

Council Regular Meeting November 10, 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 November 10, 2020 at 6:00 p.m.

AGENDA:

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

Council Members

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

Absent: Vice-Mayor Beverley Dalton

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

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 asked Council if they had any questions, comments, or concerns regarding the proposed November 10, 2020 Council Meeting Agenda, to which there were none.

Councilman Higginbotham, seconded by Councilman George, motioned to approve the meeting agenda as presented

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	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. Employee Milestones

Town Manager Waverly Coggsdale informed Town Council of Andy Wyatt's 30 years of service with the Town of Altavista's Utilities Department as of October 2020. He stated Mr. Wyatt was the Superintendent of Altavista's Waste Water Treatment Plant.

Mr. Coggsdale thanked Mr. Wyatt for his continued service to the town.

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

b. Personnel Changes

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

New Hires

- Dakota Ashby Publics Works Maintenance Worker 10/12/2020
- George Sandridge Admin. Intern Main Street Coordinator 10/19/2020

Departure

- Kirsten Aherron Administration AOT Main Street Coordinator

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

c. Service Recognition

Mayor Mattox stated Council would be presenting John Woodson with a resolution honoring his 17 years of service to the Town of Altavista as a member of the Altavista Planning Commission (PC).

Mayor Mattox asked Mr. Woodson if he would like to say a few words.

Mr. Woodson stated he really enjoyed his years on the Planning Commission. He stated he loved seeing how the town had grown since he started 17 years ago, and it was his pleasure to be a "tiny part" in assisting with that growth.

Mr. Woodson stated he also enjoyed working with Planning Commission Chairman John Jordan. He stated Mr. Jordan was the finest Chairman he ever worked under.

Mr. Woodson thanked Town Council for appointing him for those years and allowing him to serve the Town of Altavista and the town's citizens.

Mayor Mattox asked John Jordan, Planning Commission Chairman, if he would like to say a few words.

Mr. Jordan stated he attended the meeting that evening in support of Mr. Woodson and his many years of service. He stated he had only been on the Planning Commission for six years, but in that time, had enjoyed working with Mr. Woodson.

Mr. Jordan stated that Mr. Woodson's significant knowledge of the Town of Altavista and his caring dedication to the community had been a great help to him during his time as Chairman and also very appreciated by his fellow Planning Commission members.

At that time, Mayor Mattox read aloud the resolution for Mr. Woodson.

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RESOLUTION IN RECOGNITION OF JOHN N. WOODSON

WHEREAS, the Town Council and the Altavista Planning Commission encourages participation and thoughtful approaches to the impacts of development within the community and on the environment; and

WHEREAS, John Woodson was appointed to serve on the Altavista Planning Commission in April 2003 to serve out the unexpired term of his father and has elected not to seek reappointment when his term expired on September 30, 2020; and

WHEREAS, Mr. Woodson provided valuable leadership, insights, and planning contributions to the town's planning program during his tenure; and

WHEREAS, John Woodson's time of service has been marked by exemplary dedication of the best interests of the community; through his active participation in the development of the update and revision of the Town's Zoning Ordinance adopted in October 2011; annual reviews of the Town's Comprehensive Plan to include a formal update to the Plan in 2015; and development of Design Guidelines in 2014; and

WHEREAS, Commissioner John Woodson has performed his duties with the highest respect for our citizens, his fellow commissioners, and ethical standards of the Town.

NOW THEREFORE, BE IT RESOLVED that by action of Mayor Michael Mattox, the Altavista Town Council, Chairman John Jordan and the Planning Commission, all proclaim their appreciation and gratitude to John Woodson for his outstanding service on the Altavista Planning Commission.

Adopted this 10th day of November 2020.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to adopt the resolution as presented, in regard to John Woodson's 17 years of service on the Altavista Planning Commission.

Motion carried.

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

Mayor Mattox asked Council if they had any additional comments for Mr. Woodson.

Councilman Mitchell stated there were many people that only "talk" about needed changes, and then there were those individuals that contribute to making those changes happen. He thanked Mr. Woodson for his many years of service to the town.

Councilman Emerson thanked Mr. Woodson for his service to the Town of Altavista.

Councilman Higginbotham thanked Mr. Woodson for all he had contributed to the town while serving on the Planning Commission.

Councilman George stated it had been a pleasure for him to serve with Mr. Woodson for the past few years. He thanked Mr. Woodson for his service.

Councilman Bennett stated he appreciated all that Mr. Woodson had done for the town during his 17 year term. He stated he felt Mr. Woodson was a "doer", rather than a talker.

At that time, Mayor Mattox presented Mr. Woodson with his Resolution of Recognition.

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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 November 10, 2020 Council Meeting Agenda, to which there were none.

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

Partner Updates

Altavista On Tract (AOT)

Representative: Community Development Intern George Sandridge

Mr. Sandridge came before Council with updates in regard to current and upcoming AOT events:

- “Shop Small” Altavista, Saturday November 28th, 11am-5pm.
- Town of Altavista Holiday Ornaments for sale during the Shop Small event.
 - Ornaments cost \$10 each
 - 2020 Town Ornament showcases Altavista Library (Staunton River Memorial Library)
 - Any ornaments not sold during the event, would be taken to Town Hall for continuation of the ornament sale.
- Altavista Small Business “Pop-up Program”
 - Business application deadline was scheduled for December 1st.
 - If no interest by December 1st, the event would be rescheduled for spring 2021.
- Altavista Annual Giblet Jog

Altavista Area Chamber of Commerce

Representatives: Chair Susan Hammack and Chair Elect Romonda Davis

Ms. Hammack addressed Council with updates on current and upcoming Chamber activities. She stated, even though the Chamber Board of Directors was comprised of volunteers that have full-time jobs and other responsibilities, they were committed to creating and maintaining a stronger foundation moving forward.

Ms. Hammack stated the Chamber had recently identified “gaps in procedures”, but they were working through those issues by creating a more controlled procedural environment.

Ms. Hammack informed Council that the Chamber decided to outsource its “financials” to ensure accountability. She stated the Chamber also created a “Board Manual” outlining the expectations and responsibilities for its board members.

Ms. Hammack continued stating the Altavista Chamber of Commerce recently partnered with the Lynchburg Regional Business Alliance to create a Strategic Plan for moving forward. She stated the Chamber then released a new mission statement: “The Chamber of Commerce Represents the Interest of the Business Community and Focuses on Their Ability to Prosper”.

Ms. Hammack stated the Chamber was also in the process of redesigning their online website to be more “interactive”. She stated the upgrade would include the ability for customers to schedule and pay for train station rentals. She stated the town’s annual Uncle Billy’s Day Festival would also be featured and scheduled on the main website, not separately, as in the past.

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Ms. Hammack concluded her update presentation by sharing with Council the Chambers upcoming event schedule:

- November 11th – Ribbon Cutting for National Center for Healthy Veterans, with General Oliver North as the key speaker
- November 18th – Chamber monthly board meeting
- November 28th – “Shop Small” Altavista Event (partnership with AOT)
- November 28th – Town Tree Lighting Ceremony @ Library/Presbyterian Church
- December 5th – Altavista’s Annual (Reverse) Christmas Parade 6-8pm @ English Park

Ms. Hammack thanked Town Council and the Town of Altavista for their continued partnership and support of the Altavista Chamber of Commerce. She invited Council to reach out to her any time they had questions or comments for the Chamber.

At that time, Altavista Chamber of Commerce Chair Elect Romonda Davis came before Council with an update in regard to the 2020 Town Christmas Parade.

Mrs. Davis asked Mayor Mattox to consider “leading” the Christmas parade that year, along with any Council member that would also like to participate. She stated, if he concurred, Feller’s Chevrolet Car Dealership in Altavista would have three cars available for the Mayor and Council to lead/begin the parade and then park alongside the other participants of the parade.

Mayor Mattox stated he would be happy to do so.

Mrs. Davis stated Councilman George had already agreed to be a parade judge, along with an AOT Board Member and Rotary Club Member, so each group would be equally represented.

Mrs. Davis stated the Chamber recently gave the town’s Public Works Department the “lights” needed for the parade, and they would be installed the following week.

Councilman Bennett asked what time Council needed to be at the park.

Mrs. Davis reminded Council the Christmas Parade would begin at 6:00 PM. She suggested, if participating, being at the parade staging area no later than 5:30 PM.

Mayor Mattox thanked the Altavista Chamber of Commerce for persevering through such tough times recently, and for striving to make it still feel like a traditional Christmas in Altavista.

Mayor Mattox stated he appreciated the Chambers continued efforts and he felt certain Town Council and the Altavista Community did as well.

Consent Agenda Approval

5. Approval of Council Meeting Minutes
 - October 13, 2020 Regular Meeting
 - October 27, 2020 Work Session
6. Acceptance of Monthly Financial Reports
 - October 2020 Revenue And Expenditures
7. Approve CY2021 Town Council Meeting Schedule
8. Approve FY2022 Budget/Capital Improvement Program Calendar
9. Approve Acceptance of the FY2020 Financial Report/Audit

Mayor Mattox asked Council if they had any questions or concerns pertaining to the November 10, 2020 Consent Agenda, to which there were none.

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Councilman Bennett made the motion, seconded by Councilman Emerson, to approve the Consent Agenda as presented.

Motion carried.

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

Public Hearing

There were no public hearings scheduled for the November 10, 2020 Regular Council Meeting.

Unfinished Business

10. Park Signs and Memorials

Background:

At the October 13, 2020 Regular Town Council Meeting, information was brought to Council related to memorial and park signage for the John H. Moseley Memorial Park and the Leonard Coleman Memorial Park. Council instructed Town Staff to reword the memorial signage and also to obtain quotes for the proposed memorials and signs.

At the October 27, 2020 Council Work Session, Council members indicated they would like to have the park dedication for the Moseley Memorial Park in April 2021, which coincides near Mr. Moseley's birthday; and to also proclaim the date as John H. Moseley Day in The Town of Altavista. The tentative date for the dedication would be April 18, 2020.

Assistant Town Manager Amie Owens addressed Council in regard to this item.

Ms. Owens shared with Council the revised language that had been requested for the memorial plaques; as well as a spreadsheet outlining the costs of the various sign options. She stated each sign option would take 2 to 4 weeks for delivery; and the memorials 6 to 8 weeks.

Ms. Owens referenced the memorial plaques for each park. She stated, from the received quotes, Martin Monuments in Keysville, VA submitted the lowest quote for a total of \$4,000 for both bronze plaques.

Ms. Owens asked Council for guidance on how they wished to move forward with these items.

Mayor Mattox asked Council if they had any questions for Ms. Owens in regard to this item.

Councilman George referenced the memorial plaques. He asked how they would be displayed.

Ms. Owens stated the memorial plaques would both come with a display stand that would be mounted/installed into the ground.

Councilman Bennett referenced the memorial plaques and the two options of aluminum and bronze. He stated, while aluminum was cheaper, a bronze plaque would hold up better under natural elements (weather). He stated the bronze plaques would also mirror the memorials located in other parks of Altavista.

Mayor Mattox stated he felt bronze plaques had a cleaner and more "classic" look.

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Councilman George asked if the \$4,000 quote from Martin Monuments included both plaques.

Ms. Owens confirmed the quote was for both (two) plaques and display stands.

Councilman Mitchell asked Ms. Owens which plaque/memorial option staff recommended.

Ms. Owens stated Martin Monuments offered a quality product and was the lowest bidder for this project. She also stated the town had a good relationship with the business.

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to award Martin Monuments in Keysville, VA the memorial plaque portion of this item/project. The approval included two bronze plaques and display stands for a total of \$4,000.

Motion carried.

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

Ms. Owens also asked Council for direction regarding the proposed “welcome” and “park rules” signage for both Coleman and Moseley Memorial Parks.

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

Councilman Mitchell asked which of the two welcome sign options was the most similar to what Altavista already had.

Mr. Owens stated Altavista used both metal and wood/composite signage throughout the town, depending on the application. She stated the metal signs were used for road signs and also “park rules” signage in other Altavista park locations.

Councilman Bennett referenced the “name” sign at the entrance of Altavista’s Water Treatment Plant. He reminded Council the wood/composite stand sign was also used in other areas throughout the town.

Mr. Mitchell shared his favor in only having a metal “rules” sign at both parks, and not having any other signage, such as the larger wood/composite “welcome” sign option.

Councilman Mitchell made a motion, seconded by Councilman George, to approve the metal sign option for signage at Coleman Memorial and Moseley Memorial Parks.

Councilman Higginbotham asked, in regard to the metal sign option, which company staff recommended using.

Ms. Owens stated 3D Specialties had the lowest cost for metal signs and the town had used their services on previous metal sign projects.

Mr. Higginbotham asked if the cost quoted by 3D Specialties included shipping cost, to which Ms. Owens confirmed it did.

Councilman Bennett asked Councilman Mitchell if his motion also included a metal sign for the proposed “welcome” signage in both parks.

Councilman Higginbotham reminded Council the town was already recognizing the current Avondale Park as the future John H. Moseley Memorial Park with the recently approved bronze memorial plaque/monument.

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Mr. Higginbotham suggested Council consider being conservative of how many “signs” they place in the town’s parks.

Ms. Owens stated Council could consider the option of also having a metal “welcome” sign on the same pole as the metal “rules” sign.

Councilman Mitchell asked if there was a welcome sign at the Bedford Avenue Neighborhood Park, to which Mayor Mattox answered there was not.

Mr. Mitchell stated he agreed with Councilman Higginbotham and felt it was not necessary to have so many different signs in the town’s neighborhood parks. He stated he felt the memorial plaques/monuments for Coleman and Moseley parks and the “rules” signs were sufficient.

Councilman Mitchell amended his original motion, seconded by Councilman Higginbotham, to approve the metal sign option by 3D Specialties for a total of \$208 for two metal signs; one for each, Leonard Coleman and John H. Moseley Memorial Parks. The metal signs were to include “park rules” only, no additional (welcome) signs approved.

Motion carried.

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

11. Innovation Center / Co-working Space – IT/Security Project Consideration

Background:

Town Staff had been working on the development of an Innovation Center/Co-Working Space to be located in the former Altavista Fire Station at 508 7th Street (next door to Town Hall). The town obtained several grants for this project, which would assist with the renovation and furnishing of the building.

Town Manager Waverly Coggsdale informed Council that Town Staff had been evaluating the Information Technology (IT) and security improvements that would be needed for the Innovation Center. He stated, after review, staff would recommend they be directed by Council to negotiate with River City Systems, Inc. (Danville, VA) in regard to design/installation of IT infrastructure, security, and low-voltage systems for the space.

Mr. Coggsdale stated components for this portion of the Innovation Center Project may include, but were not limited to, VoIP Phone System, interior and exterior Wi-Fi, access control, security camera system, booking/scheduling system, digital signage, and last mile fiber from telco provider, as well as other IT needs.

Mr. Coggsdale reminded Town Council the town currently had \$80,000 of CARES Act funding earmarked for this project. He stated, due to the deadline for funding use (December 31st), this item was time-sensitive and would need to begin as soon as possible.

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

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

Councilman Mitchell stated, with the town utilizing CARES Act funding for this project, was the project on schedule for the IT and security system to be installed by December 31st, 2020.

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Town Manager Waverly Coggsdale stated the town would make every effort to ensure the project stayed on schedule so CARES Act funding could be utilized.

Mr. Coggsdale stated the installation schedule was still a “work in progress”. He stated, during recent discussions with River City Systems, the company felt they could have most of the equipment ready for installation within the given timeframe.

Mr. Coggsdale stated, any unfinished items not met would be addressed closer to the deadline.

Councilman George asked how much “grant” funding, other than CARES Act, had the town received for the Innovation Center Project.

Mr. Coggsdale stated the Town of Altavista received an \$183,400 Tobacco Commission Grant and a \$100,000 USDA Grant to be used towards the Innovative Center/Co-worker Space.

Mr. Coggsdale stated the town also received a \$25,000 Grant through Altavista On Track for use towards a feasibility study and marketing plan for this project.

Councilman Bennett asked if there was a completion date scheduled for the Innovation Center.

Mr. Coggsdale stated a completion date had tentatively been estimated for September of 2021.

Mr. Coggsdale informed Council that staff was currently working on “formalizing” the renovation process, which was being funded with a grant from the Tobacco Commission.

There were no additional questions or comments from Council.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve authorization for Town Staff to work with River City Systems, Inc. (Danville, VA) to design and install the necessary IT and security improvements related to development of the new Innovation Center/Co-Working Space at 508 7th Street, Altavista; and utilizing \$80,000 of earmarked CARES Act funding to complete this portion of the project.

Motion carried.

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

New Business

12. Planning Commission Report / Town Ordinance Amendment - Public Hearing Request

Background:

The Altavista Planning Commission held public hearings on Monday, November 2, 2020 to consider various amendments to Altavista’s Town Code.

- ORDINANCE AMENDMENT #OA-20-01: An ordinance to delete Sec. 86-421(c) of the Zoning Ordinance to remove the reference to Virginia Main Street in the Downtown Revitalization Overlay (DRO) District.
- ORDINANCE AMENDMENT #OA-20-02: An ordinance to add a new Sec. 86-915 to the Zoning Ordinance related to inspection warrants.

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- ORDINANCE AMENDMENT #AO-20-03: An ordinance to amend Sec. 86-6 of the Zoning Ordinance, “Zoning Permits” to clarify when a zoning permit is required, to add language that zoning permits are not transferable, and to require that delinquent real estate taxes be paid prior to the issuance of a zoning approval.
- ORDINANCE AMENDMENT #AO-20-04: An ordinance to amend Sec. 86-913 of the Zoning Ordinance, “Penalties” to restructure the fines and civil penalty requirements for willful violation of the Zoning Ordinance and to increase the minimum fine for a misdemeanor offense to not less than \$50.
- ORDINANCE AMENDMENT #OA-20-05: An ordinance to amend Sec. 21-2(c) of town code “Derelict building; procedure; real estate tax abatement” to establish a civil penalty for failure to submit a plan to remove or rehabilitate derelict structures within 90 days.

Following the public hearings, the Planning Commission recommended the amendment requests be approved.

Community Development Director Sharon Williams addressed Council for this item.

Ms. Williams stated, at that time, Town Staff was requesting Town Council to set a public hearing on December 8, 2020, a Regular Council Meeting, for Council to consider the Planning Commission’s recommendations on the item.

Ms. Williams stated she would be glad to answer any questions Council may have.

Mayor Mattox asked Town Attorney John Eller for his input regarding the requested amendments.

Mr. Eller informed Council he had worked with Ms. Williams on the changes for the requested amendments. He confirmed they were all appropriate requests/amendments.

Mayor Mattox asked Council if they had any questions for staff in regard to the Planning Commission’s public hearing request pertaining to Town Code Ordinance Amendments.

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

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept Town Staff’s recommendation and set a public hearing for Tuesday, December 8, 2020 at 6:00 PM in regard to the Planning Commission’s recommendation on Town Code Text Amendments.

Motion carried.

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

13. AVOCA Project(s) Update

Town Manager Waverly Coggsdale informed Council that staff had recently been briefed by Mike Hudson, Avoca Executive Director, in regard to two projects the Avoca Board of Directors have approved and would like to move forward:

- Outdoor Lighting – three decorative lamp posts
- Chimney Caps – preventative maintenance for the main house/museum

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Mr. Coggsdale stated, since the museum was a town-owned facility, staff wanted to inform Town Council of these two improvements to the facility. He stated the Avoca Board had obtained grant funding that would cover the cost of both projects; therefore, no town funds were required.

Mr. Coggsdale stated this item was informational only, but would like a potential “consensus” from Council for whether or not they approve of the proposed improvement projects.

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

Councilman Emerson stated he felt the additional lighting would be a great improvement to the venue for “night events”.

There were no other comments from Council.

Councilman Emerson made a motion, seconded by Councilman Higginbotham, to approve the two improvement projects to the Avoca property proposed by the Avoca Board of Directors.

Motion carried.

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

Reports and Communication

14. Monthly Report from Town Manager

Town Manager Waverly Coggsdale informed Council

Town Manager’s Report for the November 10th, 2020 Council Meeting

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

Innovation Center/Co-Working Space

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

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

Booker Building Renovation Process

The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration.

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In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle.

Staff has been working with one of the contractors that submitted a price to redo the floor to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9th. Once complete, staff will inform Council so they can look at the result.

Dalton's Landing Canoe Launch

The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. 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. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature.

Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and placement of geo-fabric and stone due to unsuitable soil. Work continues to progress.

Eagle Trail Overlook (Observation Deck)

Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will update Council at their July 14, 2020 Council Meeting.

The project continues to move forward with the concrete being poured. Council approved the railing fabrication.

Brownfields Grant Program

Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river. *Staff and consultant participated in a Grant conference call with the EPA to begin the project. The consultant is submitting necessary paperwork to EPA.*

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

The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th.

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

Main Street Sidewalk Extension Project (VDOT TAP Grant)

Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. Staff has informed VDOT that the Town is agreeable to the match for this project.

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

APD Firing Range Improvements (McMinnis Spring area)

Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

Public Works is in the final stages of this project. The building and shelter are being ordered.

Utility Bill Discount Program

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

Shreve Park Improvements (Playground Equipment/Bridge)

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

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

John Moseley Memorial Park (formerly Avondale Park Improvements)

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

English Park Passive Area (Large Field Trail)

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

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

Streetlight (Decorative) LED Head Conversion Project

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

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

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

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Mayor Mattox referenced one the items in the Town Manager's monthly report, the town's new Utility Discount Program. He asked if there was a "funding source" for the program.

Town Manager Waverly Coggsdale stated there was no funding source needed for this program. He stated there would only be a reduction in utilities' revenue.

Mr. Coggsdale stated, the revenue reduction would not be substantial, but something for Council to consider when developing the upcoming FY2022 Budget.

There were no additional comments regarding this item.

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

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

15. Departmental Reports

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

16. Council Calendars

These items were given to Council at an earlier date in their Council Meeting Pre-Packet.

Matters from Council

Mayor Mattox took this time to congratulate Councilman Higginbotham and Councilman Emerson for their recent victory and re-election to Town Council. He also congratulated Scott Lowman (present in audience) for his victory in being elected to Council as the replacement for retiring Vice-Mayor Mrs. Beverley Dalton.

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

- Councilman George asked for an update in regard to the ongoing cleanup project of the old Lane Company property by Greg Dahbura.

Town Manager Waverly Coggsdale stated Mr. Dahbura was on his list to call that week. He reminded Council they had given Mr. Dahbura ninety days from the time he addressed Council with his intended plans for finishing the cleanup project. He stated Mr. Dahbura was at the "eighty day" mark of that projected timeframe.

Councilman Higginbotham asked if the town could take legal action if Mr. Dahbura did not honor the agreement between himself and Council.

Mr. Coggsdale stated not at that time, but if Council desired, they could investigate and discuss the issue/possibility with legal counsel.

- Councilman Bennett asked for an update on the town's SmartScale/VDOT projects.

Town Manager Waverly Coggsdale stated he had not heard from VDOT regarding any SmartScale projects. He stated he would check with VDOT and report back to Council.

Mayor Mattox referenced the "sidewalk extension project" on the North end of Main Street. He asked if there was an update on the project and/or when it would move forward.

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Mr. Coggsdale stated he had not received official confirmation from VDOT that the project had been approved, but there had been every indication that it would be. He stated the recent Commonwealth Transportation Board Package showed funds “allocated” for the project.

Mayor Mattox asked if the potential VDOT funding had an 80/20 fund match requirement, to which Mr. Coggsdale confirmed it did.

Councilman Mitchell asked what the total budget was for the sidewalk extension project.

Mr. Coggsdale stated approximately \$9 million. He stated he would confirm the amount and get back with Council with a confirmation.

Councilman Bennett requested Town Staff to investigate an issue with the stop light in front of the Post Office (7th & Broad Street). He stated the stop light, from the post office/library side of Broad Street, was not staying green very long.

Town Manager Waverly Coggsdale stated he would have staff investigate the issue.

There were no additional comments or concerns from Council.

Mayor Mattox thanked everyone for attending the Council meeting that evening.

At that time, Town Council entered Closed Session.

Closed Session

DATE: Tuesday November 10th, 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 of candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (AEDA Appointments)

The motion was made by Councilman Higginbotham, seconded by Councilman Emerson.

Motion carried.

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

Town Council entered into a Closed Session Meeting at 6:47 PM.

Notice was given Town Council was back in Regular Session at 6:56 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Councilman Higginbotham, seconded by Councilman 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

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

Also Following Closed Session:

On a motion made by Councilman Higginbotham, and seconded by Councilman Mitchell, the Altavista Town Council approved the appointment of Mr. Shawn Stone to the Altavista Economic Development Authority, effective January 1, 2021, to fill the unexpired term of Todd Hall, who resigned effective December 31, 2020.

Motion carried.

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

On a motion made by Councilman Higginbotham, and seconded by Councilman George, the Altavista Town Council approved the appointment of Mr. Walter Maddy to the Altavista Economic Development Authority, effective December 1st, 2020, for a four year term.

Motion carried.

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

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 6:58 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk