

The work session meeting of the Town Council of Altavista was held on August 28, 2018 at 5pm.

The first part of the meeting started onsite of the Booker Building, at 400 Broad Street, Altavista.

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

Council members present:

Mayor Mike Mattox
Mrs. Michelle Brumfield
Mrs. Beverley Dalton
Mr. Tracey Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Emelyn Gwynn, Main Street Coordinator
Mrs. Crystal Hailey, Administration

3. Booker Building “Visioning Session”

Mr. Coggsdale started the session with asking Council to look around the building’s facilities and offer suggestions of any maintenance or upgrades thought to be necessary for the building and property. Mr. Coggsdale assured Council that the Town’s main goal is to have the Booker Building upgraded so there could be more uses offered to the community, while still keeping with the building’s historic value in the town.

Mr. Coggsdale stated the Town of Altavista currently rents the facilities for such uses as birthday parties, class/family reunions, and the back stage being used for bands playing at the Uncle Billy’s Day festival every year. For reference, Mr. Coggsdale presented to Council a report of the revenue generated in the past five years from such rentals.

Mr. Coggsdale suggested when Council is considering each individual renovation, for them to weigh the cost of the upgrade with the possible return on investment and noted there are “Feasibility Grants” available if Council wants to investigate the possible returns for certain upgrades and/or additions to the building.

Mrs. Overbey began the comments from Council with her suggestion to preserve the interior ceiling of the building, stating its rustic charm would add to the desired atmosphere, while still keeping the original historic look of the building.

Mrs. Overbey also liked the idea of keeping the original garage doors for their historic value.

Mrs. Overbey relayed her interest in seeing a front vestibule (lobby) at the entrance of the building for use as a visitor center with such items available as the town maps and local restaurant menus.

Mr. George, as did all Council members, agreed with Mrs. Overbey on preserving the look of the building's original ceiling and offered insight on how the process could be achieved.

Mr. George disagreed with Mrs. Overbey on keeping the garage doors functional, stating he felt no need for that side of the building to have an entrance point and that it may be harder to heat or cool the facility with them being operable.

Mr. George suggested upgrading the floor of the building using an epoxy application and stated the cost of that type of flooring is usually lower than other flooring options for a job the size of the Booker Building.

Mr. George stated he likes the idea of a small kitchen being added to the premises and thinks it would serve well for the current uses as well as any future events the town and community may have at the building.

Mr. George added a suggestion for consideration of blackout curtains being installed that can be helpful with light filtering and noise reduction.

Mr. George also agreed with Mrs. Overbey on the need for a front lobby to the building that could serve for multiple purposes.

Mrs. Dalton started her suggestions with her hopes that even with any renovations or upgrades the Council approves for the Booker Building, community members would still be able to afford the use of the facilities, while still giving the Town of Altavista the ability to expand on events being held on the premises.

Mrs. Dalton felt the Booker Building's most immediate needs would be attention to the floor, the upgrades to its bathrooms, and the addition of an HVAC system for cooling the building during rental functions and community events.

Mrs. Dalton commented on the need for a "shade system" on the back stage area of the building, where music events take place. She suggested using the same system as the Gateway Park entrance because it is just across the railroad tracks adjacent to the Booker Building property and with doing so the two areas would nicely coincide with one another.

Mrs. Dalton agreed with keeping the garage doors. She continued by saying the doors could be changed out to a different style, like wooden "barn" doors, to coincide with the rustic look of the ceiling.

Mrs. Brumfield added to the conversation for shade needed on the outside stage, stating she strongly agrees with the need for some type of covering to that area. She stated not only for shade, but also for the covering and safety of bands that are playing and the safety of their equipment.

Mrs. Brumfield elaborated stating she was present at a previous music event in which a band lost a piece of equipment due to it getting wet from rain.

Mrs. Brumfield encouraged Council to put the shade/covering at the top of the upgrade list, hopefully to be accomplished before the next Uncle Billy's Day.

Mr. Emerson started his suggestions by agreeing the original look of the ceiling should be kept. Adding he thinks the rustic look adds to the building's character and charm.

Mr. Emerson is also agreed with Mrs. Dalton as one of the first necessities being the addition of an HVAC system for cooling the facility. He shared with Council his knowledge of a type of "black duct" that can be used in the ceiling area allowing the integrity of the original rustic look of the ceiling to stay intact.

Mr. Emerson continued by agreeing the floors should be on the list of upgrades, not only for the look of the facility, but also for the comfort of standing on the floor when hosting an event lasting over a couple of hours. He stated in its current state, the concrete floors are bad for your back and legs if standing on for long periods of time.

Mr. Emerson suggested using an engineered flooring with padding underneath for better comfort. He felt the "wood look" achieved by engineered flooring would give the desired rustic look the Council also likes in the original ceiling.

Mr. Emerson added the epoxy may not stick to the large surface area of the floor as wanted and could potentially be a continuous project of cleanup and remodeling costs.

Mr. George later replied to Mr. Emerson's statement regarding the floor covering choices as both being good options with the need to check on the cost efficiency of both. Mr. George added an interest in the possibility of using both types of floor coverings for visual purposes.

Mr. Emerson agreed the facility's bathrooms need to be upgraded/remodeled. He continued by stating the addition of a small kitchen being a good asset to the building for future events. He offered a suggestion for the addition of the kitchen to be located on the opposite side of the building as the bathrooms, as to mirror the look of the building from the outside.

Mr. Emerson continued by stating he agreed with the addition of the outside sun shades on the back stage of the building being needed. He felt the addition of the coverings would add to the facility being an enjoyable event site for the community's usage in evening hours. He reminded Council, if the same coverings are used as in the Gateway Park area, of the ease in taking down the coverings in the winter months.

Mr. Emerson ended by agreeing with Mrs. Dalton regarding the garage doors being kept for historic value. He stated that if at least one of the garage doors can be kept operable, the building's footprint could be extended on that side of the building for little cost to have an "outdoor space" for seating.

Mr. Higginbotham stated he agreed with the suggestions made by Council, but feels the floor upgrades and the outside stage covering are the top necessities to be focused on.

Mr. Higginbotham's suggestion for the facility's bathrooms is to do minor upgrades, like wall painting and replacing the toilet seats.

Mr. Higginbotham liked the idea of keeping the original garage doors, as the name of the historic building is original to the Town of Altavista as “Booker’s Garage”, now the Booker Building. He is ok with any usage of the doors being open or closed as long as the doors stay onsite.

Mr. Higginbotham questioned the look and efficiency of adding an HVAC system. He suggested acquiring a utilities cost assessment to go along with the usage reference from the past five years supplied by staff. Mr. Higginbotham also feels it is necessary to check into the utility costs if the new system is added to the building.

Mr. Emerson re-entered the conversation by stating there is a real need for the HVAC system because citizens were less likely to rent the facility in the summer months without the system.

Mrs. Dalton suggested checking on the cost of a geothermal unit because it allows at least a 10 degree air difference in the cool and hot months and would be the most efficient over time.

Mr. Higginbotham ended his comments by agreeing the Booker Building needs to be remodeled so additional events can be offered to the community. His suggestion was to start with the most needed and phasing in all of the remodels under consideration.

Mayor Mattox ended the conversation by stating he thought everyone had great ideas; Adding the building needs some visual and immediate necessary upgrades.

Mayor Mattox asked if there were any public comments concerning the Booker Building only.

Citizen Reggie Bennett, of 704 10th Street, Altavista, came forward stating he agreed with Mr. George that the building is a great asset to the town for usage as a music venue. Mr. Bennett continued by stating if used for music on the inside of the building, the addition of sound barrier curtains or walls would be necessary.

Mr. George added to the conversation stating he agreed with the need of some type of sound reduction system/barrier for the inside of the building. He told Council when movies are played at the facility, the sound effect is not the best quality.

Mr. Bennett also stated if the building is to be offered for evening hour events, the addition of extra lighting might also be needed.

Mr. Bennett felt there is good potential for the building and agreed with Council on all of the upgrades said to be needed.

Citizen Patricia Connor, of 1103 Broad Street, Altavista, came forward with her comments and suggestions regarding the Booker Building. She asked Council to consider the occupancy of the building, now 400, being affected when making certain changes to the building, which then in turn may cause a drop in revenue for ticketed events.

Mrs. Conner stated she agreed with the need for an interior cooling system to be used during summer events, saying “the more people inside the building will also raise the inside temperature of the space”.

Ms. Gwynn voiced her opinion regarding the name of the facility, stating she felt the name should always stay “The Booker Building” because of its history relating to the town.

Mayor Mattox called for a recess at 5:38 p.m. and advised the meeting would be reconvened in Council Chambers at 6:00 p.m.

Mayor Mattox reconvened the work session at 6:00 pm in Council Chambers.

2. Agenda Amendments Approval

Mayor Mattox asked for a motion to approve the following changes to the agenda:

- Item c., the special events policy discussion, to be removed from today’s date and added to a work session for discussion at a later date.
- Adding for discussion to tonight’s agenda regarding the request from H&P engineering services of additional funds for services already rendered in the Rt. 43/Gateway streetscape project.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the agenda with the changes presented.

Motion carried:

Vote:	Mayor Mattox	Yes
	Mrs. Overbey	Yes
	Mr. Emerson	Yes
	Mrs. Dalton	Yes
	Mr. Higginbotham	Yes
	Mr. George	Yes
	Mrs. Brumfield	Yes

4. Public Comments for Agenda Items Only

Citizen comments regarding the Booker Building were made onsite of the facility during the “Visioning Session” for the building’s upgrading needs.

There were no introductions on this date.

5. Introductions and/or Special Presentations

There were no introductions on this date.

6. Items for Discussion

a. Melinda Pressure Zone Project

Town Manager, Mr. Waverly Coggsdale, opened the conversation by stating tonight’s presentation is a direct action from Council’s previous request for a study and plan to be acquired for consideration of the necessary actions needed to rectify the Melinda Drive issue of low water pressure. Council had approved the preliminary study in the 2019 CIP and budget.

Mr. Fore stood to introduce Mr. Ron Hidu, Woodard and Curran, who would present the study's findings and the proposed actions.

Mr. Fore reminded Council the supporting information for this study is in the Facility Assessment Plan acquired from Woodard and Curran in 2017.

Mr. Hidu referenced pictures of the proposed site area while giving his presentation. Council was given the pictures and project plan in written form, and it was also shown on the overhead monitors for them to reference while Mr. Hidu was explaining the proposed plan.

Mr. Hidu started the presentation with background information regarding the project and continued with pros and cons of choosing the proposed plan.

Mr. Hidu stated to Council, with the 35 houses at the top of Melinda and Avondale Drive not receiving adequate water pressure, the first stage of the plan would be the installation of a booster pump station. This improvement not only covers the water pressure issue to the houses, but also the adequate water pressure needed for fire safety usage in that area.

Mr. Hidu continued by saying adequate psi numbers start at a minimum of 35 psi, but the area in reference is only receiving approximately 22 to 24 psi, which is a legal minimum but generally inadequate for a household.

Mr. Higginbotham asked Mr. Hidu to give a definition of what he is calling the "booster system" installation.

Mr. Hidu explained to Council the components of the booster system would include an individual pump station and small pipe work from the existing tank to service only the Melinda Drive and top of Avondale area.

Mr. Hidu continued by giving a description of how the additional pipe system layout would be installed to cover that area.

Mr. Higginbotham then asked what the possible benefit would be in adding an additional tank to the top of Melinda Drive.

Mr. Hidu replied stating findings in the study show the cons of adding an additional tank at the top of that hill would be more work and therefore more costly to the town, when the pump stations are a sufficient solution.

Mr. George asked Mr. Hidu if the existing plan had any other use other than rectifying the Melinda Drive issue. Mr. Hidu responds by saying no it does not, but utilizing the existing tank and adding a booster system for Melinda Drive would give the best possible outcome for the issue in that local area.

Mayor Mattox asked Mr. Hidu if the addition of a generator would be necessary.

Mr. Hidu stated a generator could be added to the pump station site, but the addition would be more costly than useful considering the need for the generator would not be frequent and the noise would be a nuisance to the surrounding neighborhood since the generator would have to run on a scheduled cycle.

Mrs. Dalton commented the need for a generator would be rare and she didn't feel the cost of the additions would be justifiable.

Mayor Mattox agreed with Mrs. Dalton and asked Mr. Hidu to continue with his presentation.

Mr. Hidu continued with offering insight on the future water disbursement need, after the Melinda Drive booster system is in place, if there is significant growth in the areas surrounding Melinda Drive. Those areas being Beverly Heights, North Gate, and Holly Hills.

Mr. Hidu referenced pictures given to Council of the current water pressure conditions of those areas and the possible future water conditions of the same areas if there is significant growth to the area.

Mr. Hidu stated that within the current study compiled, this issue was also addressed. He relayed to Council the possible need for additional pump stations to be added to the surrounding area at a later date to keep all households at the minimum recommended 35psi, but only if significant growth occurs.

Mr. Hidu offered Council the cost relating to the possible usage of the Dearing Ford Road tank which is three miles away from the area in discussion. He stated the cost for a new pump station and three miles of pipe to cover the distance and water pressure needed would be approximately \$3,000,000.00 (three million dollars).

Mr. Hidu stated the more costly plan would not give the needed area any higher numbers in water pressure and the plan would also come with other problems, such as the regular routine of flushing out the system to keep the best quality of water. He continued with stating how the study finds the first plan of adding a pump station to Melinda Drive being sufficient to what the town is looking for to cover the immediate water pressure need of that area.

Mayor Mattox asked Mr. Hidu what the cost would be for the proposed project.

Mr. Hidu replied stating the cost of the plan in its entirety totals \$1.2 million dollars. He added the cost for just the Melinda Drive portion of the plan being approximately \$750,000.00, which includes the pump station and the pipework needed for that area.

Mr. Higginbotham asked if the possibility of using Campbell County's water source has been investigated.

Mr. Hidu replied stating the usage of that source might be possible, but the planning and process for doing so is far more costly and time consuming than the current proposed plan.

Mr. Hidu stated the current plan to fix the Melinda Drive water pressure issue is only the first step in the overall plan. In the Facility Assessment Plan, the next step would be to paint the inside of the main water storage tank, which Mr. Fore said is long overdue. The tank cannot be painted without the completion of the initial proposed booster system in place.

Mr. Higginbotham asked if the possibility of using the Hurt water tank had been investigated.

Mr. Coggsdale stated that a different firm, other than Woodard and Curran, had been contracted to do so.

Mr. Hidu stated that if the Hurt tank is available, the consideration of using the tank would depend on the tank's elevation.

Mrs. Dalton stated through previous investigation, the Hurt water source was not available for the Town of Altavista.

Mr. Higginbotham stated that his continued questions come from his concerns of the potential domestic and industrial growth in the referenced area and the effects of that growth on the water system.

Mr. Hidu assured Council the proposed plan for the Melinda Drive area is not only necessary for the current issue, but would also be a first step needed in any future plan if the need of additional pump stations occur from domestic and industrial growth.

Mr. Fore addressed Council stating the main goal of the night's presentation was to give Council more information regarding the water pressure issue and also the necessity for painting the water tank interior. This would allow Council to make a more informed decision on moving forward with the proposed plan.

Mr. Fore also stated he felt all citizens living in Altavista deserve the same service as their neighbors and he would like the ability to give them the best possible service available.

Mr. Fore asked Council for direction on the matter and to acknowledge, if Council thinks this is still a top priority for the town, to come to a consensus on moving forward with the adoption of the proposed plan.

Mr. Coggsdale added the issue of the Melinda Drive area water pressure had been investigated and studied for the past six years and the presentation at tonight's work session was previously asked for and approved by Council. He added the presentation was to give Council the information needed to make the best possible decision on moving forward with the proposed plan.

Mayor Mattox asked for a future conversation to take place between Mr. Hidu, Mr. Fore, and any Council Member that had further questions regarding the proposed plan in its entirety.

Mayor Mattox asked Council if the proposed plan is still a top priority to them, for Council to come to a consensus with moving forward on the adoption of the initial Melinda Drive portion of Woodard and Curran's proposed plan by placing the topic on the September Regular Council Meeting Consent Agenda.

All Council members, except for the concern of Mr. Higginbotham, were in consensus to put the proposed plan on the September Agenda for approval.

b. Utility Project Proposal – Staff Recommendations

Mr. Fore asked Council for a consensus to move forward with approval of the 2019 CIP Engineering Projects Budget previously presented for consideration.

- Projects this coming year to include a pressure reducing valve/switch being placed on the Dearing Ford Road water line.
- This valve installation will allow for the necessary lower water pressure needed at the main tank so the tank can be painted on the inside which Mr. Fore said is long overdue.
- Mr. Fore stated the installation of the valve will also improve the water pressure on Melinda drive approximately 4%.

Mr. Higginbotham asked what the cost of painting the inside of the tank would be.

Mr. Fore stated the approximate cost of painting the inside of a tank that size would cost approximately half a million dollars, but reminds Council of the 10 year maintenance plan the town is already a part of that will cover the cost of painting the tank once the pressure switch has been installed.

Mayor Mattox asked for the consensus of Council to move the 2019 CIP Engineering Project Budget to the consent agenda for approval at the next regular town council meeting.

All Council members consented to the request.

c. Special Events Policy Discussion

This item was removed from tonight's discussion.

d. Zoning Ordinance Text Amendments

Mr. Coggsdale asked Council to consider the previous request at last month's regular meeting to review and consider the proposed updates and amendments to the zoning ordinance for food truck regulations and the allowance for horses being kept on private property.

Mr. Coggsdale asked if the proposed amendments cover any and all issues the Council wants to address, that Council move forward with placing the amendments on the next regular meeting consent agenda for discussion and/or approval. This will allow advertising for public hearings at next month's meeting for the zoning ordinance text amendments.

Mrs. Overbey, referenced the ordinance already in affect stating a mobile restaurant has to have prior approval from Council to operate in the town. She asked if the proposed ordinance can be amended to have approval responsibility given to the town staff, not Council.

Council consented to take Mrs. Overbey's recommendation to amend the ordinance to state the approval for allowance be at staff level.

Mrs. Overbey also brought to Council's attention the verbiage stated in the current ordinance for sign usage, not allowing signs to be used if not attached to the truck/mobile restaurant. She stated in her experience the food trucks usually use free standing signs for their menus.

Mr. George agreed with Mrs. Overbey on the allowance of free standing signage if kept at a certain size for safety of the surrounding space.

Mr. Coggsdale suggested for Council to consider amending the ordinance to allow the food trucks the capability of using the same "A frame" signs as is allowed in the downtown area of Altavista.

Mr. Emerson suggested any amendments made to the food truck ordinances be "user friendly" to the owners, stating the allowance of mobile trucks are becoming popular in the surrounding areas and the town would benefit from having the trucks operate in our community as well.

Mrs. Dalton asked if there had been any problems with the mobile trucks operating in the town.

Mr. Witt replied by saying there has not yet been an issue. He stated there is no ordinance in place at the present time to allow for the town to regulate the food trucks in operation.

Mayor Mattox asked if the owners of the mobile trucks have to give prior notice to when and where they will be in operation within the town.

Mr. Coggsdale stated they do not.

Mr. Witt followed by saying the prior notice consent could also be added to the permit part of the process.

Mr. Witt continued by stating the ordinance amendments would allow the town to have better regulation of the trucks operating in our community.

Mayor Mattox stated he agreed with the necessity for regulations of the food trucks.

Mayor Mattox also felt the need to better monitor the meals tax being turned in from the operations of the food trucks.

Mr. Coggsdale stated there is a contract presently being worked on that will help in better monitoring of the meals taxes being turned in.

Mayor Mattox asked if there were any comments from Council concerning the keeping of horses on personal property, which is also under consideration for ordinance amendments.

Mr. George stated there was a discussion at the last Planning Commission meeting and also a public hearing concerning the updates. He stated the amendments had been addressed and put in position for approval.

Mayor Mattox called for a consensus to place the amendments for consideration on the September Council meeting agenda.

All of Council was in consensus.

e. AOT Request for Use of English Park

The representative for AOT, Ms. Gwynn, left the meeting earlier so Mr. Coggsdale stepped in to ask for this request.

Mr. Coggsdale stated the Altavista on Track Association holds an annual “Giblet Job” on Thanksgiving Day. The event has been held at English Park in Altavista in the past and the AOT requests the permission to use the park again this year, 2018.

Mr. Coggsdale stated the consent usually comes from Campbell County, but with the addition of the back section of the park being the town’s responsibility, the consent now falls on the approval from Council.

Mr. Higginbotham suggested, since the event is annual, for Council to also consider giving a continuous approval, unless there are any changes to the event needing to be considered.

Mayor Mattox asked council for consensus to put the approval consideration on the September Agenda.

All Council members were in consensus.

f. English Park Improvements Procurement

Mr. Coggsdale referenced the attachment given to Council for consideration today...

Town Council Work Session – Item #: 6f.
August 28, 2018
English Park Improvements - Procurement
Agenda Memorandum
Submitted by: Waverly Coggsdale, Town Manager

Discussion: Town Council directed staff to proceed with the implementation of several projects include in the newly adopted “Parks and Trails Master Plan”.

At this time, staff is working on the procurement for goods and services related to three of the projects, all of which tie together. The projects include the construction of a splash pad; replacement of the playground; and the construction of a shade structure in English Park. These projects are planned to be located in the area where the existing playground is located (behind the existing pavilion) and will encompass the open grass area from the basketball courts to the service drive to the maintenance building.

Pursuant to Section 2.-262 (a), *“Upon a determination made in advance by the town council set forth in writing that competitive sealed bidding is either not practicable or not fiscally advantageous to the public, goods, services, or insurance may be procured by competitive negotiation. The writing shall document the basis for this determination.”*

Written Basis for Determination to Utilize Competitive Negotiation
Based on the vast nature of the components and features that are available for inclusion in the splash pad, playground and shade structure projects specifically bidding out this project is not practicable and the ability to negotiate for such goods and services should enhance the Town's ability to design a project within the budget.

Mr. Coggsdale stated staff is presently seeking Council's approval of a determination in regards to using the Competitive Negotiation process rather than the Competitive Sealed Bidding process for these projects and in moving forward with the RFPs being issued/advertised within the next two weeks.

Mayor Mattox asked Council for consensus in placing this consideration on the September Consent Agenda.

All Council members were in consensus.

g. Delinquent Tax Listing

Mrs. Tobie Shelton, Town Finance Director, referenced the attachment given to Council at tonight's meeting regarding this subject.

Mrs. Shelton stated that each year the staff submits to Council a list of delinquent taxpayers as defined by Section 70-3 of the Town Code. In the attachments presented the delinquent tax report is listed.

Mrs. Shelton gave Council this year's outstanding tax total of \$23,934.95, which she stated is a decrease of almost \$2,900.00 from last year's list.

She stated that delinquent personal property taxes account for most of the total, being \$22,000.00, which consists mostly of vehicle taxes and the rest of the total being from outstanding real estate taxes.

Mrs. Shelton offered Council the totals to review for the write-off lists in question. She stated the delinquent personal property list for deceased individuals totaled \$1,323.70; the delinquent personal property and real estate taxes in amounts under \$20 totaled \$100.71; and uncollectible Public Service taxes in the amount of \$131.15.

Mrs. Shelton continued with an additional list necessary for write-off because of the statute of limitations regarding personal property taxes. She stated the delinquent personal property taxes from the Year 2013 total \$2,642.71 are due to be written off and requested Council's approval to do so with the continuation of collection efforts being made through June of next year, 2019.

Mrs. Shelton requested from Council the consensus to add these matters to the September Agenda for approval to publish the list as well as the consideration of approving the write-off of the delinquent tax lists.

Mayor Mattox asked Council for a consensus to place this request on the September consent agenda.

All Council members were in consensus to do so.

h. Rt.43 Gateway Streetscape Project

Mr. Coggsdale asked for this matter to be added to tonight's agenda, but the Assistant Town Manager, Mr. Witt, gave the presentation on the matter at hand.

Mr. Witt referenced an email sent from Mr. Mike Wilson of the Hurt and Proffit Engineering Service used in the Gateway streetscape project.

The email stated Mr. Wilson has requested additional money for services related to this project. Due to unanticipated and unknown expectations from VDOT, Hurt and Proffit has had to undertake additional tasks, meetings and redo components of the design. The request is for an additional \$6,500, which will be part of the TAP Grant and an 80/20% match or a \$1,300 cost to the Town.

The email also stated that FTA is requiring stricter compliance and record keeping from VDOT, which is the pass through organization for federal funding (TAP Grant). VDOT is in turn passing these requirements on to the grant recipients and there will be an adjustment period going forward.

Mr. Witt requested Council put this matter on the September consent agenda for approval of additional funds being given to Hurt and Proffit for services added by VDOT to the original contract, stating the services have already been completed.

Mayor Mattox asked Council if all members were in consensus of this matter being added to the September consent agenda.

Council members all answered yes in consensus.

i. New Updated Employee Handbook

Mr. Coggsdale and Mr. Witt offered Council a draft copy of the proposed updated employee handbook for review.

Mr. Witt commented the current handbook is 15 years old and in desperate need of an update.

Mr. Witt continued by stating the proposed draft copy has been developed with current policies and procedures to be in compliance with state regulations. He stated missing from the draft copy are forms that will be added to the back of the handbook for staff to reference.

Mr. Witt asked Council to review the handbook for any corrections or additions they felt necessary. He asked for this item to be placed on a future work session for consideration.

Mr. Coggsdale asked Council if they have a question on the handbook between sessions, to email Mr. Witt or himself and they would be glad to answer their questions. Adding, Council can take its time in reviewing the proposed handbook if necessary because the request for adoption can be put on any future work session for discussion.

Mrs. Dalton asked if the proposed new handbook needed to be voted on or a consensus made for adding it to the next work session.

Mayor Mattox stated it is not necessary for voting at this time because Council will need time to review the handbook before moving forward.

7. Council Member Items

- Mrs. Brumfield stated to Council that as of October 6th, she will be resigning her seat on Council. She continued by saying she sold her house to the new Police Chief of Altavista and is moving to another town to be closer to family.

Mrs. Brumfield ended by saying she has enjoyed her time as a Council member.

Mayor Mattox replied to Mrs. Brumfield by relaying Council's appreciation for her good work while holding her Council seat.

- Mayor Mattox addressed Council by relaying his thoughts on being prepared for the Council meetings and work sessions.

Mayor Mattox suggested Council members thoroughly read the agenda, minutes, and attachments so the members can be more prepared and in turn help the Council meetings and sessions run more efficiently.

8. Public Comment

Citizen Alexander "Butch" Hamlet, of 309 Rocky Ridge Road, Gladys, came forward with a concern regarding the proposed food truck ordinance amendments.

Mr. Hamlet stated he has operated his food truck business in the town of Altavista for the past 11 years and came to today's meeting to ask if he would still be in compliance with the town ordinance when the proposed amendments are implemented.

Mr. Witt addressed the citizen by stating amendments are still being discussed by Council and not yet finalized.

Mr. Coggsdale added when the ordinance has been amended according to Council's approval, the town will send letters out to all mobile businesses with the updates.

9. Adjournment

Mayor Mattox asked if there was any other items for Council's review.

No additional items were brought forward for discussion.

Mayor Mattox adjourned the meeting at 7:32 pm.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk