

# Town Council Regular Meeting January 12, 2021

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on January 12, 2021 at 6:00 PM.

At six o'clock pm, Mayor Mattox called the meeting to order and presided.

## Council Members

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

## Staff present:

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

Reverend Eduardo Soto, Altavista Presbyterian Church, gave the invocation.

Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

## 1. Agenda Adoption

Mayor Mattox stated there were no amendments to the January 12, 2021 agenda.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed January 12, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman George, to approve Council's January 12<sup>th</sup> Meeting Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Councilman Higginbotham entered the Council meeting at this time, 6:03 PM.

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## 2. Council Closed Session

DATE: Tuesday January 12, 2021

A motion was made by Councilman George for the Altavista Town Council to convene in closed session, in accordance with the provisions set out in the *Code of Virginia*, 1950;

Section 2.2-3711 (A)(1):

Discussion, consideration, and/or interviews of prospective candidates for Vice Mayor.

The motion was seconded by Councilman Emerson.

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

Councilman Mitchell stated he did not feel this matter needed to be discussed in closed session.

Motion carried.

VOTE:	Mr. Wayne Mitchell	No
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 6:05 PM.

Council returned to the regular meeting at 6:19 PM.

### FOLLOWING CLOSED SESSION:

A motion was made by Councilman George, 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 provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the 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. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

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### 3. Election of New Vice Mayor

*Town Code: Sec. 10. - Vice-Mayor.*

*At the first meeting after the Mayor takes office following his/her election, Town Council shall elect from its membership, a Vice Mayor. The Vice Mayor shall act as Mayor during the absence or disability of the elected Mayor and, if a vacancy occurs, shall become Mayor until the next regular Councilmanic election.*

*(Amend. eff. 3-30-06)*

Mayor Mattox opened the floor for nominations from Town Council for consideration of the vacant seat/position of Vice Mayor.

Councilman Higginbotham nominated Councilman Reggie Bennett for Vice Mayor.

There were no other nominations, therefore, Mayor Mattox closed the nomination period.

A motion was made by Councilman Higginbotham, seconded by Councilman Emerson, to nominate Councilman Reggie Bennett to the position of Vice Mayor.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Dr. Scott Lowman	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked the newly elected Vice Mayor, Councilman Reggie Bennett, for his willingness to serve.

Councilman Bennett thanked his fellow Council members and took his new seat on the right-hand side of the Mayor as the Vice Mayor for the Town of Altavista.

### 4. Recognitions and Presentations

- Personnel Changes (since December 1<sup>st</sup>, of 2020)

New Hires:

Destinee Tompkins	Police Department Recruit *	12/21/2020
Kyle Haskins	Public Works-Maintenance Worker	12/21/2020
Emily Thurman	Police Department Recruit *	12/28/2020

( \* = at police academy January – June 2021 )

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the January 12, 2021 Council Meeting Agenda.

Ms. Debra Senga, 911 Bedford Avenue, Altavista, came before Council with her concerns in regard to the smell that occurs when Dominion Power Company burns their wood chips.

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Ms. Senga stated the smell was only occasional, but when it occurs, it was very strong and sometimes overpowering.

Ms. Senga stated she appreciated the town's diligent efforts to preserve the air and water quality for its citizens, and she wanted to bring this issue to Council as a concerned citizen.

Mayor Mattox thanked Ms. Senga for her time and for attending the meeting that evening.

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.

### 6. Partner Updates

#### Altavista On Track (AOT)

Representative: AOT Board President Reverend Ed Soto

Reverend Soto reminded Council the next AOT Board Meeting was scheduled for Thursday, January 12<sup>th</sup> at 5:15 PM. He then updated Town Council on a few items in AOT's 2021 agenda.

Reverend Soto stated, due to the COVID-19 pandemic, AOT would continue to focus on "relief, recovery, and revitalization initiatives" for downtown businesses and property owners.

Reverend Soto referenced the 2021 Downtown Investment Ideas Grant – Awarded to AOT in 2020. He stated the funds from the grant were used, in part, to supply "welcome packets/bags" to citizens and businesses new to the area; and also to fund Altavista's Pop-up Program.

Reverend Soto informed Council the Pop-up Program had been a success, along with utilizing the Henderson Building for the program. He stated AOT planned to submit an application for the grant/funding again in 2021 for use in CY2022, to hopefully expand the Pop-up Program.

Reverend Soto also referenced AOT's recent efforts to expand the Altavista Downtown District with their "boundary expansion" project. He stated, through conversations with representatives from the Virginia Main Street Program and DHCD, the boundary line expansion would tentatively be increased to include the Charlotte Avenue area of Altavista.

Reverend Soto stated he would be glad to answer any questions Council may have in regard to Altavista On Track and their upcoming 2021 yearly agenda/activities.

Councilman Emerson referenced the new downtown boundary line stopping at Charlotte Avenue. He asked if there was any reason why not to include or expand to Amherst Avenue.

Reverend Soto stated DHCD suggested not going that far "just yet". He stated, due to being in an interim period with AOT staff, it was more viable to start with a small expansion.

Reverend Soto stated it was AOT's long-term goal to expand the Altavista Downtown District all the way down Main Street to Wood Lane. He stated AOT would be moving forward with a "phased approach" with that goal in mind.

Mayor Mattox referenced the Town of Altavista and its small "five mile circumference". He asked Reverend Soto if he knew of any localities where the Main Street Program included the entire town.

Reverend Soto stated he did not, but he would investigate the notion further. He stated, if they did exist, he would draw from their experience to help Altavista accomplish the same goal.

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

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Reverend Soto thanked Town Council and the Town of Altavista for their continued partnership and support with Altavista On Track.

Mayor Mattox thanked Reverend Soto for the Altavista On Track updates, and for all the work he does for the community through AOT and his church, Altavista Presbyterian Church.

### 7. Consent Agenda

- A. Approval of Council Meeting Minutes
  - o December 8, 2020 Regular Meeting
  - o No Council Work Session in December
- B. Acceptance of Monthly Financial Reports
  - o December 2020 Revenue And Expenditures

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the January 12, 2021 Consent Agenda, to which there were none.

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

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

### 8. Public Hearing(s)

There were no public hearings scheduled for January 12, 2021.

### 9. New Business

- A. Altavista Recreation Committee – Report/Update on Bedford Avenue Playground

Background:

During a recent meeting, the Altavista Recreation Committee discussed a concern in regard to a piece of playground equipment located at the Bedford Avenue Neighborhood Park. Members had been informed that at least two children had been injured on the seesaw/teeter totter. Town Staff was asked by the Recreation Committee to relay this item to Council for consideration of possibly having the seesaw replaced.

Town Manager Waverly Coggsdale shared with Council a photo of the said piece of playground equipment for their visual reference. He stated Councilman George, as liaison to the Recreation Committee, could answer any questions Council may have on this item.

Councilman Emerson asked how the children had been injured.

Councilman George stated, according to citizen sources, the two children fell forward on the seesaw, incurring facial injuries. He stated these were two separate incidents.

Councilman George reminded Council the Coleman Memorial Park had the same seesaw.

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Councilman Mitchell asked if there had been any other complaints received at the Town Hall office in regard to the seesaw playground equipment.

Mr. Coggsdale stated there had not been any complaints regarding the seesaws, other than the recent one received by the Recreation Committee.

Councilman Emerson asked the ages of the two children that sustained the injuries.

Mr. George stated, confirmed by Mr. Coggsdale, one child was five years old and the other child was seven years old.

Mr. Emerson stated he had taken his daughter to the Bedford Avenue Park multiple times, and he had not seen an issue with the seesaw equipment.

Councilman Mitchell stated he felt, with no other complaints, and no mechanical issues with the equipment, the concern should be monitored, and the seesaw kept in the parks.

Vice Mayor Bennett stated all children have accidents from time to time. He stated, with no mechanical issues, he did not feel the seesaw needed to be removed.

Councilman George informed Council that the Recreation Committee asked Town Staff to contact the seesaw equipment supplier to inquire if there had been other complaints or issues with this piece of equipment.

Mr. Coggsdale stated Town Staff had been told by the supplier, to their knowledge, there were no other complaints, equipment malfunctions, or recalls in regard to the seesaw.

Councilman Lowman asked how long the seesaw had been located at the Bedford Avenue Neighborhood Park.

Mr. Coggsdale stated Bedford Avenue's Park had a playground equipment upgrade approximately six years prior to this date. He stated the seesaw was installed at that time.

Councilman Lowman stated, due to only having two seesaw complaints over the past six years, he did not favor removing the piece of equipment.

Mayor Mattox suggested Council consider keeping the seesaw at the Bedford Avenue Neighborhood Park at this time, continue monitoring the situation, and reevaluate removal of the seesaw if it became a continuous issue.

All Council members were in consensus to do so.

### **10. Unfinished Business**

#### **A. Utilities Department Update – McMinnis Waterline Replacement**

Background:

Town Council previously approved the McMinnis Water Line Replacement Project as part of the Town's Capital Improvement Plan in 2019. The Town hired Hurt & Proffitt to design the project that consists of replacing the existing 18,000 feet of 8" water line between McMinnis Spring and the Bedford Avenue Tank. Hurt & Proffitt serves as the project engineer for design, bidding, and construction administration; their contract totals \$104,940. At this time, the plans, technical specifications, and front-end documents are complete and Town Staff is ready to move to the bidding phase of the project. The original cost estimate for this project was \$1,883,950.

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Altavista Utilities Director Tom Fore informed Town Council that both Hurt & Proffitt President Bif Johnson and Hurt & Proffitt Design Engineer Chad Hodges were present that evening and would be presenting Council with the McMinnis Waterline Replacement Project's progress, updates, and current "next steps".

Mr. Johnson referenced Chad Hodges as the lead designer for the McMinnis Waterline Replacement Project. He stated he would like to publicly congratulate Mr. Hodges for recently passing his PE (Professional Engineer) exam.

Mr. Johnson stated the McMinnis Waterline Replacement Project had been consistently moving forward since its beginning over the past year. He shared with Council the memo recently sent to Town Staff in regard to the project:

### Hurt & Proffitt's Status Report for Altavista's McMinnis Waterline Replacement Project

#### Completed Work Over the Last Week:

1. Railroad Permit approved

#### Anticipated Work Over the Next two Weeks:

1. Town to pay for railroad permit
2. Finalizing last comments received from VDH
3. All plans, technical specifications, and front end documents are complete and ready to have bid date information inserted and sent out to bids.

#### Outstanding Issues:

None at this time

#### Construction Document Schedule Update:

Not applicable at this time

Mr. Johnson also informed Council that all of the necessary "plat easements" for the project were in place (approved). He thanked Mr. Fore and the Town of Altavista for assisting in that process.

Mr. Johnson went through some of the project's "design particulars", such as the length of the waterline, connection points, road crossings, and a railroad crossing.

Mr. Johnson stated there was an estimate in the plan that included 1000 cubic yards of rock. He stated there had not been actual exploration for the rock; the estimate was in the plan as a "place holder" for this process in case it was needed.

Mr. Johnson referenced the initial budget estimated for this project in October 2019, of \$1,705,000, which included a 10% contingency. He stated, however, with the rising cost of materials over the past six to nine months, the current budget for this project had increased to \$2,150,000, which also included a 10% contingency.

Mr. Johnson shared with Council a breakdown of the initial budget estimate, as well as the current budget for cost comparison of the increase to this project.

Mr. Johnson stated he would be glad to answer any questions Council may have in regard to the project, or its re-estimated budget.

Councilman Higginbotham asked how many "leaks" the McMinnis waterline had over the past year.

Altavista Utilities Director Tom Fore stated none that he was aware of.

Mr. Higginbotham asked if the waterline was being replaced because it had reached its "useful life" expectancy.

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Mr. Fore stated the existing waterline, on Altavista's side of the river, was approximately one hundred (100) years old.

Mr. Higginbotham asked how many feet of waterline did that area include.

Mr. Johnson stated the waterline from the river to the tank was 4,000 feet. He stated the remaining waterline included in the replacement project was at least seventy (70) years old, which was way over its "50 year" life expectancy.

Mr. Higginbotham asked if the replacement pipe would be placed in the existing right-of-way, to which Mr. Johnson confirmed that it would.

Councilman George asked if there was a "health risk" in leaving the existing waterline.

Mr. Johnson stated the potential for health risks would come from multiple repairs to the waterline. He stated any time a waterline is worked on, you introduce the opportunity for contamination.

Mayor Mattox stated the Town of Altavista had always done its best to offer high quality, low cost, and most importantly, reliable utilities to its citizens and businesses.

Mayor Mattox reminded Council of the town's largest employer and one of its main revenue resources, Abbott Laboratories. He stated, if Abbott had to stop production due to loss of water, the business would stand to lose a lot of money each day it was not in operation.

Mayor Mattox stated he would not want the town to take the chance of the fore-mentioned waterline breaking and being the cause of that business losing money.

Mayor Mattox stated he felt the McMinnis Waterline Replacement Project was a good long-term investment for the town, and the citizens and businesses it would effect.

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

Utilities Director Tom Fore stated that evening's presentation was informational only. He stated he would continue to update Council at their January Work Session in regard to the McMinnis Waterline Replacement Project for potential placement of the item on Council's February Consent Agenda.

Mayor Mattox thanked Mr. Johnson and Mr. Fore for their work on this project.

Town Manager Waverly Coggsdale referenced town's recent "borrowing". He reminded Council \$1,988,900 had been earmarked in the borrowing for this project.

### B. Altavista Parks and Recreation – Code Amendments

#### Background:

The Altavista Parks & Recreation Committee serves in an "advisory" capacity to Town Council on parks/recreation related matters. Town Staff assists this group in their duties. Previously Town Staff discussed with Town Council the option to increase the number of individuals that serve on the Parks & Recreation Commission, it was decided to increase the advisory body by one, to a total of five (5) voting members. This item is Section 50-42 of the Town Code. Town Attorney John Eller has also been working with Town Staff (current and previous) in regard to updating the entire Parks & Recreation section of the Town Code and proposed some additional changes.



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Town Manager Waverly Coggsdale shared with Council a copy of Section 50 of the Town Code, along with the proposed changes. He stated that Mr. Eller informed staff the proposed amendments to Section 50 would not require a public hearing.

Mayor Mattox recommended Council move forward with the proposed change to Town Code Section 50-42 regarding the number of Recreation Committee members, but take additional time to review the other proposed amendments to section 50.

Town Council was in consensus to accept the Mayor's recommendation.

Town Manager Waverly Coggsdale asked if there was a specific work session that Council wanted this item to be placed for additional review and consideration.

Mayor Mattox suggested, and there was consensus of Council, to place the item on a work session after Council completed the upcoming budget process.

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

Councilman Mitchell made a motion, seconded by Vice Mayor Bennett, to amend Section 50-42 of the Town Code, increasing the number of members in the Altavista Recreation Committee from four to five advisory members.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

### C. Altavista Parks & Recreation – Trail Surface Follow-up (English Park)

Background:

The “passive trail” project was originally proposed as a “mowed” trail, which included a bridge and several other stream crossings. The FY2021 Budget/CIP Project's budget totaled \$150,000, with \$10,000 being allocated to planning and design of the trail; and the remaining \$140,000 for the trail improvement. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for all other improvements. A small amount will be utilized for signage.

Town Manager Waverly Coggsdale referenced a previous Council meeting, where Town Staff was asked to evaluate the cost of upgrading the trail surface. He stated, per the request, staff sought to develop a “budget” for the three options discussed, which are: 1) Mowed; 2) Millings surface; and/or 3) Stone surface.

Mr. Coggsdale shared with Council the cost of each of the three trail surface options.

#### Option #1 - Mowed Trail:

10' wide trail (at 2.5")

Initial Construction Costs: \$5,800

Annual Maintenance Costs: \$2,200

\$1,200	- Mow trail (includes 32 cuttings)
\$700	- Bush hog 30' on each side (16 cuttings)
\$300	- Fertilizing and over seeding of 10' trail

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### Option #2 - Millings Trail:

Initial Construction Costs:	\$101,145
\$51,250	- Excavation & removal of 6" soil; and installation of millings
\$40,700	- Millings (1,850 tons) (If purchased)
\$9,195	- Contingency (10%)
Annual Maintenance Cost:	\$1,700
\$700	- Bush hog 30' on each side of trail
\$1,000	- Weed control and millings replacement

### Option #3 - Stone Trail:

Initial Construction Costs:	\$86,625
\$78,750	- Excavation & removal of 6" soil
	- Purchase and installation of stone
\$7,875	- Contingency (10%)
Annual Maintenance Costs:	\$1,700
\$700	- Bush hog 30' on each side of trail (includes 16 cuttings)
\$1,000	- Weed control and stone replacement

Mayor Mattox asked Council for their input on how to move forward with surfacing the passive trail in English Park.

Councilman George asked if the town currently had any "millings" available for this project, as shown in option #2.

Altavista Public Works Director David Garrett stated the town did not currently have any millings, but expected to have some available after the town's annual spring milling/paving project was completed.

Mr. George referenced the fore-mentioned \$10,000 allocated for planning and design. He asked, since the trail was a "straight forward" design, were those funds needed in the project's budget.

Town Manager Waverly Coggsdale stated the \$10,000 was mainly allocated for use towards design of the bridge and consideration of crossing the wetlands on the trail.

Councilman Mitchell asked if the town's natural progression would be to someday have the trail paved, would it be more viable to stone surface the trail at this point.

Mr. Garrett stated the trail could be paved at a later date, whether the trail's surface was millings or stone.

Councilman Higginbotham reminded Council the "key" to being able to pave a trail at a later date, was to have a solid base. He stated it would be less costly to consider using crushed concrete under millings or stone.

Mayor Mattox asked if a "stone" trail surface was compatible with the ADA (American Disability Act).

Mr. Garrett referenced a stone trail recently completed in a nearby park in Pittsylvania County. He stated, once the stone was compacted with a roller, the stone path/trail was smooth and easily accessible.

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Vice Mayor Bennett referenced the new canoe launch and the issue the town found with underlying silt. He asked would the town need to have core samples taken for the passive trail project, in order to insure the stability of the trail's surface for the potential of future paving.

Mr. Coggsdale stated the silt issue at the canoe launch gave concern mainly in part to the area having a parking lot with continuous vehicle use. He stated the passive trail was for pedestrian use only.

Mayor Mattox asked the Town Manager if this item needed a decision that evening.

Town Manager Waverly Coggsdale stated, in order for this project to continue moving forward, Town Staff needed a decision by Council for their desired trail surface/option.

Councilman Mitchell made a motion, seconded by Councilman George, to accept Councilman Higginbotham's recommendation and move forward with Option #3 of the three proposed trail surface options. The motion also gave authority to Public Works Director David Garrett to evaluate the cost difference between crushed stone and crushed concrete and use the option most feasible to the town for the Passive Trail Surfacing Project; not to exceed the project's remaining budget of \$80,000.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Councilman George asked for an update on the new bridge for the passive trail.

Town Manager Waverly Coggsdale informed Council the bridge had been ordered and the area had been "marked" for visual reference to the bridge.

### D. Innovation Center/Co-working Space – Update/Follow-up

Background:

The former Altavista Fire Station (508 7th Street) is being converted into the town's new Innovation Center/Co-working Space. The project included a feasibility study, funded by DHCD through Altavista's AOT Main Street Program. The town allocated \$200,000 to this project in the FY2021 Budget; and grants have been received from the USDA (\$100,000) and the Tobacco Region Revitalization Commission (\$184,306) for equipment and rehabilitation of the structure.

Altavista Community Development Director Sharon Williams addressed Council in regard to this item. She informed Council that Town Staff had been working with Simply Branding to address the "marketing condition" that was placed on the TRRC funding. She stated, in order for the marketing plan to move forward, a name for the facility needed to be selected.

Ms. Williams referenced the DHCD funding and stated, after the feasibility study, there was \$5,000 remaining. She stated the DHCD informed Town Staff the funds could be allocated towards marketing the new Innovation Center/Co-working Space.

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Ms. Williams referenced Council's previous direction for Town Staff to solicit ideas from town citizens of potential names for the new facility. She stated the Assistant Town Manager Amie Owens recently sent out a press release for the inquiry.

Ms. Williams also referenced Councilman Emerson's suggestion to tie the name of the new Innovation Center to the building's history of being a former fire station.

Ms. Williams informed Council the "working group" of Town Manager Waverly Coggsdale, Assistant Town Manager Amie Owens, Councilman Mitchell, Councilman Lowman, Community Development Intern George Sandridge, and herself as Community Development Director, collectively looked over all names and ideas from citizens and staff.

Ms. Williams stated a list of potential names was sent to Simply Branding for their input. She stated after peer reviews and focus group feedback, Town Staff narrowed the potential names down to one they felt would be a good fit for the new center, while still relating to its history.

Ms. Williams shared the recommended name and logo for Council's consideration.



Spark Innovation Center  
Create – Collaborate – Co-work

Ms. Williams stated the town needed a "name" for the center in order to register a website, create social media accounts, and most importantly, begin the marketing campaign for the new center as part of the obligation for the TRRC Grant.

Ms. Williams asked for Council's consideration and direction in regard to the proposed name and logo for the new innovation center. She stated she would be glad to answer any questions Council may have.

Mayor Mattox asked if Council had questions or comments.

All Council members shared their favor in the proposed name and logo.

Councilman Mitchell and Councilman Lowman both shared their appreciation for the work Town Staff had done on this project.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept staff's recommendation and approve "Spark Innovation Center" as the name for the new center to be located in the town's old fire station building at 508 7<sup>th</sup> Street.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

### E. Public Works Department – Project Updates

- 7<sup>th</sup> Street/Campbell Avenue Property – Retaining Wall

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### Background:

The existing retaining wall collapsed recently due to heavy rains. The town is weighing options as to the ultimate/future use of this property. As this was an unplanned event, no funds were included in the current budget to fix the wall.

Town Manager Waverly Coggsdale stated, per previous direction from Council, Altavista's Public Works Director David Garrett would be offering Council some available options to address the retaining wall issue for their consideration.

Mr. Garrett stated, while gathering cost information and discussing the retaining wall issue with town engineers, the town not being sure of the property's future use had become a factor in determining which option was most feasible.

Mr. Garrett stated the "permanent" options discussed were estimated between \$30,000 and \$80,000 to repair the 75' retaining wall.

Mr. Garrett stated, with the property's future use unclear, he suggested Council consider filling the area in with top soil, slope the bank accordingly, seed the area, and install temporary (safety) fencing, until a future use was decided. He stated the cost for this option would be approximately \$4,000.

Mayor Mattox thanked Mr. Garrett for his due diligence in regard to this project.

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

Councilman George stated the "orange netting" for safety had been up for a while.

Mr. Garrett stated, to temporarily install a 4' galvanized chain-link fence would be an additional \$5,000 to the estimate of top soil, sloping, and seeding quote.

Councilman Emerson made a motion, seconded by Councilman George, to accept Mr. Garrett's recommendation for the 7<sup>th</sup> Street property, to include the installation of a temporary safety fence; not to exceed a total cost of \$10,000.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

### ▪ Booker Building – Interior Floor Renovation

#### Background:

Town Council has been evaluating improvements to the Booker Building for some time and decided the first step would be rehabilitation of the floor. Town Council opted for a "grind and polish" finish for the floor. Town Staff worked with a contractor to provide a sample area for Town Council to review. During this process, it was discovered that the area under the "indoor" stage (now removed) was a different concrete and would not match the rest of the floor when refinished. Staff worked with the contractor to propose an alternative, a metallic epoxy, for this area.

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Town Manager Waverly Coggsdale referenced the fore-mentioned “sample area” of the grind and polish finished floor. He informed Council the sample area was ready for viewing, and he would open the Booker Building anytime Council wanted to view the floor sample.

Mr. Coggsdale shared with Council the revised proposal for the grind and polish finish of the Booker Building floor, including the additional application to the old stage area.

Update from David Garrett, Director of Public Work:

The original quote for the polished concrete floor was \$22,250.

At the request from the Town, the Contractor provided us a sample area of what the floor would look like after the grinding.

After reviewing the sample area, we found out we would need to apply an epoxy patching to the entire floor to fill in the large amount pitted areas. Also, under the old stage area of the floor was a section that had a new concrete patch. That area will not match the new polished floor. It was recommended we cover this area by applying a metallic epoxy with a solid color (sample available), so the floor will not show the patch or look like a patched floor.

The contractor revised his quote with two options:

Option 1 - Apply epoxy “patching” to the entire floor to fill in holes (\$1,800)

Option 2 - Apply an 18’X50’ section of metallic epoxy to the old stage end of the building (\$5,745)

Original Quote	\$22,250
Option 1	\$1,800
<u>Option 2</u>	<u>\$5,745</u>
Total Cost	\$29,795

Mr. Coggsdale also had a small sample piece of flooring for Council that evening, as a visual reference to the metallic epoxy floor application.

Mayor Mattox asked if the Booker Building Floor Rehabilitation Project was in the current budget.

Public Works Director David Garrett reminded Council this project was not currently funded in a town budget.

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

Vice Mayor Bennett stated, if the town was going to replace the old stage sometime in the future, he felt it was unnecessary to have the additional cost of applying metallic epoxy to that area.

Mr. Garrett stated, if the town did decide to replace the stage, it would most likely be a lightweight aluminum stage that would be easy to move if desired.

Councilman Mitchell stated, not knowing the facility’s future use, he suggested using the same application over the entire floor.

Mayor Mattox agreed with Councilman Mitchell and suggested Council allow Town Staff to inquire from the contractor the cost to apply the metallic epoxy to the entire floor for a more seamless look. He stated this would give Council a cost analysis between the original quote of the grind and polish application and the metallic epoxy.

Councilman Higginbotham asked staff to also inquire the “warranty/life expectancy” for both the grind and polish application and the epoxy application.

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All Council members were in consensus to allow Town Staff to gather the additional information requested by Council that evening.

Town Manager Waverly Coggsdale stated, when staff had completed gathering the requested information, he would place this item on a future agenda for further review and consideration by Council.

### **11. Reports and Communication**

- A. Town Manager's Report
- B. Departmental Reports
- C. Council Calendars

The Departmental Reports and Council Calendars were delivered to Council at an earlier date with their Council Meeting Pre-packet.

Town Manager Waverly Coggsdale stated there was not a "Town Manager's Report" attached with the packet this month, but he would be glad to answer questions from Council in regard to any of the town's current and/or ongoing projects.

Mr. Coggsdale referenced Council's next work session scheduled for Tuesday, January 26<sup>th</sup>. He reminded Council that town agencies and organizations requesting funds from the town would be present at that work session for Council review and consideration.

Mayor Mattox encouraged any agency requesting town funds to be present at the work session.

Vice Mayor Bennett referenced the "Letter of Intent" between AOT and the Town of Altavista in CY2020 when AOT was requesting funding/support from the town. He suggested any agencies attending the upcoming work session requesting town funding to also offer Council a similar Letter of Intent.

Councilman Mitchell referenced the January 2021 Town Departmental Reports. He stated he was impressed with the recent accomplishments of Town Staff. He stated the town was doing some "great things", but he felt many citizens were unaware of those accomplishments.

Mr. Mitchell stated he had been contacted by a town citizen stating they were not aware of the town's tree clearing project at English Park until they visited the park.

Mr. Mitchell asked Town Staff to continue to find ways to inform town citizens

Councilman George referenced a Departmental Report, specifically Cigarette Tax. He asked why the tax had decreased so much in the past month.

Town Manager Waverly Coggsdale informed Council the town had witnessed a "downward trend" in Cigarette Tax over the past couple of years. He reminded Council that cigarette "stamps" were not purchased on a regular basis by any vender. He stated most of the vendors buy the stamps in bulk, which causes the tax to fluctuate from month to month.

### **12. Matters from Council**

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

- Councilman Mitchell asked Town Staff to investigate whether or not the new Rt.29 Business Bridge had (previously) been named; and if not, he suggested the town consider collaborating with the adjacent Town of Hurt to name the bridge.

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Mr. Mitchell stated, in recognition of the bridge “connecting” two communities, he suggested Altavista and Hurt authorize naming the bridge after both town’s founding fathers/families.

Town Manager Waverly Coggsdale stated he was unsure if the Rt.29 Business Bridge had an official name. He stated he would investigate the matter and inform Council of his findings.

- Councilman Mitchell referenced the September 2019 Council Meeting, in which Town Council voted to eliminate Altavista’s Economic Development Director position, under “mitigating circumstances” involving Campbell County.

Mr. Mitchell stated, at the time of the vote, the circumstances were unknown to Council, and he felt Council and the citizens of Altavista deserved an explanation of this act.

Mayor Mattox answered Mr. Mitchell, stating he would be glad to explain the circumstances to the best of his knowledge.

Mayor Mattox informed Council a Campbell County employee in an EDA position was due to retire at that time, and the County Administrator did not want the information to be public knowledge until the employee’s retirement was officially announced (July 2020).

Mr. Mitchell stated, when Council voted to eliminate its Economic Development Director position, the town was promised help from Campbell County with some of those duties. He asked which responsibilities had Campbell County taken on since that date.

Mayor Mattox reminded Council the town had saved almost \$200,000 since that date, by eliminating the AEDA Director position. He stated, with the fore-mentioned vote, the town had chosen to go in a different direction in regard to the EDA.

Mayor Mattox stated he felt with Assistant Town Manager Amie Owens’ help and utilizing Walter Maddy as an EDA consultant, the town’s progress in economic growth looked promising.

Mayor Mattox stated he would be glad to discuss the matter with Councilman Mitchell at any time.

Vice Mayor Bennett asked, with the Town of Altavista paying taxes to Campbell County, was the town still receiving EDA assistance from the county.

Mayor Mattox stated the town was able to utilize all of Campbell County’s offered resources at any time.

Mayor Mattox stated, in light of the economy and COVID-19 pandemic over the past year, he felt Altavista was very fortunate to have its large industry.

Mayor Mattox stated the Town of Altavista would continue to focus on ways to improve its community for its citizens to work and live, while encouraging economic growth by creating an inviting place for new businesses and industry.

- Councilman Emerson asked for an update in regard to the new Eagle Trail Overlook, located in English Park.

Altavista Public Works Director David Garrett informed Council the overlook itself was complete. He stated the Public Works Department was currently working to complete additional grading and tree removal in that area.

Mr. Emerson suggested the town place picnic tables and/or “Adirondack” chairs on the overlook deck.



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Councilman George referenced the “sturdy” picnic tables located at the nearby Wayside Park in Pittsylvania County. He stated the Altavista Recreation Committee had discussed placing the same type of picnic tables on the Eagle Trail Overlook.

Mr. George stated, due to the recent COVID-19 pandemic, the production of the fore-mentioned tables had been halted.

Altavista Public Works Director David Garrett informed Council he recently found out the production of the picnic tables had resumed. He stated Ms. Sharon Williams, Altavista Community Development Director, was currently in the process of ordering the picnic tables for the pavilions at English Park, at a cost of \$500 for each table.

Mr. Garrett stated the old picnic tables, currently at English Park, would be available for use at the overlook, if the town desired to do so.

Town Manager Waverly Coggsdale stated he would rather the town not use the old tables for the new overlook. He suggested the Recreation Committee consider the picnic tables through their budget.

Mr. Emerson suggested the town also consider utilizing the local Boy Scouts for the project. He stated the Boy Scouts were already familiar with making picnic tables.

Mr. Emerson stated there were dozens, if not hundreds, of people that visit English Park and the trail system every day and everyone he spoke with loved all of the new amenities.

- Councilman Emerson also referenced the old theatre on Main Street, recently obtained by the town. He asked for a progress update on the project.

Town Manager Waverly Coggsdale stated the “next step” would be to have one of the town’s engineers to access the building to find out the needed (structural) improvements. He stated, if Council desired, he would move forward with requesting the assessment.

Councilman Higginbotham asked if the town’s own engineers were familiar enough with theatres to adequately access the building, or if the town needed to obtain the assistance from a firm that specialized in that area of expertise.

Councilman Emerson reminded Council and Town Staff of the adjacent towns of Gretna and Brookneal that had also recently revitalized their theatres.

Mayor Mattox asked if grants were available to assist the town with the theatre project.

Mr. Coggsdale stated staff would investigate Council’s requests and bring the information back to Council for review with the next thirty days.

Councilman Lowman stated, since the town was certain of the building’s future use being a theatre, he suggested allowing Altavista On Track to investigate the grant funds available for a “feasibility study” for the project.

- Vice Mayor Bennett stated a citizen recently approached him in regards to housing and the available real estate in town. He stated, through that conversation, the idea of a “housing fair” was suggested.

Mr. Bennett stated the intent of a housing fair would be to connect individuals with, not only landlords, but also with housing lenders and financial advisors.

Mr. Bennett stated a housing fair could encourage renters to become home owners, and potentially bring new people to live in the Town of Altavista.

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- Councilman George asked for an update on the town's current Meals Tax audit.

Town Manager Waverly Coggsdale stated the auditors were in the process of visiting the town's eateries and preparing for the next steps in the process within the next thirty days or so. He stated Town Staff would keep Council updated as the process moves forward.

- Councilman Lowman stated, as the newest member of Council, he felt Town Council was a great group of individuals and the town had a "strong" staff. He stated he looked forward to working with everyone and the opportunity to contribute to the town.
- Mayor Mattox stated the Town of Altavista was a great town and community to work and live. He stated he felt lucky to live in such a community that looks out for one another. He stated, even through disagreements, everyone continues their friendships and strives to make a conscious effort to keep the town

### 13. Closed Session

DATE: Tuesday January 12, 2021

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, and/or interviews of prospective candidates for appointment to the Altavista Parks & Recreation Committee; and also, Discussion of the annual performance evaluation of the Town Manager.

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

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Council went into closed session at 6:05 PM.

Notice was given that council was back in regular session at 6:19 PM.

#### FOLLOWING CLOSED SESSION:

A motion was made by Councilman Higginbotham, seconded by Vice Mayor Bennett, 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 provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the 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, 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.

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VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Also following Closed Session, notice was given to staff that Town Council approved the appointment of Dr. Deidre Douglas to the Altavista Recreation Committee for a term of three years, to expire December 31<sup>st</sup>, 2023.

A motion was made by Councilman Mitchell, seconded by Councilman George.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Bennett	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

### **14. 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 8:13 PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk