

Town Council Regular Meeting February 9, 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 February 9, 2021 at 6:00 PM.

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

Council Members

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

Absent: 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, Altavista Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. George Sandridge, AOT Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Altavista Utilities Director Tom Fore, gave the invocation.

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

1. Agenda Adoption

Mayor Mattox informed Town Council of two additions/amendments to Section #8 "Unfinished Business" of the February 9, 2021 Regular Council Meeting Agenda.

- 8C. Spark Innovation Center – Design/Bid Phase Proposal Request
- 8D. Utility Fee Waiver Request for - 10" Waterline Connection

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed February 9, 2021 Council Meeting Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Councilman Lowman, to approve Council's February 9th Meeting Agenda as amended.

Motion carried.

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

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2. Recognitions and Presentations

- Proclamations
 - Black History Month – February

Mayor Mattox read aloud the proclamation declaring February 2021 Black History Month in the Town of Altavista.

*PROCLAMATION DECLARING FEBRUARY
“BLACK HISTORY MONTH”*

WHEREAS, Altavista is strengthened and enriched by the diversity of cultures and traditions that are an integral part of this great town; and

WHEREAS, African Americans have played significant roles in the history of Altavista's economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, As a result of determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to the Town of Altavista, Campbell County, Commonwealth of Virginia and United States, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities;

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista, do hereby proclaim February 2021 as

“BLACK HISTORY MONTH”

throughout the Town of Altavista. We urge community and government leaders, policy makers, businesspeople, educators, and all residents of Altavista to celebrate the history and recognize the contributions of African American to our town, county, state, and nation.

Adopted this 9th day of February 2021 by the Altavista Town Council.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the Black History Month Proclamation.

Motion carried.

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

Ms. Tywana Whorley, Staunton River Memorial Librarian, was present at the meeting to accept the proclamation, to be posted at the library.

Mayor Mattox thanked Ms. Worley for the work she does for the Town of Altavista.

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- Multiple Sclerosis Awareness Month – March

Mayor Mattox read aloud the proclamation declaring March 2021 as Multiple Sclerosis Education and Awareness Month in the Town of Altavista.

*PROCLAMATION DECLARING MARCH 2021 AS
“MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”*

WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and

WHEREAS, it typically strikes young adults in the prime of life – in their 20’s to 40’s. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and

WHEREAS, March of 2021 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying lives – to benefit themselves, their caregivers and families, and the overall community; and

WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and

WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2021 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face daily, supporting those who are working toward its end, and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this 9th day of February 2021 by the Altavista Town Council.

Vice Mayor Bennett made a motion, seconded by Councilman George, to approve the Multiple Sclerosis Education and Awareness Proclamation.

Motion carried.

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

Ms. Denise Ellis, on behalf of the Multiple Sclerosis Alliance of Virginia, was present that evening to accept the MS proclamation.

Mayor Mattox thanked Ms. Ellis and the MS Alliance for the good work they do.

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- Personnel Updates & Changes since January 1st, 2021

- Employee Milestones:

Town Manager Waverly Coggsdale informed Council, after 30+ years of service to the Town of Altavista, Mr. Andy Wyatt, WWTP Superintendent was retiring, effective March 1, 2021.

Mr. Coggsdale stated he would like to take a moment to officially congratulate Mr. Wyatt for his retirement and stated he appreciated the good work and hard effort Andy always showed on his job at the town.

- New Hires:

Town Manager Waverly Coggsdale reminded Council of Mr. George Sandridge (formally a Community Development Town Intern) being hired on full-time for the position of AOT Main Street Coordinator. He stated Mr. Sandridge's full-time status went into effect as of February 1, 2021.

- Departures:

Mr. Coggsdale also informed Council that Mr. Graham Petrie, Public Works Maintenance Worker, left his position with the Town of Altavista on January 20th.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the February 9, 2021 Council Meeting Agenda, to which there were none.

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

4. Partner Updates

There were no updates from either Altavista On Track, nor the Altavista Area Chamber of Commerce at the February 9, 2021 Council Meeting.

5. Consent Agenda

A. Approval of Council Meeting Minutes

- January 12th, 2021 Regular Meeting
- January 26th, 2021 Work Session

B. Acceptance of Monthly Financial Reports

- January 2021 Revenue And Expenditures

C. Approval to proceed with the bidding phase of the McMinnis Water Line Replacement Project.

D. Approval to proceed with the bidding phase of the VDEM Generator Project.

E. Adoption of the CVPDC Regional Hazard Mitigation Plan.

F. Approval of the Town of Hurt's request regarding "modified connection" at Altavista's Water Treatment Plant.

G. Approval to amend Avoca's Security Camera System Project.

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Mayor Mattox reminded Council the CVPDC Hazard Mitigation Plan 2020 Update was part of the February 9th Consent Agenda.

*A Resolution of the Town of Altavista
Authorizing the Adoption of
The Central Virginia Planning District Commission
Hazard Mitigation Plan – 2020 Update*

WHEREAS, Altavista and the entire Central Virginia Planning District region have exposure to natural hazards that can affect the safety to life, property, businesses, and local economy; and

WHEREAS, pro-active mitigation, or actions, before a disaster even can lessen or eliminate long-term risk and impacts of hazards to life and property; and

WHEREAS, The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-228, as amended), Title 44 of the Code of Federal Regulations (CFR), as amended by the Disaster Mitigation Act of 2000 (Public Law 106-390), requires development of pre-disaster mitigation plan as a requirement for eligibility for federal pre- and post-disaster hazard mitigation funding; and

WHEREAS, the Central Virginia Planning District Hazard Mitigation Technical Advisory Committee, comprised of a coalition of local, regional, state, business, and citizen stakeholders, that included dedicated Town of Altavista representation and representation of each of the ten (10) Central Virginia Planning District localities, lead a pre-disaster planning process according to FEMA regulations; and

WHEREAS, the planning team completed a planning process that engaged the public, assessed the risk and vulnerability to the impacts of natural hazards, developed mitigation strategies consistent with a set of uniform goals and objectives, and includes an evaluation, maintenance, and revision process; and

WHEREAS, the Federal Emergency Management Agency (FEMA) has reviewed, and on January 22, 2021 approved adoption of the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update;

NOW, THEREFORE, BE IT RESOLVED by the Altavista Town Council that the Central Virginia Planning District Commission Hazard Mitigation Plan – 2020 Update, approved by FEMA January 2021, is hereby Approved Pending Adoption (APA) and adopted for the Town of Altavista.

Passed and adopted on this 9th day of February 2021.

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the February 9, 2021 Consent Agenda, to which there were none.

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

Motion carried.

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

6. Public Hearing(s)

There were no public hearings scheduled for the February 9, 2021 Council Meeting.

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7. New Business

A. Delivery of the FY2022 Draft Budget and FY2022-2026 Capital Improvement Plan (CIP).

Background:

The “budget” is the process by which Town Council allocates funds for town operations and capital items. Once adopted, the budget directs the expenditures of staff. Annually, Town Staff provides Town Council with a draft budget and capital improvements plan. Accordingly, Town Council adopts a schedule for budget discussions. Town Council has set aside time at their monthly work sessions in February and March for budget discussions, as well as the potential for meeting on the next evening, if deemed necessary. The schedule calls for the “First Reading” of the draft budget at the Tuesday, April 13, 2021 Regular Town Council Meeting; a Public Hearing at the Tuesday, May 11th Regular Town Council Meeting; and adoption of the budget at the Tuesday, June 8th Regular Town Council Meeting. (Dates subject to change per any Town Council action.) The draft budget covers the period of July 1, 2021 through June 30, 2022.

Town Manager Waverly Coggsdale referenced the draft FY2022 Budget and the draft FY2022-2026 Capital Improvement Plan (CIP) given to Town Council that evening. He stated the first budget discussion was scheduled for Tuesday, February 23rd, Council’s next work session. He stated that would be the first opportunity for Council to go over the draft budget and capital improvement plan with staff and provide input and direction.

Mr. Coggsdale informed Council that Altavista’s Finance Director Tobie Shelton led the efforts in creating the draft budget; and Assistant Town Manager Amie Owens led the efforts in creating the CIP. He thanked all of Town Staff for their hard work in helping create the FY2022 Draft Budget and FY2022-2026 Draft CIP for Town Council’s consideration.

Mr. Coggsdale stated he felt the draft budget process was the most important task Town Council takes on each year, by setting a budget to achieve the town’s goals and objectives for the next fiscal year.

Mr. Coggsdale stated, with Council having two weeks to review the FY2022 Draft Budget and draft CIP, Town Staff looked forward to “diving into” the budget process on February 23rd, by giving Council a brief overview of the draft budget and CIP for their consideration.

Mayor Mattox asked if the February Work Session had any other items for discussion that evening, other than Council’s scheduled draft budget discussion. He suggested, if so, Council may need to consider starting the February work session earlier than 5PM.

Mr. Coggsdale stated, in accordance with the agreement between Altavista On Track (AOT) and Town Council that requires AOT to submit an annual plan of intent, the AOT Board would like to brief Council at the next work session in regard to their 2021 plans.

Councilman Emerson stated it would be difficult for him to arrive at a meeting any earlier than 5PM. He suggested Council consider dividing the budget discussions into more than one meeting.

Mr. Coggsdale reminded Council the adopted budget meeting schedule had extra days built into the schedule, in case Council needed additional time for budget discussions. He stated, in February and March, the schedule designated 5PM the Wednesday after each (Tuesday) budget work session for continued discussion meetings, if necessary.

Mr. Coggsdale stated Town Staff would be available any time Council needed to meet for budget discussions.

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Mayor Mattox asked Council if they had any questions or comments in regard to the presented draft budget and CIP, or draft budget schedule, to which there were none.

B. Special Event Request for Use of English Park – AAU Softball Team Fundraiser

Assistant Town Manager Amie Owens gave Town Council a brief overview of this special event request. She stated Mr. Bart Pannell, 15 Dogwood Lane, Altavista, asked for permission to hold a basketball tournament at English Park on Saturday, May 8, 2021, as a fundraiser to help purchase uniforms and equipment for an Altavista girls softball team.

Ms. Owens stated the request was to have a 4-on-4 basketball tournament for ages ranging from 18 years old to 40. She stated the charge would be \$15 per player/\$60 per team.

Ms. Owens stated Mr. Pannell did not ask for use of the Booker Building, only the basketball courts and softball field. She stated the softball field would be utilized as a “tryout” for the team; and also a place to give parents a chance to meet the coaches.

Ms. Owens stated the tournament hours were proposed for 11AM to 5PM and a “rain date” had been proposed for Saturday, May 22nd.

Ms. Owens informed Council, in accordance with the Commonwealth of Virginia’s regulations in regard to COVID-19, the following safety measures would be required:

1. No more than 250 participants
2. All Coaches, referees and/or officials must wear masks
3. Spectators and those not actively participating in the event (those on the bench or waiting to play) must wear masks
4. Social distancing should be practiced when possible
5. Use of hand sanitizer, wiping down equipment (basketballs) and rotating them out to be sanitized.

Councilman George asked if the event was fundraising for basketball or softball.

Ms. Owens stated the event was a “basketball” tournament, but the funds raised were intended to go towards a local softball team.

Ms. Owens informed Council that Mr. Pannell was present that evening to answer any questions or address any concerns Council many have in regard to the proposed request.

Mr. Pannell thanked Council for their time and consideration of his event request.

Mr. Pannell referenced the tournament timeframe and asked Council to consider allowing the event time to be extended to 10AM to 6PM, which would allow for setup before the tournaments start, and cleanup of the area after the tournaments were over.

Mr. Pannell stated, for “safety purposes” he would like to acquire two off-duty police officers to be present at the event. He also informed Council that players would be required to sign “waivers” to participate in the basketball tournament.

Mr. Pannell stated, if the event goes well, he would like the opportunity to hold the fundraiser/basketball tournament every year moving forward.

Mayor Mattox asked Mr. Pannell if there would be different age groups playing in the tournament.

Mr. Pannell stated the initial idea was to offer the tournament to players age 18 to 40.

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Mr. Pannell stated, since that time, he has had youth ages 16 and 17 ask to be in the tournament. He ask Council to consider allowing him to amend his request to offer the basketball tournament to players ages 16 to 35, with players under the age of 18 being accompanied by a parent.

Councilman Higginbotham asked Mr. Pannell how many teams he anticipated would be playing in the basketball tournament.

Mr. Pannell stated he anticipated at least ten (10) teams would be participating, and the hopes of fifteen, with a maximum allowance of twenty teams in the tournament.

Vice Mayor Bennett asked if everyone participating in the tournament would be at the basketball court area at the same time.

Mr. Pannell stated the games would be approximately 20 minutes long, and the first team to reach a score of 15 would be the winner. He stated the losing teams would be expected to leave the basketball court area..

Councilman George stated there were no benches or seating in the area for spectators.

Mr. Bennett asked Mr. Pannell, due to COVID-19, to consider staggering the basketball games, in order for social distancing to be practiced throughout the tournament.

Mayor Mattox shared his favor with allowing the basketball tournament. He stated outdoor activities help promote kids being outside more often. He stated it would also highlight the Town of Altavista to out of town visitors/players of the tournament.

Mr. Pannell agreed with the Mayor's statement. He stated he knew of several young individuals from out of town, and in college, that would like to play in the tournament.

Councilman Higginbotham made a motion, seconded by Councilman George, to approve Mr. Pannell's request, and allow the basketball tournament fundraiser to be held at the English Park basketball courts on Saturday, May 8th, 2021 from 10AM to 6PM.

Mayor Mattox asked Council if they had any additional questions or comments in regard to the basketball tournament fundraiser request.

Vice Mayor Bennett reiterated his suggestion for Mr. Pannell to have plenty of people/officials at the tournament to make sure the COVID rules and regulations were being followed and enforced.

Motion carried.

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

Mayor Mattox thanked Mr. Pannell for his presentation and wished him "good luck" with the basketball tournament fundraiser.

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8. Unfinished Business

A. English Park (Passive) Trail Surface Follow-up

Background:

This project was included in the FY2021 Budget/CIP, as a “mowed” trail. The project includes a bridge and several stream crossings. The project’s budget totaled \$150,000; with \$10,000 being allocated to planning/design, and the remaining \$140,000 for trail improvements. Approximately \$60,000 has been earmarked for the bridge and stream crossings, leaving approximately \$80,000 for the trail portion of the projects, with a small amount being needed for signage. Town Staff provided Town Council with information relative to several options for the surface of the new passive trail in English Park at their January 12, 2021 Regular Council Meeting. Council directed staff to evaluate two options: 1) “21A” Crushed Stone; and 2) Recycled Crushed Concrete. Council indicated staff could proceed with the most viable option, with a cost not to exceed the remaining budget funds of \$80,000.

Town Manager Waverly Coggsdale informed Council that David Garrett, Altavista’s Public Works Director, would be giving them an update on the trail surface options.

Mr. Garrett shared with Council the most recent information staff gathered in regard to the surface options Council requested additional information for.

Option #1 - Mowed Trail

Initial Construction Cost:	\$5,800	10' wide trail at 2.5" grass height
Annual Maintenance Cost:	\$1,200	Cut 10' wide trail to 2.5" height
	\$700	Includes 32 cuttings
		Bush hog 30' on each side of trail
		Includes 16 cuttings
	\$300	Fertilize and over-seed 10' trail
	<u>\$2,200</u>	<u>TOTAL</u>

Option #2 - Millings Trail

(Millings Provided by Town Milling & Paving Projects)

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	<u>\$4,175</u>	<u>Contingency (10%)</u>
	\$45,925	TOTAL
Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control & Replace Milling</u>
	\$1,700	TOTAL

Option #3 - Millings Trail

(Purchased Millings)

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	\$40,700	Purchased Millings (1,850 tons)
	<u>\$8,245</u>	<u>Contingency (10%)</u>
	\$90,695	TOTAL
Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control & Replace Milling</u>
	\$1,700	TOTAL

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Option #4 - Stone Trail

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$14,250	Labor & Equipment
	\$49,919	#21-A Stone (1,850 tons)
	<u>\$7,991</u>	<u>Contingency (10%)</u>
	\$87,910	TOTAL

Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control & Replace Milling</u>
	\$1,700	TOTAL

Option #5 - Crushed Concrete Trail

Initial Construction Cost:	\$15,750	Excavation & Removal of 6" soil
	\$26,000	Labor and Equipment
	\$29,785	Crushed Concrete Town Provide
	<u>\$7,153</u>	<u>Contingency (10%)</u>
	\$78,688	TOTAL

Annual Maintenance Cost:	\$700	Bush hog 30' on each side of trail
	<u>\$1,000</u>	<u>Weed Control & Replace Milling</u>
	\$1,700	TOTAL

Mr. Garrett stated his initial thinking was the crushed concrete (Option #5) would be the least expensive option. He stated, however, he was informed that option alone would not give the result of a smooth trail.

Mr. Garrett stated it was suggested, if using crushed concrete, to also put a 2" layer of stone, such as 21A, to smooth out the trail more evenly for walking and biking. He stated, by doing so, would increase the expense of the crushed concrete option to double the cost of a milling trail (Option #2).

Mr. Garrett shared his recommendation with Council, stating he felt Option #2 was the most viable option for the town to consider.

Councilman Higginbotham agreed that a "millings" trail would have the smoothest finish. He suggested PW doing what they could with the millings they have, and adding an additional layer of millings the following spring when new millings were available. He stated, by doing this, would allow for the first millings to bind and settle for strength before adding the next layer of millings to the trail surface.

Mr. Garrett stated, during his recent observation of the passive trail area, he felt there were a few dead trees and brush that needed to be removed before any type of material was added to the trail. He stated this would allow trucks and equipment to utilize the trail for removing the trees without the threat of damaging a new trail surface.

Councilman George stated he agreed, if trees and brush were going to be removed, it was more viable to do so before surfacing the trail, in order to ensure the new surface would not be disturbed or destroyed.

Councilman Higginbotham referenced the town's Utilities Department going to the Rustburg Landfill a couple of times per week. He stated, if the town chooses to buy and "stockpile" millings for this project, he suggested utilizing the Utilities' truck for hauling the millings back to town/Public Works.

Mayor Mattox asked Council if they had any additional questions or comments; and if there was any objection to Mr. Garrett's recommendation to choose Option #2 (millings) for the English Park passive trail surface and wait on surfacing the trail until dead trees in the area could be removed.

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All Council members were in consensus to do so.

Town Manager Waverly Coggsdale asked Council for “clarification” of their consensus. He referenced the following tasks fore-mentioned by Council:

- Create the “mowed” trail first
- Remove some of the dead trees and brush from the trail area
- After the town’s annual spring paving is completed and millings are available,
 - Excavate/prepare the trail
 - surface the trail with town-supplied millings

Mayor Mattox shared his favor with the tasks being completed in that order.

Councilman Higginbotham suggested the Public Works Department save some of the town millings to apply a second/top layer on the trail’s surface. He stated the first layer should be allowed to settle for a period of time, in order to find “soft” spots that may need extra filler.

Mr. Coggsdale asked Town Council for a desired timeframe for the project to be completed.

Councilman George suggested there be a set schedule for each task, to keep the project on a definitive timeline, with hopefully no longer than 1-1 ½ years for completion.

Mayor Mattox stated, since the town would not have millings available until April or May of 2021, he suggested Public Works move forward with completing a “mowed” trail, then start on removing the dead trees and brush from the area. He stated the trail would then be ready for millings by the May timeframe.

Mayor Mattox stated, furthermore, the town could hold off on milling the trail surface this year (2021), to combine additional millings from next year’s paving projects, and complete the trail surfacing phase of this project at one time, all within 15-16 months.

All Council members were in consensus for Public Works to begin with creating the mowed trail, clearing trees and brush from the area, and saving millings from this year’s paving to combine with next year’s millings to complete the surfacing phase of the trail project within the estimated 15-16 month timeframe.

Mr. Coggsdale reminded Town Council this project had been approved and budgeted for in the FY2021 Budget. He asked Council, so the town would not have to re-budget for this item, he suggested the remaining \$80,000 be carried over and earmarked in the FY2022 Budget for remaining expenses of the trail surfacing project.

All Council members were in consensus to do so.

Councilman George asked for an update on the “bridge portion” of the English Park Passive Trail Project.

Mr. Coggsdale the bridge phase of the project was ongoing. He informed Council that Town Staff recently received preliminary drawings for the design of the passive trail bridge and would use the drawings to move forward in the process.

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

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B. Booker Building – Floor Resurfacing Follow-up Discussion

Background:

Town Council has been evaluating improvements to the Booker Building for some time. Town Staff was asked to provide costs for a “grind and polish” floor refurbishing option. Staff provided the cost information to Town Council; with an alternative to use a “metallic epoxy” covering on a section of the floor that consisted of a concrete patch (former interior stage area at the far end of the building). This alternative was presented to Council after meeting with the contractor and being informed that the concrete patched area would not match the rest of the floor with only a grind and polish method. After discussion at their January work session, Town Council asked staff to provide a quote for the “metallic epoxy” at a future meeting for their review and consideration.

Altavista Public Works Director David Garrett addressed Town Council regarding this item. He stated, at that time, Town Staff was seeking direction from Council on their preferred option for the Booker Building floor refurbishing project.

Mr. Garrett offered Council a cost comparison of the two floor refurbishing options:

• Polished Concrete	\$22,250
○ Patch holes of entire floor	\$3,000
○ <u>Epoxy old stage area</u>	<u>\$5,745</u>
TOTAL	\$30,995
• Epoxy Coating	\$16,485
○ <u>Patch holes of entire floor</u>	<u>\$3,000</u>
TOTAL	\$19,485

Mr. Garrett referenced the \$3,000 patch cost. He stated, whether the town chose polished concrete or an epoxy coating, this was recommended by the contractor, in order to fill existing cracks and holes in the floor before the finished application.

Mr. Garrett stated, while investigating the two options, he was informed the epoxy coating was more susceptible to scratches, as the polished concrete was less likely to be damaged by general use.

Mr. Garrett shared his recommendation in the polished concrete for its long-term durability.

Councilman Lowman asked if “patching” would still be necessary with the concrete option, to which Mr. Garrett answered patching would be necessary with either option.

Councilman Higginbotham asked Mr. Garrett if he was satisfied with the sample area of floor the contractor recently did at the Booker Building using the polished concrete.

Mr. Garrett stated the initial sample of polished concrete consisted of a light color of patch. He stated it was decided the patch would need to be a little darker in order for the floor to look more natural and visually appealing.

Councilman Lowman stated polished concrete was common for multiple uses and he felt the application had “tons of character”. He stated, even though the polished concrete option had a more expensive cost upfront, he favored its long-term durability over the epoxy, which would need to be redone quicker than the concrete application, therefore costing the town more money in the long run.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to accept Town Staff’s recommendation and approve the “polished concrete” option for refurbishing the entire interior floor of the Booker Building, at a cost of \$25,250.

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Motion carried.

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

Town Manager Waverly Coggsdale stated, based on Council's action that approved the Booker Building Floor Refurbishing Project to move forward with a "polished concrete" application, Town Staff would bring back to Council a proposed budget amendment at their next meeting to allocate funding for the project.

Mayor Mattox asked if the budget amendment would be proposed for the current FY2021 Budget so the project could move forward, to which Mr. Coggsdale stated it would.

C. Spark Innovation Center – Design/Bid Phase Proposal Request

Town Manager Waverly Coggsdale informed Council that Town Staff had been working with Hurt & Proffitt (one of the town's on-call firms) in regard to the town's new Spark Innovation Center, and the scope of work/next steps needed to move the project forward.

Mr. Coggsdale reminded Council the funds for this project were included in the town's FY2021 Budget/CIP in the amount of \$200,000. He stated, along with a grant from the Tobacco Commission in the amount of \$184,306, there was a total of \$384,306 available for the design, bid, and construction phases of this project

Mr. Coggsdale informed Council that Hurt & Proffitt provided staff with a preliminary proposal in the \$95,000-\$100,000 range; for engineering, design, and construction administration.

Mayor Mattox stated he felt the proposed amount was a big number. He asked the Town Manager if the large (proposed) amount was normal.

Mr. Coggsdale stated the proposed amount was about average, considering construction administration alone was approximately \$60,000.

Councilman Higginbotham asked who staff's contact was with Hurt & Proffitt.

Mr. Coggsdale informed Council the Hurt & Proffitt representative, "for this project", was Bif Johnson.

Mr. Higginbotham suggested staff request a detailed summary/cost break-down of the proposed \$95,000-\$100,000 amount.

Vice Mayor Bennett asked if staff had investigated all avenues for funding this project.

Mr. Coggsdale stated the \$384,306 was the amount the town currently "had on hand", but Town Staff would continue to look for additional funds/grants to help assist in funding the Spark Innovation Center Project.

Mr. Coggsdale stated Town Staff was working toward the goal of a completion date for the Spark Innovation Center of September 1st, 2021.

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Mr. Coggsdale stated, at that time, Town Staff was seeking direction from Town Council on whether or not to proceed with Hurt & Proffitt's proposal for "design/bidding/construction administration services" related to the Spark Innovation Center Project.

Mayor Mattox asked if a decision had to be made that evening, or could the decision be held off until staff spoke with Mr. Johnson (Hurt & Proffitt) again in regard to the proposal.

Mr. Coggsdale informed Council of a meeting with Hurt & Proffitt scheduled for Thursday February 11th in regard to the project.

Mr. Coggsdale stated, if Council was ready to move forward, Town Staff was requesting authorization to negotiate a proposal with Hurt & Proffitt in an amount not to exceed \$95,000.

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

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to move this project forward by authorizing Town Staff to negotiate with Hurt & Proffitt their proposal for design, bidding, and construction administrative services for the Spark Innovation Center Project in an amount not to exceed \$95,000.

Motion carried.

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

D. Altavista Utilities Department – Connection Fee Waiver Request

Town Manager Waverly Coggsdale informed Town Council that Tom Fore, Altavista Utilities Director, had been working with a local company in regard to the installation of a new 10" water line that would be installed for the company's benefit.

Mr. Coggsdale reminded Council the town's current Connection Fee Schedule called for a \$172,500 fee for a 10" connection. He stated, however, there were several components of the connection fee that were going to be paid for by the company, a \$95,000 value.

Mr. Coggsdale stated, based on connections normally being for new customers that have not been paying into the system for infrastructure needs, staff feels the partial waiver is appropriate in light of the costs the company would be paying in regard to the project.

Mr. Coggsdale stated the company would be paying for the installation of the line that had an estimated cost of approximately \$592,700, including the fore-mentioned \$95,000 costs. He stated, after construction, the line to the company's property would be transferred to the town's ownership.

Mr. Coggsdale stated, at that time, Town Staff was requesting Council's consideration for a partial waiver of connection fees related to the water line construction project in the amount of \$95,000.

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

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Councilman Higginbotham asked how much money this project was costing the town.

Altavista Utilities Director Tom Fore stated the company requesting the connection fee waiver was paying for the construction of the project. He stated the only cost to the Town of Altavista for this project was administrative.

Mr. Higginbotham asked if Altavista's Utility Department was furnishing any of the town's equipment for the project, to which Mr. Fore stated the town was not.

Councilman Higginbotham made a motion, seconded by Councilman Lowman, to accept Town Staff's recommendation and approve the \$95,000 partial connection fee waiver request for a new 10" water line connection project for an existing company in town.

Motion carried.

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

Mayor Mattox suggested the town consider having a policy to set a precedence for this type of situation moving forward.

Town Manager Waverly Coggsdale stated he understood the Mayor's suggestion, but this particular situation was unique because the company requesting the waiver was not a new company in town, but an existing company that had been paying into the town's utility infrastructure for years.

There were no additional comments in regard to this item.

9. Reports and Communication

- A. Town Manager's Report
- B. Annual Reports
 - Planning Commission
 - Board of Zoning Appeals
 - Recreation Committee
- C. Departmental Reports
- D. Council Monthly Calendars

The Town Manager Report, Annual Reports, Departmental Reports, and Council Calendars were delivered to Council at an earlier date with their February Council Meeting Pre-packet.

Town Manager Waverly Coggsdale stated he and Town Staff would be glad to answer questions from Council in regard to any of the town's current or ongoing projects.

Mayor Mattox asked Town Council if they had any questions for the Town Manager or Town Staff in regard to the February reports.

- Councilman Emerson referenced the Spark Innovation Center. He stated, during previous Council discussions, there was mention of possibly closing the alleyway between the Police Department and the Spark Innovation Center

Mr. Coggsdale stated "that was the goal", to eventually stop the flow of traffic through that alley, in order to provide an "outdoor space" for the Spark Innovation Center.

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Mayor Mattox referenced the Spark Innovation Center and reminded Council of the buildings original use as a fire station. He stated the initial vision was to have an old fire engine in the alley as a nod to the original use of the building and would now be part of a playground area.

Councilman Emerson informed Council there was an old 1972 fire truck, formally owned by the Town of Altavista, currently for sale in Richmond, VA. He stated the old fire truck was listed for sale for less than \$5,000.

Mr. Emerson stated, if the town was able to purchase the old fire truck, it would give them the opportunity to offer a unique recreational item for the proposed playground in the alley area.

Mayor Mattox asked for Council's input on whether or not to pursue purchasing the fire truck.

Councilman Lowman stated he would be willing to go to Richmond and take a look at the old fire truck to determine whether or not the truck was salvageable.

Mayor Mattox shared his favor with Councilman Lowman's offer. He stated he would also be in favor of allowing a staff member accompany him to investigate whether or not the old fire truck had value for the town's desired use.

Town Manager Waverly Coggsdale stated he would also investigate how the town could potentially pay \$5,000 for the old fire truck.

All Council members were in consensus with staff investigating this item further.

- Town Manager Waverly Coggsdale also referenced the Dalton's Landing Canoe Launch Project. He stated Assistant Town Manager Amie Owens was diligently working on the project, in order to have the "in-water" phase complete by the March 15th deadline.

Ms. Owens informed Town Council that a decision would be made by the end of the following week for whether or not the cofferdams would stay the same, or need to be raised.

- Councilman Higginbotham referenced the Shreve Park Pedestrian Bridge Replacement Project. He asked the Town Manager for an update on the project.

Mr. Coggsdale stated there had not yet been a definitive decision made on the bridge.

Mr. Higginbotham stated, between himself and David Garrett (Altavista Public Works Director), he felt they would be able to come up with a "rough design" for Council's consideration.

Mayor Mattox asked for confirmation of the bridge replacement being in the town's FY2021 Budget.

Town Manager Waverly Coggsdale confirmed the funds for the Shreve Park Pedestrian Bridge Replacement Project were allocated in the FY2021 Budget.

Mayor Mattox asked for Council's input and direction for moving this item forward.

All Council members were in consensus to allow Town Manager Waverly Coggsdale, Public Works Director David Garrett, and Councilman Higginbotham to draft a design for the replacement of the pedestrian bridge at Shreve Park for Council's consideration; in order to move this project forward and achieve the desired CY2021 completion date.

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10. Matters from Council

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

- Vice Mayor Bennett Vice Mayor Bennett asked for an update on the agreement between the Town of Altavista and the “Department of Game and Inland Fishery” (now the Department of Wildlife Resources (DWR)).

Town Manager Waverly Coggsdale confirmed the town’s “letter of intent” to terminate the agreement that had been sent to DWR. He stated he was hopeful and anticipated the process of termination would be complete by the end of July 2021.

Mayor Mattox thanked everyone for attending the February 9th Council Meeting. He also thanked the Town Manager, Assistant Town Manager, and all Town Department Directors for the work they do for the Town of Altavista, especially during the “budget process”.

11. Closed Session

DATE: Tuesday February 9, 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)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

With a reminder by the Town Manager, and consideration by Town Council, an addition was made to that evening’s Closed Session.

A motion was made by Vice Mayor Bennett, seconded by Councilman Higginbotham, to add the following discussion to their February 9, 2021 Closed Session:

Section 2.2-3711 (A)(1) Discussion, consideration, and/or interviews of prospective candidates for appointment to the Altavista Parks & Recreation Committee and Board of Zoning Appeals.

Motion carried.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

Council went into Closed Session at 7:03 PM.

Notice was given that Council was back in regular session at 7:15 PM.

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FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Lowman, 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.

VOTE:	Dr. Scott Lowman	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Vice Mayor Reggie Bennett	Yes
	Mr. Tracy Emerson	Yes

There were no actions taken during Council's February 9th Closed Session.

12. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 7:18 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk