

Council Work Session September 22, 2020

The Altavista Town Council's September 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on September 22, 2020 at 5:00 p.m.

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

Council members

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

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Ms. Amanda Owens, Assistant Town Manager
Mrs. Tobie Shelton, Treasurer/Finance Director
Mr. Thomas Merricks, Altavista Police Chief
Mr. Tom Fore, Altavista Public Utilities Director
Mr. David Garrett, Altavista Public Works Director
Ms. Sharon Williams, Community Development Director
Mrs. Kirsten Aherron, AOT Main Street Coordinator
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Town Administration

2. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed September 22nd, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

3. Recognitions and Presentations

- a. Introduction of Altavista's new Assistant Town Manager – Amanda "Amie" Owens

Mr. Coggsdale introduced Ms. Owens to Council and informed them her first day of work for the Town of Altavista was Monday, September 21st.

Ms. Owens addressed Council stating she was excited to get started with her new position as Altavista's Assistant Town Manager. She stated she had a productive meeting with the Town Manager that day and was currently working on a few new projects.

Ms. Owens stated she would be meeting with each of the town's department directors over the next few days to learn more about their departments. She stated she looked forward to working with each one in regard to their departmental operations and/or needs.

Ms. Owens thanked Council for their time and stated she also looked forward to working with Council and would be glad to answer any questions they may have.

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All Council members welcomed Ms. Owens to the Town of Altavista.

Mayor Mattox stated he was happy the town had an Assistant Town Manager once again and stated Council looked forward to working with Ms. Owens on future items.

b. National Center for Healthy Veterans (NCHV) – Local Project Presentation

Mr. Coggsdale informed Council that a few representatives for the National Center for Healthy Veterans (NCHV) were present at that evening's meeting to give Council a presentation in regard to the new NCHV facility that would be located off of Route 29, just north of Altavista.

US Brigadier General Jeffrey Horne, NCHV Vice President, gave Council a brief overview of the organization's "mission statement" and intent for the new veteran center.

General Horne stated he would be representing the NCHV as the Chief Operations Officer for the new center. The General made mention of Mr. Bob Dees, NCHV President, and Mr. Joseph Basel, Farm Director for the center.

General Horne stated he and Mr. Basel would be the two faces seen most often at the farm over the next few months, as they start implementing the approved plan that would become the new veteran's center. He informed Council that Mr. Basel would be moving to the farm within the next couple of weeks with his wife and two children, in order to be onsite as the plan moves forward.

General Horne stated there were approximately twenty million veterans currently in the United States. He stated the National Center for Healthy Veterans (NCHV) was founded in an effort to bridge the gap between public and private groups that strive to help/serve as many veterans as possible.

General Horne stated there were multiple veteran facilities funded and run by the US Government. He stated there had also been private facilities that, due to lack of funding, had been turned over to the government in order to continue operations. He stated the NCHV was privately funded had no intention of doing otherwise.

General Horne shared with Council the NCHV's "integrated solution for best practices". He stated the veteran's center would focus on multiple aspects of living and faith-based recovery, such as life skills, education and training, and meaningful outdoor experiences with hiking, biking, and animal therapy.

General Horne stated the NCHV would also offer its veterans business mentoring and employment opportunities. He stated the overall intent of the center was to offer veterans a "safe and spiritual" environment to heal and help them transition back into civilian life.

General Horne informed Council that NCHV would be partnering with Altavista's local technical school VTI (Virginia Technical Institute) and nearby Liberty University for school training opportunities.

General Horne stated, in approximately four years, there would be a conference center on the NCHV property, along with a 26,000 sq. ft. wellness center. He stated the wellness center would offer physical therapy, dietician training, and other "life skills" mentoring and training for the NCHV onsite veterans.

General Horne stated the site for the new NCHV was a beautiful piece of property. He stated, however, the Altavista farm was chosen, not only for its beautiful landscaping and majestic views, but also for the "loving nature and compassion" the NCHV Board felt both Altavista and Campbell County have for their communities and their US Veterans.

General Horne informed Council the NCHV would be offering an entrepreneur business program for its veterans.

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General Horne stated the hope would be for veterans to learn the skills they need to start their own business, and potentially remain in Altavista or the surrounding area as a business owner. He stated this not only helps a veteran support their family in a long term aspect, but also allows the veteran to be a part of, and contribute to, the economic growth and stability of the community that helped support their recovery process.

General Horne continued his presentation by sharing with Council the housing infrastructure the NCHV would have for its onsite veterans. He stated there would be five villages that would include twenty “tiny homes” in each village.

General Horne stated, due to war related challenges, some veterans tend to “retreat within” their own space. He stated, while the tiny homes were fully equipped with a bedroom, bathroom, and living space, they would not have their own kitchen.

General Horne informed Council each one of the five veteran villages would have its own 2,500 sq. ft. community center for eating and recreational purposes. He stated the villages were designed to encourage interaction and community involvement.

General Horne also shared with Council the NCHV’s Plan of Operations and assured Council the center and farm would be run with the upmost safety and security.

General Horne stated the NCHV would offer its veterans job training related to either vocational, technical, or business, depending on their interests. He stated the NCHV would equip each veteran with the skills necessary to succeed in their desired life goals.

General Horne stated it was NCHV’s desire to have each veteran do well in all aspects of their lives and recovery, including mentally, spiritually, and physically. He stated this was important, not only for them, but for their families as well.

General Horne stated the National Center for Healthy Veteran’s had a very extensive “governance”. He stated the NCHV had seven, widely experienced, Board of Directors, all of which lived in the state of Virginia, but one. He stated the President, Bob Dees, was in the state at least half of each month, and in Texas with his family the other half.

General Horne briefly went through the steps of how the veterans would be chosen for the NCHV program. He stated there would be veterans coming to the center from all over the United States.

General Horne informed Council the NCHV would have full disclosure of each veteran’s civil and military background and also their medical records. He stated this would ensure the NCHV gives each veteran the individual care needed for their wellness and recovery.

General Horne stated, over the next month, the NCHV would begin the process of excavating for the tiny home villages and graveling roads and driveways on the property. He stated they estimated the first four homes to be up and ready for veteran occupancy by the first part of 2021.

General Horne invited Council to visit the property at any time to view the progress.

General Horne concluded his presentation and stated he would be glad to answer any questions, or address any concerns, Council may have in regard to the new NCHV.

Mayor Mattox asked Council if they had any questions for General Horne in regard to the National Center for Healthy Veterans.

Mr. Mitchell asked if there had been a “risk assessment” conducted to determine the potential effects the NCHV may have on the surrounding community.

General Horne stated the military conducts an assessment for everything they do. He stated the NCHV Board consists of military and military related individuals, and the group went through a detailed risk assessment process when planning this project.

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General Horne referenced the NCHV website. He stated there was a section on the website that shared twenty-three pages of questions that addressed all aspects of the project, including community concerns.

General Horne informed Council he had recently been in contact with the Altavista Police Department's Chief, Tommy Merricks. He ensured Council the NCHV would have an Emergency Action Plan that would comply with all state and federal guidelines.

Mr. Mitchell asked if there would be a psychologist onsite for the veterans at the center.

General Horne stated, one of the areas focused on during recovery would be a veteran's "mental health", but there would not be a psychologist or psychiatric treatments at the center. He stated each veteran would have their own doctors of choice outside the center.

Mr. Mitchell asked what happens to a veteran after they have finished the NCHV program.

General Horne stated, once a veteran is selected for the NCHV recovery program, the NCHV takes full responsibility for that individual. He stated the NCHV pays for the individual's travel expense to and from the center, from start to finish of their recovery.

Mr. Mitchell asked how the NCHV would be funded.

General Horne stated the initial investment was from private donors. He stated, as the project moves forward, the farm activities, such as boarding horses and raising crops and cattle, would contribute to the centers overall sustainability. He stated the farm animals would have both a medicinal and monetary purpose at the center.

Mr. Emerson stated he was very impressed with the National Center for Healthy Veterans' program and he felt the center was going to be an asset to the community.

General Horne stated there had already been an outpouring of individuals from the Altavista community that want to volunteer at the farm/center.

Mrs. Dalton asked, in regard to their "daily routine" during their six to twelve months stay at the NCHV, would the veterans be bound only to the center, or would they also be out in the community.

General Horne stated "education" could be a big part of a veteran's recovery process. He stated, if a veteran did not have the education to succeed in the career of their choice, the NCHV would help that individual obtain classes from a nearby technical school or college.

General Horne stated he felt the more often a veteran can interact with the communities around them, the better the outcome would be for both the veteran and the community.

Mrs. Dalton asked if any of the veterans that will be living at the NCHV would have their family with them onsite.

General Horne stated no veterans had been chosen for the program yet, but the possibility would not be restricted. He stated each veteran's case would be considered individually.

General Horne informed Council, out of the twenty homes within each NCHV village, there would be four homes set aside for teachers, counselors, and ministers, so there was a possibility that one or all of them may have their family with them.

General Horne stated it was the NCHV's intent to help every veteran they possibly can, whether individually, or with their family unit. He stated, if a veteran does not "fit" into the NCHV's qualifications, or the NCHV is not able to help a veteran to the level they need to be helped, the NCHV would always find that veteran an organization that would best serve their needs.

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Mr. Higginbotham wished General Horne and the NCHV good luck with this project. He stated he was excited to see the program succeed in the Altavista community.

Mr. George thanked General Horne for his time and for sharing with Council the NCHV's intent and mission in regard to their veteran's program.

Mr. Bennett thanked General Horne and the other military members in attendance for their service to this country and for our freedom.

Mr. Bennett stated there was a great need in this country for additional help and support for our veterans. He stated he appreciated the NCHV for recognizing that need and developing a program that would contribute to the wellbeing of our US veterans.

Mr. Bennett stated he felt the NCHV would be an asset to the Altavista community and he looked forward to seeing what the future holds for the program.

There were no additional questions or comments from Council.

At that time, General Horne introduced Joseph (Joe) Basel. He informed Council that Mr. Basel was going to be the National Center for Healthy Veterans Farm Director.

General Horne stated Joe was caring and compassionate and one of the most intelligent people he knew. He stated Joe was a good organizer and administrator, but also a "great farmer", and the NCHV was happy to have him as their Farm Director.

Mr. Basel stated, as everyone may be seeing him in town a lot over the next few months, he was happy to meet Council and staff face-to-face. He stated his family would also be joining him at the NCHV within the next couple of weeks.

Mr. Basel stated he appreciated the kindness and hospitality shown to him and his crew while visiting Altavista. He stated he was happy to have such an array of local businesses to use and buy from without having to travel further away to Lynchburg.

Mr. Basel stated he felt God was working in great ways in regard to the National Center for Healthy Veterans project and he was honored to be a part of the process. He stated he was excited for what the future holds for the NCHV program.

General Horne thanked Council for allowing him to present them with an overview of the National Center for Healthy Veterans. He asked Council and Town Staff to contact him if they ever have a question or concern about the NCHV.

General Horne stated the NCHV would always strive to do what is best for everyone involved with their veterans program and housing project. He stated that included working with the Town of Altavista to achieve the best possible results.

Mayor Mattox thanked General Horne and Mr. Basel for their time.

4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

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5. Public Hearing

a. Amendments to FY2021 Adopted Budget

Mr. Coggsdale stated, pursuant to Section 15.2-2507 of the Code of Virginia, the Altavista Town Council would be conducting a public hearing that evening. He stated the hearing was in regard to amendments to the FY2021 Adopted Budget that would increase the budget in an excess of one percent (1%) of the adopted total.

Mr. Coggsdale stated there were several changes to the budget that fall into this category: (1) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, (2) Hazard Mitigation Grant Program (WWTP Generator Project), (3) Town of Altavista Water Supply System-wide Emergency Power source, (4) Proceeds from the sale of the former Altavista National Guard Armory, and (5) Recreation/Trail Grant funds and local funds to support construction of the Dalton's Landing Canoe Launch Project.

Mr. Coggsdale informed Council, if approved, the amendments to the FY2021 Adopted Budget would be an estimated \$1,566,846. He stated a notice for the public hearing had been advertised accordingly.

Mayor Mattox opened the public hearing at 5:45 PM.

Mayor Mattox asked if there was anyone present at the meeting that would like to come forward with a comment or concern in regard to the fore-mentioned amendments to the FY2021 Adopted Budget, to which there were none.

Mayor Mattox closed the public hearing at 5:46 PM.

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

Mrs. Dalton, seconded by Mr. George, motioned to approve the proposed amendments to the FY2021 Adopted Budget.

Motion carried:

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

6. Items Referred from Previous Meetings

a. Altavista Outreach and Enrichment (AOE) Request – Storybook Walk

Background:

At the August 25th Work Session, Town Staff provided Council with correspondence from AOE in regard to a request for Council to allow them to pursue available “grant funding”, which would allow for AOE to place a “Storybook Walk” at Avondale Park. Following Council’s discussion, they asked staff to invite an AOE representative to appear before Council to further discuss and consider this project.

Mr. Coggsdale informed Council that Jane Green was in attendance that evening to answer any questions they may have in regard to AOE’s proposed storybook project.

Mrs. Green thanked Council for their time and for the opportunity to discuss this item.

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Mayor Mattox asked Council for their thoughts and questions regarding the proposed storybook walk.

Mr. Mitchell asked how much of the project's cost would the grant cover.

Mrs. Green stated the fore-mentioned grant would cover all costs of the storybook walk "stations". She stated the AOE would only need help installing the stations.

Mrs. Green asked if the town was able to help the AOE install the storybook stations. She stated, if not, they would ask a local Eagle Scout to help with the installation.

Mr. Mitchell asked if AOE would be implementing the storybook project in all town parks or only the proposed Avondale Park.

Mrs. Green stated the grant AOE was currently working to obtain would be used for a storybook walk at only one town park. She stated the grant would also be used to place "little libraries" at Avondale, Coleman, and Bedford Avenue Parks, as Shreve Park and English Park already have a Little Library.

Mrs. Green stated a storybook walk consisted of twenty stations, spaced out to create the encouraged "walk". She stated the project would need to be at a park that offered a large enough area for the stations to be adequately spaced apart, such as Avondale or English Park.

Mr. Mitchell asked if the storybook station was digital.

Mrs. Green informed Council there would be an actual book used to create the storybook walk. She stated there would be a page consecutively at each station, which would encourage a child to "walk" to each station in order to read the entire book.

Mayor Mattox asked Mrs. Green how often the story (book) would be changed.

Mrs. Green stated, in the summer months, the storybook would be changed out every two weeks, in order to keep the storybook walk current and encourage visitors.

Mrs. Green stated AOE's initial request was to place the storybook walk in Avondale Park, but now believe English Park would be a better fit for the project, as it is a larger park and offers more space for the storybook stations to be adequately spaced.

Mr. Emerson stated he was more in favor of the storybook walk being placed in English Park, as it is a "community park" and receives more visitors than the Avondale "neighborhood" park.

Mr. George referenced the fore-mention of the storybooks being changed out frequently. He asked what the storybook stations would be made of.

Mrs. Green stated the top of the storybook station was similar to a "photo frame". She stated the frame would have an acrylic type face for viewing and the AOE would have a secure way to access the frame.

Mr. Bennett thanked Mrs. Green and the Altavista Outreach and Enrichment group for the work they do for the children of this community.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if approved, would the town's Public Works Department be able to help install the storybook stations in English Park for AOE.

Mr. Coggsdale stated he felt Public Works would be able to help with the installation process of this project.

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Mayor Mattox also asked the Town Manager if a “consensus of Council” would be sufficient in this matter, or if Council needed to vote on AOE’s request.

Mr. Eller, Town Attorney, stated, since AOE was planning to pursue grant funding from the state for this project, the request would be better served by having Council vote on the item. He stated a vote would be necessary if the state required a “resolution” of approval for the grant process.

There were no additional questions or comments from Council.

Mayor Mattox thanked Mrs. Green for her time and for what she and the Altavista Outreach and Enrichment Program does for the Town of Altavista.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request by Altavista Outreach and Enrichment and allow them to pursue grant funding to cover the cost of placing a “storybook walk” in Altavista’s English Park.

Motion carried:

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

b. Altavista Economic Development Authority (AEDA) Proposal

Mr. Coggsdale referenced the proposal provided by the Altavista Economic Development Authority to Town Council at their August 11th Council meeting. He stated the proposal was a result of the discussion between Town Council and the AEDA at a joint meeting on June 11, 2020.

Mr. Coggsdale stated the proposal narrowed down the focus of AEDA’s existing Economic Development Strategic Plan into two primary areas:

- Downtown Revitalization and community development
 - Vacant building utilization and/or revitalization
 - Increased housing availability and diversity
- Industry
 - Workforce development
 - Business retention and expansion (BRE)

Mr. Coggsdale stated, in addition, the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations.

Mr. Coggsdale stated, while the proposal sets forth challenges, it addresses each item through a three-phase approach. He informed Council the “first steps” in Phase I and also the entire proposal were in the September 22nd meeting packet for further review.

Mr. Coggsdale stated the “Goals Matrix” from the existing 2019 Economic Development Strategic Plan, which was updated in regard to activity through the 2nd Quarter of 2020, was also in their meeting packet.

Mr. Coggsdale also referenced the Community Development & Housing Analysis, which was provided to Town Council at their August 25, 2020 Work Session. He stated this item was tentatively scheduled to be placed on the October 27, 2020 Work Session for further discussion and consideration by Town Council.

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Mr. Coggsdale stated, with there being some overlap in the two documents, Council may want to work through both before charting a course of how to move forward.

Mr. Coggsdale informed Council that Walter Maddy, AEDA Consultant and the author of the recent AEDA proposal, was present at that evening's meeting to answer any questions Council may have in regard to the item.

Mayor Mattox stated it was important to note, at that point, the AEDA was only suggesting the town move forward with Phase I, "Organizing" EDA related town groups/organizations to work together towards economic growth for the community".

Mayor Mattox asked Council for their input and thoughts on this matter.

Mr. Mitchell stated, in order for the community to embrace economic development, Town Council would need to show their support for economic development as well. He stated EDA related town organizations working together was a good first step.

Mr. Mitchell stated he felt the recent AEDA proposal was an adequate "road map" for Council to follow in moving forward with that process. He stated he was in favor of placing this item on the October 13th Consent Agenda for approval.

Mrs. Dalton asked for clarification of the "first step" in the AEDA proposal. She stated, to her understanding, the proposal recommended a "coordinator" to oversee all of the EDA related groups and the projects they would be working on together.

Mr. Coggsdale answered Mrs. Dalton stating the AEDA proposal recommended a Project Manager (Town Staff member) be assigned by Council to Chair an "Economic Development (ED) Steering Committee", which would help develop ED projects moving forward.

Mr. Maddy stated the proposed Project Manager would not only hold the coordinator role for the ED Steering Committee, but may also be involved in developing and/or implementing some of the town's future EDA projects.

Mrs. Dalton referenced the town groups and organizations that would be a part of this process: the Altavista Economic Development Authority, Altavista On Track, the Altavista Planning Commission, and the Altavista Area Chamber of Commerce. She reminded Council most of the members in these organizations were volunteers.

Mr. Maddy stated the ED Steering Committee would be considered a "collection of town and ED related knowledge" for the ED Project Manager to utilize. He stated this would be useful when determining future economic development incentives.

Mrs. Dalton stated the town supports the fore-mentioned groups on an annual basis. She suggested being cautious of placing too much responsibility on the ED Project Manager and not also holding the associated groups accountable. She stated they should be continuously working together to accomplish the town's ED goals.

Mr. Coggsdale stated the AEDA proposal both emphasizes and encourages that effort.

Mrs. Dalton also referenced the \$100,000 mentioned in the recent AEDA proposal. She stated, if approved, this would be the first year the town had an AEDA Steering Committee. She suggested having a "line item" in the budget to draw from, rather than a set amount for unknown project/incentive needs.

Mrs. Dalton also suggested Council wait until receiving the fore-mentioned Housing Study at the October Work Session before making a final decision on this item, in case each item had the potential to impact the other.

Mr. Mitchell stated the \$100,000 in the AEDA proposal was considered an initial investment for this plan,

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Mr. Mitchell stated the funds would only be used on an “if needed” basis, not a definitive budget for use in each fiscal year.

Mr. Higginbotham asked what would be an example that the \$100,000 AEDA budget would potentially be used for.

Mr. Mitchell stated, if the town had an economic development project that qualified for grant funding, and the grant required a “dollar match” from the town, then funds from the AEDA budget could be used for that purpose.

Mr. Bennett stated he felt moving Altavista’s Economic Development Strategic Plan forward was long overdue, and he was in favor of AEDA’s proposal.

Mayor Mattox stated he felt the AEDA proposal needed to be implemented as soon as possible, but he would support the suggestion to wait until the October 27th Work Session to receive the Housing Study, allowing Council additional time for further discussion and consideration.

All Council members were in consensus to do so.

Mayor Mattox thanked Mr. Maddy for the work he does for the Town of Altavista.

Mr. Coggsdale stated, based on Council’s discussion at the October 27th Work Session, staff would place the item on either the November Regular Meeting Agenda for further discussion or the Consent Agenda for approval to move forward.

Mayor Mattox stated he felt the fore-mentioned Housing Study should be similar to the study the town conducted a few years ago.

Mr. Coggsdale stated the “study” the Mayor was speaking of was not directly tied to the Economic Development Strategic Plan, or the AEDA’s proposal, but more of an analysis related to current available housing and community development.

Mr. Bennett asked if the new National Center for Healthy Veterans would affect the Housing Study. He stated he felt the NCHV would be a new variable in the analysis that wasn’t a factor during the last study a few years ago.

Mr. Coggsdale stated, due to the close proximity of the NCHV, there could be a potential for future housing needs in Altavista for NCHV veterans or staff.

Mayor Mattox stated there would always be the chance for contributing factors to change. He stated he felt it was important for the town to begin the AEDA proposal process, and the town could make decisions on any changing variable as they arise.

Mr. Higginbotham asked if waiting until October 27th for the Housing Study would make much of a difference in moving the AEDA proposal forward.

Mrs. Dalton stated she suggested the additional timeframe for Council to make sure they have read the AEDA proposal in depth and understand its complexity.

Mayor Mattox stated, if Council approved the AEDA proposal to move forward now, and additional data shared with Council was found relevant to the plan, then the town would already be set to receive the data and integrate the information into the plan.

Mr. Mitchell made a motion to place the AEDA proposal on the October 13th Regular Meeting Consent Agenda.

Mrs. Dalton suggested placing the item on the “regular” agenda that evening, in case Council had any additional questions or concerns. She stated by doing so, they would not have to amend the agenda by removing the item from the consent agenda. She reminded Council the item could still be voted on as a regular agenda item.

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Mayor Mattox stated there needed to be a 7-0 vote by Council to place an item on a consent agenda. He asked for Council's decision on the matter.

All Council members were in consensus to place the AEDA proposal on the October 13th Regular Meeting Agenda.

The Town Manager reminded Council they would also need to appoint the proposed ED Steering Committee Project Manager at the October Regular Meeting as well.

c. COVID-19 "Forward Virginia" Regulations - Town-owned Facilities

Background:

This item had previously been discussed by Council at their September 8th Regular Meeting. Council asked for a continuation of the discussion in order to allow Town Staff time to gather additional information, and offer Council recommendations, pertaining to the consideration of the Town of Altavista moving from Phase II to Phase III with town-owned facilities. This item was placed on the September Work Session for that purpose.

Mr. Coggsdale shared with Council the following recommendations by Town Staff in regard to proceeding with Altavista's Phase III Reopening Plan:

- Town owned facilities (rentals):
Capacity 250 patrons or 50% of posted capacity - whichever is less.
(Includes: Booker Building and Train Station)
Outside events (i.e. Avoca weddings) would be 250 persons maximum.
- Basketball:
No games; individual shooting with 10' distance between individuals.
- Picnic Shelters/Pavilions:
Remain Open; all visitors use at their own risk and must adhere to social distancing guidelines. (Rentals are not being accepted at this time.)
- Halloween:
The Town of Altavista does not coordinate town-wide trick-or-treating.
Town Council may want to decide if they want to allow it or not.
 - There had been outside interest in providing a "trunk or treat" at the Trade Lot, however staff is uncertain on any protocol or requirements that would limit interaction. Accordingly, it is not recommended.

Mayor Mattox asked the Town Manager if Town Staff had checked with the Health Department regarding these items.

Mr. Coggsdale stated he did, but had not received any new information from the Health Department recently.

Mr. Coggsdale stated he spoke with people from other localities having to make the same decisions. He stated he was not aware of any new guidelines for this matter.

Mr. Coggsdale referenced the Altavista Trade Lot trunk-or-treat request. He stated, without having full details of how the event would be carried out, staff was unable to recommend the event be approved.

Mrs. Dalton referenced the "basketball" item. She suggested leaving the courts closed until further notice. She stated she felt it would be hard to regulate the "single play" rule/restriction.

Mrs. Dalton stated, in regard to Halloween this year (2020), she did not favor any town-sponsored trick-or-treating or activities.

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Mrs. Dalton suggested the town's position be "NO Town-organized Halloween Activities". She stated, while there may be local churches that would be hosting a Halloween event, her favor would be for families to keep their children within their own family unit, as a safety precaution during the current COVID-19 pandemic.

Mr. Bennett shared with Council an excerpt from a recent advertisement of Bedford County's Parks and Recreation. He informed Council that Bedford would be hosting and sponsoring a Halloween event at one of their local parks.

Mr. Bennett also shared with Council a recent statement from Campbell County Parks and Recreation in regard to local basketball camps. He informed Council that Campbell County would be hosting a "basketball skills camp" in October at three locations within the county.

Mr. Bennett stated he was not advocating for the Town of Altavista to be involved with any event or activity they deemed unsafe. He stated he just wanted Council to be aware of other localities that were allowing certain citizen events and activities.

Mr. Mitchell reminded Council the State of Virginia and Campbell County were both in Phase III of the Governor's "Forward Virginia" COVID-19 Reopening Plan. He shared his favor with the Town of Altavista also moving into Phase III, which included reopening the town park's basketball courts.

Mr. George stated, since the Town of Altavista does not organize any town Halloween event, the decision would be up to an individual citizen whether they intend to participate in Halloween activities or not.

Mr. Mitchell, seconded by Mr. Bennett, motioned to move the Town of Altavista into Phase III of the Governor's "Forward Virginia" COVID-19 Reopening Plan.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	No
	Mrs. Beverley Dalton	No
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox asked for appropriate signage to be placed at each basketball court located within a town park.

d. English Park – Tree Removal Follow-up

Background:

At the August 25, 2020 Council Work Session, Town Council considered a request by the Altavista Recreation Committee to remove dead ash trees located in English Park. After discussion, Town Council asked Town Staff to identify the overall number of trees that needed to be removed, the number that posed an immediate hazard along Eagle Trail, and within the park, and determine what the estimated cost would be to remove the trees.

Mr. Coggsdale, Town Manager, informed Council that staff met with the Virginia Department of Forestry (VDOF) on September 9, 2020 to inspect the park and determine which trees needed to be removed or pruned. He stated, each tree requiring attention had been marked by either staff or VDOF.

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Mr. Coggsdale informed Council the Altavista Public Works Director, David Garrett, created a list based on the trees identified during the inspection and solicited quotes from three companies: Bartlett Tree Experts, Wisecarver Tree Service, and Mason's Tree Services.

Mr. Coggsdale stated there are several options available to Council, should they decide to proceed with the tree removal:

- Option A: Remove 16 ash trees at a cost of \$11,000 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option B: Remove 60 hazardous trees (16 ash and 44 other species) at a cost of \$32,000 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option C: Remove 82 dead trees of various species at a cost of \$42,500 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option D: Removal of dead trees and limb pruning at a cost of \$47,000 - with a potential cost share reimbursement of \$5,500 from VDOF.

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

Mr. Higginbotham referenced Option B and asked if the “hazardous” trees in this option were ones that were hanging over the park’s trails and could potentially harm a pedestrian of the trail, to which Mr. Garrett stated was correct.

Mayor Mattox asked if the town would be held liable if one of the fore-mentioned trees were to fall on a trail patron.

Mr. Eller, Town Attorney, stated if a tree is known to be dead, the town was responsible for removing the dead tree, or otherwise they could be held liable if the said tree falls on a trail patron. He stated this applies only to the trees on or adjacent to the trail, not trees that may fall off the path of the trail where citizens should not be walking.

Mr. Higginbotham asked how many of the trees that were considered hazardous were actually on the trail.

Mr. Garrett stated the sixty trees in Option B were either on the trail, or in close proximity to the trail’s path.

Mr. Higginbotham asked for clarification of the word “hazardous” in Option B.

Mr. Garrett stated the trees deemed “hazardous” were identified as having the potential to negatively impact the trail.

Mr. George asked, if he understood the quotes correctly, Option D would cost the town \$41,000.

Mr. Coggsdale answered, stating Mr. George was correct.

Mrs. Dalton asked if funds had been identified for this project.

Mr. Coggsdale stated there had not been. He stated, if the English Park Tree Removal Project was approved, Council would need to decide how to pay for the project.

Mr. Emerson reminded Council of the town’s initial intent to have a trail system throughout English Park. He stated, with that effort comes the responsibility of maintaining a safe environment for patrons of the park and the trail system.

Mr. Emerson stated he felt, if the town knows of hazardous trees in the park that are on or around the trail, they need to be taken down as soon as possible.

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Mr. Higginbotham stated the decision was not whether to take down the hazardous trees or not, but which option to choose; whether to only take down trees showing an immediate hazard (Option B), or choosing Option D and removing or pruning all trees identified during the recent inspection.

Mr. Emerson shared his favor in Option D of the available options, which included removing or pruning all trees identified as needing attention.

Mrs. Dalton stated she was also in favor of Option D of the quotes/options.

Mr. Bennett referenced the \$5,500 grant the town will be receiving from the Virginia Department of Forestry (VDOF) for this project. He asked if the town would be eligible to apply for the same grant again in the next calendar or fiscal year.

Ms. Williams, Altavista Community Development Director, answered Mr. Bennett. She stated it would depend on how often the grant was offered. She informed Council this particular grant was offered twice in this calendar year because of the ash trees becoming such an issue recently.

Ms. Williams stated staff would look for additional funding opportunities if the town had any similar projects like this one in the future.

Mr. Bennett shared the reason he asked about the VDOF grant. He stated, the town could choose to implement Option B this year and utilize this year's available \$5,500. He continued by stating, the remainder of the project (in Option D) could be completed in the next calendar year, so the town could apply for another VDOF grant.

Mr. Higginbotham stated Mr. Bennett's suggestion was a good thought for consideration.

Mr. Coggsdale reminded Council the fore-mentioned VDOF grant was specifically for the removal of "ash trees" only, not any other species of trees.

Mr. Emerson reminded Council there were other areas in English Park the town was looking to expand and potentially constructing additional trails. He stated there would always be an opportunity to explore grant funding for such projects.

Mr. Emerson, seconded by Mrs. Dalton, motioned to place this item on the October 13th Consent Agenda for approval of Option D – the removal of dead trees and pruning other trees as necessary, for a cost of \$41,500 (\$47,000 minus the \$5,500 VDOF grant).

Mayor Mattox asked, since that evening's meeting was a "work session", for consensus of Council to place this item on the October 13th Council Meeting Regular Agenda.

All Council members were in consensus to do so.

Mayor Mattox asked David Garrett, Public Works Director, if his department had any funds allocated for this project, to which Mr. Garrett stated they did not.

Mayor Mattox asked Council for their thoughts on using the town's Reserve Fund as the source of funding for the English Park Tree Removal Project.

Council was in consensus to also consider the town's Reserve Fund as the source of funding for this project at the October 13th Regular Meeting.

Mr. Coggsdale stated he would place both considerations for this item/project on the regular meeting agenda for October 13, 2020.

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7. New Items for Discussion / Unfinished Items

a. WWTP Electrical Upgrades (Phase II & III) – Consideration of Bid Award

Background:

Bids for this project were received on Thursday, September 17, 2020. Staff and Scott Bortz, the project's engineer, reviewed the bids and will be presenting a recommendation to Town Council at their September 22nd Work Session. This project will be funded through the Virginia Clean Water Revolving Loan Fund.

Mr. Scott Bortz, project engineer, and Mr. Tom Fore, Altavista Utilities Director, came before Council with an update on the bid process for this project. Mr. Bortz informed Council the town received only one bid, which came from English Construction at \$3,952,000. He reminded Council the engineer estimate for this project was \$3,281,000.

Mr. Bortz informed Council there were four "sub-contractors" that submitted an electrical bid, but English Construction was the only General Contractor. He stated three of the four sub-contractors were planning to submit their bid through English Construction.

Mr. Bortz stated he felt Altavista's Waste Water Treatment Plant was in good shape overall, but the plant was aging and in much need of some improvements, such as this electrical upgrade project. He stated the electrical upgrade would not only ensure the viability of the WWTP for many years to come, but also save the town money in utility costs long term.

Mr. Bortz reminded Council the DEQ funding package (loan) was for \$4,327,000. He stated, with bids coming in for the electrical upgrade being higher than expected, he recommended increasing the DEQ fund package to \$5,320,000.

Mr. Bortz informed Council that DEQ's loan rate was currently low at 1%. He stated it would be his recommendation to move forward with awarding the bid for this project to English Construction while the rates were low.

Mayor Mattox asked if the 1% rate was new.

Mr. Bortz stated DEQ's loan rate had been 2% just a few months ago, but loan rates had recently been decreasing. He stated there was no indication of how long the DEQ loan rate would stay at 1%.

Mayor Mattox pointed out the 1% rate difference was a substantial amount of money and may help offset the recent unexpected cost increase to this project.

Mr. Bortz stated he would be happy to answer any questions Council may have.

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

Mr. Higginbotham asked if any of the sub-contractors that bid on this project were local.

Mr. Fore answered stating the following sub-contractors that submitted a bid and were local companies were: Moore's, CRB, and Southern Air.

Mr. Bortz stated this was an odd job to bid on because it was "heavy" in both material work and electrical work. He stated it would be tough for a sub-contractor to bid on this project alone and see the amount of profit they may see on other more simple jobs.

Mayor Mattox asked Mr. Fore if he had any comments he would like to add.

Mr. Fore stated this project had been well thought out and evaluated. He stated the upgrade would help the Waste Water Treatment Plant become more efficient.

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

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All Council members were in consensus to place this item on the October 13th Regular Meeting Agenda for official approval. The item would not be placed on the consent agenda, as two of the seven members of Council would need to abstain from voting.

b. Small Business Saturday

Mr. Coggsdale stated Sharon Williams, Altavista's Community Development Director, would be addressing them that evening in regard to this item.

Ms. Williams informed Council that she and Kirsten Aherron, Altavista On Track (AOT) Main Street Coordinator, had a discussion recently with the Altavista Chamber of Commerce Board of Directors in regard to forming a partnership and promoting "Small Business Saturday" on November 28, 2020.

Ms. Williams reminded Council the Chamber usually organizes the town's participation on Small Business Saturday. She stated, with the Chamber currently being in a "transition stage", they reached out to AOT and Town Staff for assistance with the 2020 event.

Ms. Williams stated the collective groups were all aware that small businesses were being hit especially hard by the COVID-19 pandemic, and they each understood the importance of supporting the local economy.

Ms. Williams reminded Council of several businesses that had recently closed. She stated she and the other two groups were concerned about town vacancies going forward.

Ms. Williams stated it was the town's, AOT's, and the Chamber's intent to encourage and promote shopping in Altavista's Downtown District and other small businesses in town. She stated, not knowing when the COVID-19 pandemic would subside, they want to make sure Altavista's retailers, restaurants, and commercial landlords were supported.

Ms. Williams stated Town Staff, AOT, and the Chamber of Commerce were requesting Council consider allowing local businesses, on that one day only (November 28th), to have merchandise on their adjacent public right-of-ways (sidewalks). She stated, if approved, Broad Street and Campbell Street would be closed to vehicular traffic during the event.

Ms. Williams asked Council to consider the possibility of designating a town bus or trolley for transportation from public parking areas for this event.

Ms. Williams stated, at that time, AOT, the Altavista Chamber of Commerce, and Town Staff were recommending Town Council authorize their proposed partnership for promotion of Small Business Saturday in Altavista.

Ms. Williams stated staff was also requesting Town Council authorize the Town Manager to explore if this venture qualifies as "business support" under the CARES Act, and to spend up to \$5,000 on eligible items such as promotional materials and/or supplies.

Ms. Williams stated she and Mrs. Aherron were both available to answer any questions Council may have in regard to Small Business Saturday or the fore-mentioned requests.

Mayor Mattox stated he realized the Chamber historically handles this event. He thanked Ms. Williams and Mrs. Aherron both for "stepping up" to help the Chamber with the event this year. He stated he felt the event would benefit from the proposed partnership.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if Council needed a consensus or a vote to move this item/request forward.

Mr. Eller stated, with the request to close two town streets during the fore-mentioned event, it may be better served with a "vote".

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The Town Manager stated he had the authority to sanction the street closing request, but he would like the event and the request to be “endorsed” by Council with an official vote.

Mayor Mattox asked Council if they had any questions or concerns in regard to the Small Business Saturday event, or the request by AOT and the Community Development Director, Ms. Williams, to partner with the Chamber of Commerce for the 2020 event.

Mr. Mitchell stated he was excited to hear that the event would still be happening this year. He stated the event fits with the town’s current “economic development initiative”.

Mr. Emerson shared his favor with approving Ms. Williams’ and Mrs. Aherron’s request to partner with the Chamber of Commerce for the Small Business Saturday event.

Mr. Emerson asked the Town Manager if this event would qualify for CARES Act funds.

Mr. Coggsdale stated, if approved, staff would investigate which items, if any, pertaining to promoting and/or implementing the event would be eligible for CARES Act funding.

Mr. Mitchell suggested Town Staff check with Altavista’s Chief of Police, Tommy Merricks, regarding whether or not his department would be able to monitor the requested streets being closed for this event.

Mr. Coggsdale informed Council, if approved, Chief Merricks had agreed to do so.

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

All Council members were in consensus to place the request by the Community Development Director, Sharon Williams, and AOT Main Street Coordinator, Kirsten Aherron, on the October 13, 2020 Regular Council Meeting Consent Agenda.

c. FY2020 Carryover Request

Mrs. Tobie Shelton, Town of Altavista Treasurer/Finance Director, addressed Council in regard to this item.

Mrs. Shelton requested Council consider approving staff to “carryover” funds from the FY2020 Budget and place them in the town’s Reserve Fund for use in the FY2021 Budget, to complete identified FY2020 CIP Projects. She stated this action was an annual process.

Mrs. Shelton stated most of the projects had been started in FY2020, but not yet completed. She stated staff identified six CIP projects, totaling \$187,080, which staff would like to earmark in reserves for a future budget amendment.

Mrs. Shelton shared with Council a list of the six CIP projects identified for the carryover:

- Altavista Police Department – \$20,000 to erect a carport; and install a 40’ storage container and portable toilet at the firing range.
- Public Works – \$55,000 (total) to cover the cost to replace the 2000 ½ ton pick-up with a one-ton flatbed dump truck with hitch and snowplow. This replacement was order in March 2020 with a delivery date of October 2020. Previously allocated funds from prior budgets totaling \$27,500 are designated in reserves for this purchase.
- PW/Recreation - \$50,000 to construct a new access bridge over the creek at Shreve Park.
- Transportation – \$5,500 to cover the remaining cost associated with installation of the bus shelter that has been ordered and delivered.
- Water – \$22,750 to cover FY2020 costs associated with tank maintenance, as we did not receive the bill in time to pay out of FY2020 budget.
- Wastewater – \$33,830 to cover FY2020 costs associated with replacement of a 40hp pump at the main pump station; the bill was not received in time to pay out of FY2020’s budget.

Mayor Mattox asked Council if they had any questions for Mrs. Shelton in regard to the carryover request.

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Mr. Higginbotham referenced one of the carryover CIP projects, the \$20,000 APD firing range carport. He stated he felt the cost was a little “heavy” (expensive).

Mrs. Shelton reminded Council the \$20,000 was the initial budget Council approved for this project. She stated the actual cost of the project is estimated to come in under budget.

Mr. Higginbotham also referenced the Public Works Department CIP project to replace a ½ ton pickup truck with a (1) ton flatbed truck with hitch and snowplow. He questioned the \$27,500 amount of the requested carryover.

Mrs. Shelton reminded Council there was \$27,500 from FY2020, but also \$27,500 from the previous FY2019 allocated for this project, totaling \$55,000 as the total carryover amount requested.

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

All Council members were in consensus to place this item on the October 13th Regular Council Meeting Consent Agenda for adoption approval of the FY2020 carryover request.

d. Consideration Request for Declaration of Surplus Items – Altavista Police Department

Background:

Staff has implemented two opportunities each year for town departments to present to Town Council items that need to be declared as “surplus” for proper disposal; Council’s March Work Session and Council’s September Work Session.

Mr. Coggsdale informed Council that Chief Merricks had provided him with a list of items the Altavista Police Department would like Town Council to consider allowing them to declare as “surplus”, so the items could be disposed of properly.

Mr. Higginbotham made a motion to approve Chief Merrick’s request.

All Council members were in consensus to place this item on the October 13th Regular Council Meeting Consent Agenda for official approval.

e. CARES Act Funding Discussion

Mr. Coggsdale stated that Councilman Bennett had requested a discussion in regard to CARES Act funding be placed on that evening’s work session agenda.

Mr. Coggsdale informed Council that Town Staff had been attempting to formulate a plan for the town’s use of the \$597,000 in CARES Act funding that would be forwarded to the Town of Altavista from Campbell County’s recent allocation of CARES Act funds.

Mr. Coggsdale stated staff had items of interest that would possibly fit the criteria for CARES Act funding, but stated staff would also like Council’s input on the matter.

Mr. Coggsdale reminded Council that any CARES Act funds utilized by the Town of Altavista would need to be spent by December 31st of this calendar year (2020).

Mayor Mattox asked if VTI (Virginia Technical Institute) could be supported with CARES Act funding.

Mr. Coggsdale answered Mayor Mattox stating it would depend on what type of support Council was referring to.

Mrs. Dalton asked if the school (VTI) qualified for CARES Act funding themselves.

Mr. Coggsdale answered Mrs. Dalton stating they did not.

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Mr. Bennett stated the recent COVID-19 pandemic had forced companies and businesses to rethink and/or rework how they operate. He stated, while other localities closed their offices, the Town of Altavista used state safety guidelines and stayed open to the public.

Mr. Bennett stated he felt a company's employees were their greatest asset. He thanked all town employees for the work they do for the town.

Mr. Bennett shared with Council a newspaper ad that discussed a nearby locality (City of Lynchburg) utilizing CARES Act funding and recently announcing they were going to give each of their 1200 municipal employees a "one time" \$1,700 bonus.

Mr. Bennett suggested Council consider allowing the Town Manager to investigate whether or not the Town of Altavista could also utilize CARES Act funding to offer all of its employees a bonus for continuing to work during the COVID-19 pandemic.

Mayor Mattox also shared his appreciation for all to the town's employees and their continued work during the COVID-19 pandemic. He stated he also appreciated all of the other businesses that stayed open during the pandemic, such as gas stations and grocery stores.

Mayor Mattox asked Council if they had any input/comments pertaining to this item.

Mr. Mitchell stated he shared in the appreciation for all Town of Altavista employees and the "exemplary job" they have done to keep the town operating as normal as possible during the COVID-19 pandemic.

Mr. Mitchell stated he would like to see as much of the town's CARES Act funds to be shared with the community as a whole.

Mr. Mitchell suggested Council also consider allowing the Town Manager to investigate whether or not the town could utilize their available CARES Act funds to reimburse Altavista On Track (AOT) for the \$17,500 in grants they disbursed to some of Altavista's Downtown District small businesses during the onset of the COVID-19 pandemic.

Mr. Coggsdale stated reimbursing AOT for their recent small business grants due to COVID-19 was one of the items on staff's list to investigate for potential qualification.

Mr. Mitchell asked the Town Manager how much of the town's \$597,000 in CARES Act funds have been allocated to qualified projects and how much was left to consider for use.

Mr. Coggsdale stated, with the projects staff was currently evaluating for CARES Act qualification, they would only be utilizing approximately one quarter (1/4) of the town's available CARES Act funds.

Mr. Coggsdale stated he was in constant contact with the finance director for Campbell County. He informed Council the county had also contacted Altavista's small businesses and the businesses were telling the county they were "fine" at this time.

Mr. Emerson stated he also knew of other Virginia localities utilizing the CARES Act Program for employee bonuses and/or spending the entirety of their allocated funding for bonuses and other projects.

Mr. Emerson stated it was uncertain of what was going to happen in the upcoming months. He stated, if the town ensued a decrease in annual revenue due to COVID-19, there was a possibility the town would not be able to give its employees a pay raise.

Mr. Emerson shared his favor with the Town of Altavista utilizing their available CARES Act funding and giving their employees a "one time" bonus, if the option qualified.

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Mrs. Dalton stated she was “impressed” with Mr. Bennett’s idea. She suggested allowing the Town Manager to take all of Council’s ideas/input and investigate whether or not they qualified for use under the CARES Act Program.

Mayor Mattox referenced the Altavista Fire Company’s recent loan to purchase a new fire truck. He asked if the town could utilize some of their CARES Act funds to help the fire company lower their loan debt.

Mr. Coggsdale stated he would place the item on the list to investigate for qualification of use in regard to the town’s available funds through the CARES Act Program.

Mr. Coggsdale stated there was a potential for localities to be audited on the use of their CARES Act funds. He stated he would evaluate each idea/suggestion carefully to determine whether or not they meet the qualifications of the CARES Act Program.

Mr. Coggsdale requested Council’s approval to move forward with this matter and evaluate each suggested item for its potential qualification to use CARES Act funding. He stated he would present Council with a list of qualified items for their consideration at the October 13th Regular Council Meeting, along with a projected dollar amount for each item.

All Council members were in consensus for the Town Manager to do so.

Mr. George asked how many employees the Town of Altavista currently employed.

Mrs. Shelton stated there was currently a total of (59) town employees.

Mr. Higginbotham asked how many town employees were hourly verses salary.

Mrs. Shelton stated all department directors were salaried employees, which was approximately 20% of the town’s total employee count.

Mr. George reminded Council there were other grants and funds available from the state specifically allocated to help small businesses in regard to COVID-19. He shared his favor with Mr. Bennett’s idea to utilize CARES Act funding to give town employees a bonus.

Mr. Bennett stated he felt the Town of Altavista was a unique locality. He stated the individuals in the community truly cared about each other.

Mr. Bennett stated he felt the CARES Act Program was an opportunity for the Town of Altavista to also show how much it cares for the community.

There were no additional comments from Council on this item.

f. Town Code Review: Chapter 18 - Animals

Background:

Staff was asked to place this item on the September 22nd Agenda for review/discussion by Town Council. The Town Code dealing with animals “running at large” (Sec. 18-87) contains the same language that is authorized by the Code of Virginia, Section 3.2-6538. In addition, the Code of Virginia (Sec. 3.2-6539) indicates that a governing body may adopt ordinances requiring that dogs be kept on a leash; and that such resolution would be directed to the circuit court to order a referendum as to whether the ordinance shall become effective. In addition to the ordinance regarding dogs “running at large”, the town also regulates that dogs be “on a leash” while in town parks.

Mayor Mattox stated he asked staff to place this item on the agenda in order to request consideration from Council to place “signage” in all Altavista parks in regard to the fore-mentioned Town Code/Ordinance.

Mayor Mattox requested the signage read, or similar to, “All dogs are required to be leashed while in town parks”, in accordance with the Town Ordinance of Altavista.

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Mayor Mattox stated he hoped the signage would clear up any confusion about the town's leash law when citizens are visiting a town park with their dog.

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

Mr. Mitchell referenced English Park's Eagle Trail. He asked for Council's consideration to allow staff to paint directional arrows on the trail to help ensure bikers were being considerate of the two-way traffic pattern.

Mr. Mitchell stated there had been some recent issues with bicyclist not using considerate etiquette while biking on the trail. He stated he hoped the arrows would deter the issue.

Mr. Higginbotham stated he did not want the park to be "littered" with multiple signs everywhere. He stated his favor with one sign at the entrance of the park in regard to the Town Ordinance pertaining to dogs/dog leashes.

Mr. Bennett shared his favor with the Mayor's request for dog leash signage. He stated he felt this would also be a good time to for Council to revisit the previously discussed "dog park" item for English Park.

Mr. George stated the Altavista Parks and Recreation Committee still has the item on their list of desired CIP items for potential future implementation.

Mr. Coggsdale stated there may be grant funding available for the future dog park project.

There were no additional comments from Council in regard to this item/request.

All Council members were in consensus to allow Town Staff to place signage in all town parks in accordance with the Town Code/Ordinance that all dogs are required to be on a leash when in a town park.

8. Public Comments (Non-Agenda Items)

There were no town citizens present at the September 22nd, 2020 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

9. Matters from Council

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

- Mr. Mitchell informed Council he recently saw individuals "skate boarding" in the splash pad area of English Park. He asked Mr. Garrett, Altavista Public Works Director, if his department had noticed any damage to the splash pad equipment lately.

Mr. Garrett stated, to his knowledge, there was no damage to the splash pad area or equipment at that time.

Mr. Mitchell referenced the "skate park" item previously discussed by Council a few years ago. He stated he was not sure whether a skate park was needed in Altavista. He asked for Council's thoughts on the matter.

Mrs. Dalton stated the item had been discussed about 10-12 years ago, when skate parks were more popular, but she did not feel having a skate park in Altavista would be used enough to justify its cost.

Mr. Coggsdale stated, when the item was previously discussed, it was in park because of a citizen wanting to raise funds for a skate park so his son would have somewhere to skate.

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Mr. Coggsdale stated the citizen lost interest when his son grew older and no longer skated.

Mrs. Dalton stated the item received very little support when previously discussed.

Mr. Mitchell stated he was concerned, if skate boarding continued at the English Park playground/splash pad, there was a chance for equipment damage and potential vandalism.

Mr. Coggsdale stated he would have Town Staff “keep an eye” on the situation.

- Mr. Emerson referenced the (COVID-19) CARES Act Program. He stated there was a lot of money remaining to be allocated in Altavista’s available CARES Act funds. He stated he hoped the town could direct some of those funds to town businesses.
- Mayor Mattox referenced a recent incident on a Sunday afternoon when a citizen’s had an emergency water/sewer issue. He stated Town Staff had the issue fixed within an hour.

Mayor Mattox thanked those staff members for taking care of the issue in a timely manner. He also thanked all of Altavista’s Staff for taking such good care of the community.

- Mr. Higginbotham asked the Town Manager for an update on Dalton’s Landing.

Mr. Coggsdale informed Council the “Notice to Proceed” had been issued to the contractor for this project. He stated the contractor was currently working with VDOT and Campbell County to obtain the two required bonds for the project.

Mr. Coggsdale stated, once the bonds were in place, staff would hold a “pre-construction” meeting with all involved and potentially give a “green light” to move forward.

Mr. Higginbotham asked how long it would take to have the two bonds in place.

Mr. Coggsdale stated he was told it should only take one week to obtain the bonds.

There were no additional comments or questions in regard to this matter.

- Mr. Bennett asked the Town Manager when the park on Avondale Drive (Altavista) would officially be dedicated as the John Mosley Memorial Park.

Mr. Coggsdale stated staff was currently working on the memorial “sign” for the park’s dedication.

Mr. Bennett asked if the dedication would be in the fall of 2020 or spring of 2021.

Mr. Coggsdale stated, if Council agreed, the spring of 2021 would be a more viable option. He stated the spring timeframe would give staff time to prepare for the dedication. He stated the new pavilion project for that park should also be complete by that time.

- Mr. Bennett referenced Council agenda packets they receive for each meeting. He suggested staff offer Council a “to do list” in the packet, as a reminder for them to discuss items that were previously suggested.

Mr. Coggsdale stated, if an idea/suggestion is mentioned and Council has a desire to discuss the item, he then places said item on a future agenda for discussion/consideration.

- Mr. Bennett asked for an update on the previously discussed/approved Utility Account Discount Program.

Mr. Coggsdale informed Council he would be finalizing the process for the program that week, and Mrs. Shelton, Altavista Finance Director, would be placing an insert in with the next utility bills, which would be mailed October 1st.

There were no further comments or concerns from Council.

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10. Closed Session

DATE: Tuesday September 22nd, 2020

I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the *Code of Virginia*, 1950, as amended,

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body

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

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

Council went into closed session at 7:30 PM.

Notice was given that council was back in regular session 7:55 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Mr. Emerson, seconded by Mr. George, to adopt the certification of a closed meeting.

CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

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

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

11. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 7:56 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk