referenced the Governor's recent mention for Phase III of the Commonwealth's Reopening Blueprint possibly being implemented in a few weeks. He shared his favor with the Town of Altavista opening up as many of its facilities as possible within the limits of the Governor's Executive Order.

Mayor Mattox stated he agreed with Mr. Bennett.

Mayor Mattox referenced the responsibility of the town to have adequate signage at all areas/facilities the town decides to reopen, in regards to safety rules/restrictions. He stated he had confidence in the Town Manager and Town Staff to comply with that requirement.

Mr. Bennett suggested reviewing what other surrounding localities are doing in this matter.

Mr. Coggsdale stated he noticed the decisions of other localities to close their offices and/or parks varied depending on the situation. He stated it was up to each locality to assess its own "risk factors" for operations and for reopening its parks and facilities.

Mayor Mattox stated, if an individual chooses to visit a town park or use a town facility, they are doing so at their own risk, as with any other public place they visit.

Mayor Mattox stated he did not think the Governor would be sending police to inspect every sign posted for reopening. He stated he felt, as long as the town gave an "honest effort" to abide by the guidelines given in consideration for the safety of its citizens, that was all that is expected and the best anyone could ask for.

Mr. Higginbotham asked what Council felt about reopening the basketball courts.

Mr. Emerson stated he felt the game of basketball was a "high contact sport" and was not in favor of opening the basketball courts at that time.

Mrs. Dalton agreed with Mr. Emerson and stated she felt reopening the basketball courts would put the players at a higher risk of catching and /or spreading the coronavirus.

All Council members were in consensus to keep the basketball courts closed at that time.

Mr. Coggsdale referenced the Altavista Train Station and the Booker Building. He asked Council for their thoughts on reopening the two facilities.

All Council members were in consensus to reopen the Train Station and the Booker Building, but under an "occupancy restriction" that follows the most recent Executive Order guidelines.

## Council Regular Meeting June 9, 2020

Mr. Higginbotham referenced the “rules and restrictions” signs that will be posted at all facilities the town reopens. He stated, with Phase III of the Commonwealth’s Reopening Plan potentially happening in a few weeks, he suggested Town Staff make the signs themselves, instead of paying for a sign company to make them, only to be unnecessary in a short period of time.

Mr. Coggsdale informed Council that staff had printed the signs for town offices and parks as required for the “social distancing” rule. He confirmed with Council’s request that staff would continue to make any signs needed to abide with the requirements and restrictions set forth by the Governor’s Executive Order.

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

All Council members were in consensus with the following:

### Remain Closed

- English Park Splash Pad
- All Town Basketball Courts

### Reopen – with Proper Signage for Executive Order (Phase II) Guidelines and Restrictions

- Public Restrooms
- Playgrounds
- Tennis Courts
- Pavilions (no rentals at this time)
- Booker Building & Train Station
  - with occupancy restrictions

Mayor Mattox asked the Town Attorney, Mr. Eller, for his thoughts on this matter.

Mr. Eller stated Council was doing “the best they could do” in the current circumstances.

## 10. Reports and Communications

### **Town Manager’s Report for the June 9, 2020 Council Meeting**

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

### **PROJECTS/ITEMS**

**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.

**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).*



**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.*

**Dalton's Landing Canoe Launch Project Update:** The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents.

DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. 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.*

**Personnel Recruitment:**

**Main Street Coordinator:** Staff is working with AOT representatives to move this process forward to the interview stage. *Kirsten Aherron has accepted the position and begins full time on Monday, June 8th.*

**Assistant Town Manager:** Staff has posted the job on the VML website and requested an advertisement run in the News & Advance the next two Sundays. In addition, staff will 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.*

**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.*

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

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

**Rt. 43 Gateway Project (Streetscape):** The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. *Work continues on this project. Substantial Completion Inspection scheduled for Friday May 8<sup>th</sup>. 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.*

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**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 currently working on an update to DEQ.*

**Staunton River RIFA:** Staff is working with legal counsel in regard to withdrawal from the Authority. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement. Greg Haley has provided staff with a settlement agreement that will be discussed with Council at their May 12, 2020 meeting. *Information in regard to Council’s approval of the settlement agreement has been provided to the SR RIFA’s legal counsel.*

**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.*

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5<sup>th</sup>. 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.*

**Main Street Sidewalk Extension Project (VDOT TAP):** Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT “Transportation Alternatives Program” grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.

**Lynch Creek Sewer** For the status of this project, see 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.

**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.

## Council Regular Meeting June 9, 2020

**Streetlight Project continued...** The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. *Phase II is underway and 8 new decorative heads have been installed.*

**APD Firing Range Improvements (McMinnis Spring area):** Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. *Staff has completed tree and stump removal for the area and grading has resumed.*

**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 14<sup>th</sup> 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 second stand.*

**Spring Paving:** The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11<sup>th</sup> Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12<sup>th</sup> to start working on the bidding documents. The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11<sup>th</sup> and the bid opening will be on March 16<sup>th</sup> at 2:00 PM at the Town Hall. Town Council rejected the recent bids and directed staff to re-bid due to recent low gas/oil prices. Staff has re-bid this item and will present a recommendation to Council at the May 12, 2020 meeting. *Paving is scheduled to begin on Monday, June 8<sup>th</sup>.*

**Town of Hurt Solid Waste Collection Services:** Town Council approved the agreement and weekly service will begin on Friday, July 3<sup>rd</sup>, 2020. Town staff is working with Hurt in regard to collection route. *Service will begin on July 3<sup>rd</sup>.*

**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.

**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.*

**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 8<sup>th</sup>, receive new equipment on January 16<sup>th</sup>, installing new equipment on January 16<sup>th</sup>, 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.*

**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.

**English Park Passive Area continued...** 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 and 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 gave Council a brief update on a couple of items in his June report:

- Dalton's Landing / Canoe Launch

Mr. Coggsdale informed Council an article advertising the town was accepting bids for this project was in the Altavista Journal newspaper last week. He stated the deadline for the "receipt of bids" is Thursday July 2<sup>nd</sup>.

Mayor Mattox asked if there was an estimated completion date for this project.

Mr. Coggsdale stated the contractors should be able to "break ground" in the fall of this year, with an estimated completion date enabling use of the canoe launch in spring 2021.

- Booker Building – Floor Restoration

Mr. Coggsdale stated Mr. Garrett, Public Works Director, was currently working on retrieving quotes for the Booker Building floor restoration project. He stated staff would bring the quotes before Council for review and consideration when they are received.

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

## 11. Matters from Council

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

- Mr. Bennett thanked the Town Manager, Waverly Coggsdale, and the Public Works Director, David Garrett, for their work pertaining to the new "vendor stand" for the Farmers Market, located at the Altavista Trade Lot.

Mr. Bennett stated he recently visited the Farmers Market and the vender he spoke with was very pleased with the new vendor stand and the shade it provided himself and his product.

Mr. Coggsdale stated the vendor stand had been erected by Altavista's Public Works Department, but he was happy to be a part of moving this project forward.

## Council Regular Meeting June 9, 2020

- Mr. George referenced the property previously known as the Lane Company. He stated the current owner has had an ample amount of time (10 years) to “cleanup” the property, but has not completed the task.

Mr. George suggested the town contact the property owner to discuss the matter, and give him a timeframe in which to complete the cleanup.

Mayor Mattox referenced the original deadline of July 2019 given to the current owner of the old Lane Company property for cleanup. He stated he also felt it was time for the town to revisit this issue and work with the property owner to find a solution.

Mr. George stated there were structures on the property that were run down and/or decaying. He stated the structures are considered a “hazard”, not to mention an eye-sore for the town.

Mr. Mitchell asked the Town Manager what the town could expect from the Brownfields Grant in regards to the remediation of the said property.

Mr. Coggsdale reminded Council that Town Staff had been working with Cardno Engineering to acquire a Brownfields Assessment Grant and was successful in receiving the grant. He stated, at that time, the town was in the “study stage” of the process.

Mr. Coggsdale stated he contacted the “old Lane Company” property owner to discuss whether or not he would be interested in participating in the Brownfields Study. He stated the property owner had questions regarding the study, so he directed him to contact Cardno for the answers to those questions. He stated, to date, there had not been a confirmed response from the property owner whether he would be participating in the study or not.

Mr. Coggsdale stated, if the property owner agrees to participate in the study, the town would compile an “assessment report” of the property to submit as part of a “remediation grant” application.

Mr. Mitchell stated, since Town Staff has put forth their time and effort in obtaining a Brownfields Grant, he felt the property owner of the old Lane Company should show responsibility and some effort to continue cleaning up the property as originally directed.

Mayor Mattox asked Mr. Eller, Town Attorney, since the property owner’s first deadline for completing cleanup had passed without completion, what options the town has in regards to enforcing the cleanup of the fore-mentioned property.

Mr. Eller reminded Council the original “agreement” was verbal and not part of a written contract. He stated the town could force the cleanup of the property under law by way of the property being a “hazard” and/or “public nuisance”. He stated the town would (first) need to identify what areas/items on the property were hazardous and/or a nuisance.

Mayor Mattox asked Council if they were interested in pursuing the action for declaring the old Lane Company property a “nuisance” to the town, in hopes of moving the cleanup of this property forward.

Mr. Higginbotham suggested Council allow staff to investigate the matter further.

Mr. Eller stated, if the town decides to declare the fore-mentioned property a nuisance, they would need to set a timeframe for completing the cleanup. He stated, if the property owner did not meet the completion deadline, the town would have the right to complete the task themselves and charge the property owner for the cleanup.

## Council Regular Meeting June 9, 2020

Mr. Eller then stated, if the property owner did not pay the town for the cleanup of his property, the town could place a “lien” on the said property.

Mrs. Dalton referenced the Brownfields Grant/Study. She suggested Council wait to see if the property owner agrees to participate in the proposed study on his property, before moving forward with any other actions, such as “declaring it a nuisance”.

Mayor Mattox asked if the town could implement both options.

Mr. Coggsdale informed Council he has given the property owner until Monday, June 22nd as the deadline to respond to the town’s offer of conducting an assessment study on his property through the Brownfields Grant.

Mr. Coggsdale stated, if the property owner does not wish to participate in the Brownfields Study, the town could then move forward with the process of declaring the old Lane Company property a “nuisance”.

Mayor Mattox suggested giving staff time to receive a response from the property owner and placing this item on the July Work Session Agenda to review their options at that time.

All Council members were in consensus to do so.

Mr. Mitchell suggested, while waiting on the results from the Brownfields Study, Council allow staff to evaluate the town’s current Town Ordinance to determine what items on the fore-mentioned property would be considered nuisances.

All Council members were in consensus to do so.

- Mr. Higginbotham referenced the pedestrian bridge that crosses the creek at the playground area of Shreve Park. He stated he was not in favor of replacing the bridge with a vehicle bridge.

Mr. Higginbotham asked Council, in order to move this project forward, to consider replacing the decaying bridge with another pedestrian bridge, but with the towns needs of ADA accessibility and wide enough for Public Works lawnmowers to cross over.

Mr. Higginbotham stated the placement where the bridge currently stands was such a small area, he felt a pedestrian bridge would be more esthetically pleasing for the park.

Mr. Higginbotham stated he would be happy to gather the information and estimated cost pertaining to another wooden pedestrian bridge similar to what is currently there, but including the width needed for ADA accessibility.

All Council members were in consensus to allow Mr. Higginbotham to do so.

Mr. George stated the spot where town trucks cross the creek was also in need of “repair”. He suggested pouring new concrete to repair that area.

- Mr. Emerson thanked the Town Manager, Waverly Coggsdale, and the APD Chief, Tommie Merricks, for their part in orchestrating the recent parade held for the Altavista High School 2020 Graduates.

Mr. Emerson also recognized Chief Merricks for his recent act of kindness towards the 2020 Altavista Graduates in the form of a “hand written” card to each one living in town.

Mr. Emerson stated he felt the act was an outstanding show of caring for his community.

## Council Regular Meeting June 9, 2020

- Mr. Mitchell commended Town Staff and Town Personnel for their service and continued efforts to maintain a safe environment during the COVID-19 pandemic.
- Mayor Mattox informed the Town Attorney, John Eller, there was a consensus of Council to change their regular Council meeting start time from 7PM to 6PM. He asked Mr. Eller what Council needed to do to make that happen.

Mr. Eller informed Council they would need to amend the Town Ordinance as such.

Mrs. Dalton suggested not specifying a time, but stating “as Council desired”.

Mr. Higginbotham stated he felt the ordinance, for consistency purposes, should state a specific time designated to start the work sessions/meetings. He stated this Council wants their regular meeting to start at 6PM, but the next Council may want a different start time.

All Council members were in consensus to allow the Town Attorney to update the Town Ordinance to show Council’s request to change their regular monthly Council meeting start time from 7PM to 6PM accordingly.

Mr. Coggsdale stated he would place this item on Council’s June 23<sup>rd</sup> Work Session Agenda for final approval.

Mr. Coggsdale stated, once approved, staff would advertise the approval in order to inform the public of the meeting’s time change.

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.

Mayor Mattox stated he felt the citizens of Altavista were doing an excellent job of “looking out for one another”. And he applauded the community for doing the best they can under the current (COVID-19) circumstances.

Mayor Mattox thanked all citizens attending the June 9, 2020 Council Meeting through the electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

## 12. Closed Session

### CLOSED SESSION

DATE: Tuesday June 9th, 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)(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.



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

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

Council went into Closed Session at 8:40PM.  
Notice was given that Council was back in Regular Session at 8:50PM.

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 the town council.

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

Following Council’s Closed Session, notice was given to staff by the Town Manager regarding the following...

Mr. George, seconded by Mr. Emerson, motioned to approve the Town of Altavista to purchase the property located at the corner of 7<sup>th</sup> Street and Campbell Avenue, formally owned by Shelton & Hailey Holding Company, for the price of \$65,000.

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 Mitchell	Yes



## Council Regular Meeting June 9, 2020

### 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 8:51 PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk