

Council Work Session August 25, 2020

The Altavista Town Council's August 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on August 25, 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 – by phone
Mr. Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham – by phone
Mr. Wayne Mitchell

Also Present:

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

2. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed August 25th, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

3. Recognitions and Presentations

There were no recognitions or presentations scheduled for the August 25, 2020 meeting.

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. Items Referred from Previous Meetings

a. Booker Building Floor Improvements

Mr. Coggsdale reminded Council of their previous direction for Town Staff to pursue proposals that would be in-line with “Option 1” of the “potential” improvements for the Booker Building previously provided to the town by Mr. Robert Lee.

Mr. Coggsdale stated the proposals that were submitted (and shared with Council) provided different solutions and were not easily comparable, therefore, Town Council asked staff to provide the proposals to Mr. Lee to evaluate.

Mr. Coggsdale stated the choice would ultimately be dependent upon Town Council’s desire in regard to the finish of the floor.

Mayor Mattox asked David Garrett, Public Works Director, if he had any additional input or information in regard to this item.

Mr. Garrett informed Council the town recently received the test results regarding whether or not there was moisture in the Booker Building floor. He stated the results showed 99% moisture in the floor.

Mr. Garrett stated this was an important piece of information Council would need to consider when deciding which application to use for renovating the floor.

Mr. Garrett shared floor samples with Council that offered a visual reference between a troweled overlay floor application from Seay Construction and from Bette Jeanne Resurfacing. He stated, if Council desired, either application could be stained a color.

Mr. Garrett also informed Council the application by Seay Construction would need a vapor barrier against moisture, but the concrete overlay by Bette Jeanne would not.

Mr. Emerson stated he did not favor adding a vapor barrier to the floor renovation project if not necessary, because it would also be an additional expense to the project.

Mr. Emerson stated he felt the floor just needed to have a “clean” look that offered easy maintenance.

Mr. Garrett stated the “polished” floor application would require routine mopping and periodic buffing to maintain its shine. He stated the concrete overlay application would only require routine mopping as maintenance.

Mr. Bennett stated he agreed with Mr. Emerson regarding the \$16,000 additional expense to include a vapor barrier to the “troweled concrete overlay” option. He stated he also favored a minimal approach to renovating the Booker Building floor.

Mr. George asked if the entire Booker Building floor was included in this project.

Mr. Garrett confirmed the Booker Building Floor Renovation Project included the entire main floor, as well as, the bathroom and hallway area.

Mr. Garrett stated the town did not have a sample of the “polished concrete” by Epoxy Systems, but the company was willing to conduct a “test area” for Council to view.

Mr. Mitchell stated he had hoped to keep the integrity of the historic building by only grinding and sealing the floor to showcase its original character.

Mr. Mitchell referenced the Booker Building Floor Renovation Project not being a part of the recently adopted FY2021 Budget. He asked Council if this project was going to be added to the current CIP, or were they considering it for the next fiscal year’s (2022) list of potential CIP projects.

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Mr. Bennett stated, with the current COVID19 pandemic limiting indoor activities with potential large crowds, he felt the implementation of the Booker Building Floor Renovation Project could wait until the adoption of the FY2022 CIP Budget.

Mr. Coggsdale ask Council to keep in mind the Booker Building facility was empty and not currently being used for rentals. He stated this made it easier to implement the floor renovation without interruption.

Mr. Coggsdale referenced the budget process and stated, when approved, CIP projects are not authorized to begin until July 1st, after the budget has been adopted. He stated, if the Booker Building Floor Renovation Project was moved to FY2022, the project would not begin until July 1st, which could interfere with potential summer rentals.

Mr. Mitchell asked how long staff estimated the floor renovation to take.

Mr. Garrett answered Mr. Mitchell stating, depending on which option Council chose, the project was estimated to take approximately one week to a week and a half.

Mr. Higginbotham stated he was also in favor of a “minimal approach” to renovating the Booker Building floor.

Mr. Higginbotham shared his favor with grinding, polishing, and sealing the existing floor. He stated this was not only the most economical option for the town, but also the most durable, long-term solution.

Mr. Emerson shared his favor in Mr. Higginbotham’s suggestion. He stated this option would give the floor a “clean” look and would be easy to maintain.

Mr. Mitchell also shared his favor in Mr. Higginbotham’s suggestion and stated he felt the “river stone” used in the original concrete floor would enhance the finished look of the floor once the process was complete.

Mr. Garrett stated, if all Council members were in favor of Mr. Higginbotham’s suggestion to grind, polish, and seal the Booker Building floor, he recommended allowing Epoxy Systems to treat a small “test area” of the floor for their consideration.

Mr. Garrett stated this process would, as Mr. Higginbotham stated, be the most durable. He stated, under this process, the floors would not easily be damaged by multiple uses and repetitive chair movement.

Mrs. Dalton shared her favor in allowing Epoxy Systems to test a small area of the floor with the fore-mentioned process/option for Council’s review and consideration. She stated this minimal approach would allow the town more flexibility in the future if a different floor option was needed or desired.

Mr. George referenced the polished floor option by Epoxy Systems and suggested by Mr. Higginbotham. He stated the process also offered the option to add a color.

Mrs. Dalton stated, if the town’s intent is to continue recognizing the building as the historic Booker Garage, she suggested keeping the original (grey) color of the floor.

Mayor Mattox and Mr. Higginbotham both agreed with Mrs. Dalton’s statement.

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

All Council members were in consensus to allow Epoxy Systems to treat a small test area of the floor with the “grind, polish, and seal” process for Council’s consideration.

Council was also in consensus not to add another (different) color to the floor during the renovation process, but to keep the Booker Building’s original floor color.

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6. New Items for Discussion / Unfinished Items

a. Fiscal Policies Update

Mr. Coggsdale referenced the draft “Fiscal Policies” Town Staff previously provided to Town Council for their review and consideration. He stated the draft policies, if approved, would provide guidance and direction to Town Council, as well as, to Town Staff in regard to fiscal matters.

Mr. Coggsdale informed Council that R.T. Taylor, Vice President of Davenport Public Finance Group (the town’s financial consultant), was present that evening to review and discuss the draft policies and answer any questions Council may have.

Mayor Mattox welcomed Mr. Taylor to the meeting.

Mr. Taylor stated, over the past two years, Davenport worked with Altavista’s Town Staff on financial analysis, peer comparisons, and various other financial tasks, such as a comprehensive review of the town’s General and Utility Enterprise Funds, and a comparative analysis for the town’s consideration in regard to selecting an appropriate financing approach for borrowing.

Mr. Taylor stated, through that work, Town Staff and Davenport developed the Fiscal Policy Guidelines proposed for the Town of Altavista and given to Council for their review and consideration. He stated, those collective efforts identified key benchmarks the town may want to monitor into the future for “best practices”.

Mr. Taylor stated, while the Fiscal Policy Guidelines are proposed to be implemented as-is, there would be opportunities for the town to review and amend the policies over time, as the town’s finances and needs evolve with respect to key debt ratios, investments, multi-year financial projections, etc.

At that time, Mr. Taylor shared with Council a graph of the town’s 2020 fiscal year main operating account (General and Enterprise Funds). He stated, while Cash/Reserves are typically measured at the end of a fiscal year, it may fluctuate throughout the course of the year, due to some revenue resources only having intake quarterly or annually.

Mr. Taylor stated, by adopting the proposed Fiscal Policy Guidelines, Davenport and Town Staff believe it would create an important framework by which the town could manage Best Practices, foster future financial wherewithal, and successfully mitigate risks during times of uncertainty in order to avoid potential and unnecessary expenses.

Mr. Taylor stated, at that time, Davenport recommended Council consider adopting the proposed Fiscal Policy Guidelines, and continue monitoring them annually. He stated Davenport would continue to work with Town Staff to monitor Credit Markets and GFOA Guidelines, and keep the town informed of any changes that may appropriate amendments.

Mayor Mattox asked Council if they had any questions for Mr. Taylor or Town Staff regarding the proposed Fiscal Policy Guidelines for the Town of Altavista.

Mr. Bennett asked, based on Davenport’s recent review of the Town of Altavista’s financial accounts and the information they gathered and provided to Council at that night’s meeting, how the town’s financial health compared to other surrounding localities.

Mr. Taylor stated the Town of Altavista was in sound financial health. He stated the town could successfully retain that assessment by continuing to maintain a Reserve Fund balance of 100% of the town’s operating expense account as a “best practice”.

Mr. George asked Mr. Taylor if the graph he shared with Council depicted the town’s current Reserve Fund.

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Mr. Taylor stated the graph he shared that evening was only for the town's year-to-date, fiscal year 2020 operating account and showed how it "trended" throughout the year.

Mr. Mitchell asked Mr. Taylor if the town's existing Fiscal Policies were obsolete.

Mr. Taylor stated the town's existing Fiscal Policies were not obsolete, but updating the policies was considered an important and "natural function" of the evolution of all financial policies.

Mayor Mattox referenced Council's request for Davenport to help the Town of Altavista develop a set of "best practices" and Fiscal Policies for the most viable guidance moving forward. He stated he felt Davenport had accomplished that goal successfully.

Mayor Mattox asked Council if they had any additional questions for Mr. Taylor or concerns pertaining to the proposed Fiscal Policies, to which there was none.

Mayor Mattox thanked Mr. Taylor for his time and for the work Davenport does for the Town of Altavista.

There was a consensus of Council to place approval of this item on the September 8th, 2020 Regular Council Meeting Consent Agenda.

b. Avondale Park

i. Pavilion and Shade Structure Quotes

Mr. Coggsdale referenced Council's previous direction for Town Staff to move forward with the pavilion and playground shade structure at Avondale Park. He stated Council had indicated funding for the project(s) would come from "Reserves".

Mr. Coggsdale reminded Council their preference for the said pavilion was for a size that could accommodate three to four picnic tables. He stated, accordingly, staff was providing quotes in that size range for Council's consideration; as well as, for a shade structure that would be attached to the existing playground equipment (similar to the umbrella style shade structure over the playground equipment at Shreve Park).

Mr. Coggsdale informed Council the two proposals fall under existing contracts that could be used by the town.

Mr. Coggsdale stated, at that time, staff was seeking a decision and approval of the size pavilion Council would like to see at Avondale Park; as well as, approval of the proposed shade structure.

Mayor Mattox asked Council if they had any questions regarding these two items.

▪ Pavilion

Per Council's fore-mentioned size preference, Mr. Coggsdale shared photos and costs for 10x16, 10x22, and 18x18 pavilion options that were given to David Garrett, Public Works Director, by All Recreation and MTS Recreations (a "state contract" company).

Mr. Bennett referenced the cost comparison from "All Recreations" between the first and second pavilion size. He asked if the 10x16 showing a higher cost than the 10x22 was a "mix-up", or were the costs correct.

Mr. Mitchell stated the higher cost for the 10x16 pavilion over the 10x22 pavilion could be due to the contractor having more labor involved in the roof application, such as having to "cut down" the metal to that particular size; and the 10x22 not needing the same labor involvement.

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Mr. Garrett stated he would confirm the prices from All Recreation and inform Council of the correct pricing.

Mr. Coggsdale stated the second cost comparison, from the state contracted company (MTS Recreation), was the cheaper of the two quotes. He suggested Council use that comparison for their consideration of this project.

Mayor Mattox stated, due to the recent COVID19 pandemic, he did not feel the pavilion was needed in an immediate timeframe.

Mr. Mitchell stated this project was due to a “commitment” the town made from a request for a shade structure to be placed at Avondale Park. He stated he felt the town should move forward with the project.

Mr. Mitchell asked if there had been a decision made as to where the pavilion would be located within the park.

Mr. Coggsdale referenced the initial discussion in regard to this item. He stated it was decided the pavilion would be located on the left side of the park, between the playground area and the woods/fence area.

Mr. George shared his favor with this project moving forward quickly.

Mr. Bennett referenced the pavilion located in the parking lot of the Staunton River Memorial Library in Altavista, just off Broad Street. He stated that pavilion was utilized by citizens on a daily basis.

Mr. Bennett stated, due to COVID19, he felt individuals were looking for places to eat and/or relax outside now more than ever.

Mayor Mattox shared his favor in the pavilion project for Avondale Park, but stated, if the town moved forward with the project at that time, the project would not be completed until fall or winter of 2020. He suggested waiting to implement this project in the spring of 2021.

Mr. Mitchell referenced the next item on the agenda in regard to “naming” the park on Avondale Drive. He suggested at the completion of the pavilion project would be a good time to dedicate the new name of the park.

Mr. Higginbotham shared his favor with the 10x22 pavilion option. He stated he felt that size was in line with what Council had in mind for the park.

Mr. Higginbotham stated he felt the simple A-line roof the 10x22 option has would deter birds from “nesting” on the roof top.

Mr. Higginbotham also suggested the concrete floor of the pavilion be poured a little wider than the roof line and sloped away from the pavilion in order to help with water runoff issues.

Mr. Higginbotham stated he did not feel the pavilion project was urgent, but could wait until next spring as the Mayor suggested.

Mr. Higginbotham referenced the photos shared with Council in regard to the pavilion project. He asked for clarification of which photo was from which company.

Mr. Garrett answered stating both the 10x16 and 10x22 structures and roofs were the same from either company. He stated the 18x18 structure was also the same as the other two, but with a “vented” roof.

Mr. Emerson stated the initial shade request from the SPARK program was to accommodate only “two” picnic tables. He stated he like the second option (10x22) that would accommodate up to four tables, if needed.

Mr. Emerson suggested the roof of the pavilion match the color scheme of the existing playground equipment.

Mr. Mitchell also shared his favor with the 10x22 pavilion option.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to allow Town Staff to move forward with the pavilion project for Avondale Park using option two, a 10x22 pavilion structure with a metal A-roof design with open ends; and the roof color to match the existing playground equipment’s color scheme. The motion also included the approval of the concrete pavilion floor to be twelve inches wider than the roof line, as suggested by Mr. Higginbotham.

Motion carried:

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

▪ Shade Structure

Mr. Coggsdale reminded Council this item was proposed and discussed at the same time the pavilion item for Avondale Park was discussed. He shared with Council the cost (\$10,139) and a picture of the proposed shade structure for the Avondale Park playground, which would be the same “umbrella” type structure as located over the new playground equipment at Shreve Park.

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

Mr. Emerson asked if the shade umbrella was “removable”, to which Mr. Coggsdale confirmed it was.

Mr. George asked if staff had investigated the possibility of having two umbrellas over the Avondale playground equipment to mimic Shreve Park.

Mr. Coggsdale stated the umbrella structure was made to be installed into existing poles within the playground equipment. He stated, since Avondale’s playground was more compact than the playground at Shreve Park, there was only one pole available to place the shade umbrella.

Mr. Coggsdale referenced the photo he shared with Council showing the size of the proposed shade umbrella. He stated the proposed size would cover almost the entire area of playground equipment, except for the two slides.

Mayor Mattox asked, if this item was approved to move forward, how long it would take to complete the shade umbrella project.

Mr. Coggsdale stated he would contact Cunningham & Associates and GAMETIME to confirm a completion timeframe and relay the information to Council.

Mr. Emerson shared his favor with the “umbrella style” shade cover for Avondale Park’s playground. He stated, by approving this item, it helps the town continue its efforts of keeping the town’s parks visually consistent.

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

Mr. Emerson, seconded by Mr. Bennett, motioned to approve the proposed umbrella-style shade structure for Avondale Park’s playground equipment.

Motion carried:

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

ii. Park Naming Consideration

Mr. Coggsdale reminded Council this item was suggested for their consideration by Councilman Bennett at a recent Council meeting. He stated that Mr. Bennett had suggested the town consider naming the neighborhood park on Avondale Drive the “John Moseley Memorial Park”.

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on how they wished to move forward in regard to this item.

Mr. Coggsdale also reminded Council that the town’s three “neighborhood” parks (Avondale Park, Leonard Coleman Memorial Park, and Bedford Avenue Park) did not currently have signage in regard to their names.

Mayor Mattox asked Council for their thoughts on this item.

Mr. Bennett stated the Town of Altavista had a lot of influential people that helped shape the town’s historic past. He stated he felt it was important for the town to preserve the background of those individuals, so future generations would continue to learn about and enjoy the town’s remarkable history.

Mr. Bennett reminded Council that Mr. Moseley helped build the town’s first African American school house in Altavista (Moseley Heights Elementary School), previously located at the top of Franklin Avenue, which bears Mr. Moseley’s name.

Mr. Bennett stated the fore-mentioned school was no longer being used, therefore, the school’s name, which included “Moseley”, had been removed from the building. He stated, usually when that happens, removing a name from “public sight” tends to lessen the memory of that name/person, and therefore, valuable history is lost.

Mr. Bennett stated he was in favor of moving this item forward. He stated, if approved, he would not only like to see a sign or plaque placed at the John Moseley Memorial Park, but also at the Leonard Coleman Memorial Park.

Mr. Bennett stated he felt each sign should also include a brief history of the individual the park was being named for; to share with citizens why those individuals were being recognized by making them aware of the influence each had on the town’s development and/or the contribution each made to the town’s unique history.

Mr. George asked if the proposed sign would be similar to the one located in front of the Town Hall building.

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Mr. Bennett stated his proposal was for any type of “signage” that would bear the name of the individual the park was being named for, which could be a large sign similar to the Town Hall’s sign, or a plaque big enough to hold the name of the park and a brief history of the named individual.

Mr. Bennett stated he was not only proposing this type of signage for the Avondale Park, but also the previously named Leonard Coleman Memorial Park and the Bedford Avenue neighborhood park, if it was ever “named”.

Mayor Mattox shared his favor with the proposed park signage offering a narrative of John Moseley, and accordingly, the Leonard Coleman Memorial Park as well.

Mr. Emerson suggested the town contact and invite any known descendants of Mr. Moseley to be present at the time the sign/plaque is placed at the park.

Mr. Bennett informed Council that Mike Hudson, Avoca Museum Director, was currently working on finding and contacting Mr. Moseley’s descendants.

Mr. Mitchell stated he felt the proposed signage was a great idea and was in favor of moving forward with the proposal for both fore-mentioned parks.

Mr. Bennett, seconded by Mr. Emerson, motioned to approve naming the neighborhood park, located on Avondale Drive, the John Moseley Memorial Park.

Motion Carried.

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

Mr. Coggsdale stated staff would research plaque and sign options for this project and bring the information to Council at a future meeting for their consideration.

iii. Altavista Outreach and Enrichment (AOE) – Story Book Project

Mr. Coggsdale informed Council that Mrs. Jane Green, a member of Altavista Outreach and Enrichment, recently contacted Town Staff in regard to a “Story Book” Project they would like to pursue for Avondale Park.

Mr. Coggsdale stated, at that time, AOE was requesting Council’s consideration of the Story Book Project, as they would need Council’s authorization in order to pursue grants pertaining to this project on the town’s behalf.

Mayor Mattox stated he was always in favor of town citizens developing movements to help improve the reading skills of the community’s youth.

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

Mr. Emerson stated, while he appreciated the idea of AOE’s proposed Story Book Project, he suggested Council consider locating the project at one of the town’s larger “community” parks, rather than the small Avondale neighborhood park.

Mr. Emerson stated he felt English Park was more widely known by citizens and town visitors. He stated, if placed on Eagle Trail at English Park, the program had the potential to reach more children.

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Mr. Mitchell stated Avondale Park already had a limited amount of space and he reminded Council of the new pavilion that was recently approved to be added to Avondale Park.

Mr. Mitchell stated, with the number of “stations” (18) needed to accomplish AOE’s Story Book, he agreed with Mr. Emerson the program should be located at one of the town’s larger community parks, such as English Park.

Mr. Bennett asked why Avondale Park was chosen by AEO for this project.

Mr. Emerson reminded Council the Altavista Outreach and Enrichment organization uses Avondale Park for their annual summer SPARK program.

The Town Manager stated, if Council desired, staff would be glad to have a conversation with Mrs. Green pertaining to the possibility of implementing AOE’s Story Book Project at English Park instead of Avondale Park.

Mr. George suggested Council invite Mrs. Green to a future Council meeting to offer insight on AOE’s proposal and to answer any questions they may have in regard to the Story Book Project.

All Council members were in consensus to do so.

c. Electric Vehicle Charging Station

Mr. Coggsdale reminded Council of their previous request for Town Staff to investigate the feasibility to install an “electric vehicle charging station” in the downtown area. He stated, during staff’s investigation and review of this item, it became evident it was a matter that needed additional discussion and evaluation by Council for consideration.

Mr. Coggsdale shared with Council the Electric Vehicle Charging Info Sheet distributed by Specialty Equipment Market Association (SEMA). He stated the SEMA Connect “White Paper” was also very informative and may be of assistance in helping Council better understand the matter.

Mr. Coggsdale also informed Council of information staff received from SOLSmart via email last Thursday (August 20th). He stated, ultimately, it may be necessary to issue a Request for Proposals so that interested companies can assist with the evaluation of a site(s) and provide the town with a cost for equipment and installation services.

Mr. Coggsdale referenced the “Electric Vehicle Charging Station Guidebook” by Chittenden County Regional Planning Commission, Vermont that he provided Council in their August meeting packet. He encouraged Council to review the information, along with the SolSmart information, as an informative reference in this matter.

Mr. Coggsdale recommended that Council further evaluate this option and how it may fit into the town’s overall “marketing” plan for the downtown area and Altavista as a whole.

Mr. Coggsdale informed Council that electric vehicle (EV’s) charging stations can range from \$30,000-\$50,000 in initial costs. He stated there may, however, be funding options available to the town for this project.

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

Mr. Bennett informed Council he had recently been investigating electric charging stations and their charging capabilities. He offered Council a brief overview:

- Level 1 Charging: 2-5 mile of range per 1 hour of charging
- Level 2 Charging: 10-20 miles of range per 1 hour of charging
- Level 3 / DC Fast Charging: 60-80 miles range per 20 minutes of charging

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Mr. Bennett suggested Council consider allowing a related company to evaluate Altavista and possibly conduct a site assessment for the placement of an electric vehicle charging station at the Staunton River Library, future home of Altavista's Visitor Information Center.

Mr. Bennett recommended staff contact a SolSmart representative on this matter.

Mayor Mattox suggested the town contact Tesla (American EV Manufacturer and Clean Energy Company) for additional information and potential costs in regard to this item.

Mayor Mattox stated he felt the town's goal/intent with this project was to offer EV charging in Altavista's Downtown District in hopes of drawing more visitors and attention to the town's efforts to improve and grow that area.

Mr. George asked if the "customer" pays for each charge or does the town cover the cost.

Mr. Coggsdale stated the option of whether or not to charge for EV charging would be for Council to decide.

Mr. George asked how someone would know that the town offered this service.

Mayor Mattox referenced the Tesla EV charging Station he has at his place of business. He informed Council there was a nationwide "App" that tells people where available charging stations are located.

Mr. Coggsdale reminded Council that the town could implement a "Request for Proposals" in order to get the desired "assessment" for this project accomplished.

Mr. Bennett asked if Town Staff could contact localities, such as Richmond and/or Arlington that have EV charging services, for additional information that may be helpful in Council's evaluation and consideration of this item.

Mr. Coggsdale stated he would be glad to reach out to the fore-mentioned cities for additional information.

Mayor Mattox asked if CARES Act funds could be utilized for this project.

Mr. Coggsdale stated he would investigate the possibility of the mayor's inquiry.

Mr. Higginbotham suggested Council consider postponing this project for 2-3 years. He stated electric vehicle technology may be better then and the cost for EV services may be cheaper as EV's become more widely known and more popular with consumers.

Mrs. Dalton stated she felt there was a lot more information that Council needed to know in regard to electric vehicles and the stations required to charge them. She recommended Council allow Town Staff to continue gathering additional information pertaining to EV charging stations before Council makes a final decision on this item.

All Council members were in consensus of Mrs. Daltons' recommendation.

d. Town of Altavista Housing Development Discussion Presenter - Sharon Williams

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

Ms. Williams stated, in accordance with various town plans, she recently drafted a "Community Development and Housing Analysis Report" for the Town of Altavista.

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Ms. Williams stated she developed the report with the intent to start a conversation between Town Council, the Altavista Planning Commission, Altavista Community Development, and town citizens.

Ms. Williams referenced the fact that “housing” had been an issue in the town for years, and how it was Council’s desire to bring more housing options to the Town of Altavista.

Ms. Williams gave Council a brief overview of her fore-mentioned analysis report. She stated, taking into consideration some of the town’s previous housing development challenges, she created a list of potential opportunities the town may consider utilizing and/or promoting to town citizens in the future, such as:

- Single-family Home Ownership Programs
- Historic Property/Homes Tax Credit Programs
- Housing Development Incentives

Ms. Williams stated the town may also want to consider strengthening the town’s appeal to potential housing developers by such actions as rezoning certain properties and conducting traffic studies for particular areas of development interest.

Ms. Williams stated there was a lot for Council to consider in her Community Development and Housing Analysis Report, and suggested Council review the report over the next few weeks and further the discussion at a future work session.

Ms. Williams stated she continues to communicate with the Planning Commission, Altavista On Track, and the Altavista Library (Staunton River Memorial) in regard to this subject and ensured Council she would keep them informed of their combined efforts.

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

Mayor Mattox thanked Ms. Williams for her time and efforts. He stated her analysis report was in line with what Altavista’s Economic Development Authority (AEDA) was doing.

Mayor Mattox stated he felt the town, and its organizations, could accomplish more together than working individually, and he appreciated their efforts in doing so.

Mayor Mattox asked Council if they have any questions or concerns regarding this item.

Mr. Bennett stated he felt Ms. Williams’ Community Development and Housing Analysis Report was a good “first step” in the right direction, in regard to the town’s housing issues.

Mr. George thanked Ms. Williams for her analysis report, and stated he looked forward to reviewing it further and learning more about the town’s available housing opportunities.

Mr. Higginbotham referenced a couple of items listed on Ms. Williams’ “Options for Addressing Altavista’s Housing Needs”, mentioned within her analysis report.

- Property Maintenance Code

Mr. Higginbotham stated Council previously had a discussion in regard to a “property maintenance code” being developed and enforced. He stated there was a consensus of Council, at that time, that in a small town such as Altavista, a property maintenance code may have more adverse effects than good effects, and may cause unwanted animosity between property owners and towards the town.

Mr. Higginbotham stated the town has since developed a “mechanism” to address blighted properties, which forces the property owner to fix up or properly maintain their properties.

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- Traffic Impact Analysis

Mr. Higginbotham stated a traffic analysis was usually only used to determine whether or not an area needed a traffic light. He stated he did not feel a traffic study was necessary for housing development, unless otherwise required by VDOT.

Mayor Mattox asked Ms. Williams, if the Town of Altavista desired to adopt a new property maintenance code, would the town need to hire a building inspector.

Ms. Williams informed Council the Altavista Planning Commission had the Virginia Building Code Director speak to them at their August meeting in regard to property maintenance and requirements for such codes.

Ms. Williams stated, in the case of adopting property maintenance codes, the town would not need to hire a building inspector, but it would need to employ a Certified Property Maintenance Official.

Ms. Williams referenced the property located at 900 Park Street. She stated the town had been trying to work with the property owner for four years, since a fire on the property, to properly clean up the property.

Ms. Williams stated, without the town having the fore-mentioned official, or further direction from Council, she could not “force” the property owner to clean up the property.

Mr. Bennett asked, in regard to the 900 Park Street property, what steps would be taken, if the town potentially employed a Certified Property Maintenance Official.

Ms. Williams stated, as in the last four years, all avenues of contact would be made to encourage the property owner to cleanup and/or fix their property. She stated, if they still did not comply with the town’s request, the town could take the property owner to court under the supervision of the code official. She stated the court usually “rules” in these cases that property owners are required to comply and perform said property maintenance.

Ms. Williams informed Council she and Mr. Eller, Town Attorney, would be reviewing the town’s current/existing codes over the next few months and possibly making necessary revisions in regard to zoning. She stated she would bring any changes/revisions before Council for their review and consideration.

Mr. Bennett asked, without a code official, what other option the town had for this issue.

Ms. Williams stated she would confirm with the Town Attorney, if a property was not properly maintained over a long period of time, it could be declared a “public nuisance” and a property owner could potentially be required by court to take down said house.

Mr. Higginbotham stated all homes need maintenance at times. He stated he did not favor the town having a code official to “aggravate” citizens about home maintenance, but if a house is in such bad shape that it needed to be torn down, the town should be able to require the property owner to do so.

Mr. Higginbotham also stated, if a home needs exterior painting, but the homeowner is unable to afford the cost of paint or labor, he felt the town should consider offering programs or avenues for homeowners to be able to get their homes painted, which will help them stay compliant with town maintenance codes.

Mr. Higginbotham stated he felt the town had more “tools” than it realized to handle such property maintenance issues. He stated he would rather have existing Town Staff utilize the town’s right to declare a property a nuisance, and take a property owner to court if necessary, rather than spending money to hire a code official to do the same thing.

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Mayor Mattox referenced a program previously implemented by the town to help control such property maintenance issues. He stated the town, under that program, would work with home/property owners to help fix “blight” houses.

Mayor Mattox stated, also under said program, if homes were unfixable, the town would set forth an agreement with the property owner to take down the house. He stated the agreement allowed the town to take care of the blight issue, while offering the property owner a viable way to stay compliant with town codes.

Mayor Mattox suggested Council consider bringing back the fore-mentioned program to help the town with the more extreme cases of neglected property maintenance/blight.

There was a consensus of Council to consider the Mayor’s suggestion further.

No additional comments were made by Council in regard to this item.

Ms. Williams referenced Mr. Higginbotham’s mention of the “traffic analysis” item in her Community Development and Housing Analysis Report. She informed Council of the reason the item was in her analysis was due to her recent attempt to market a specific town property to “developers”.

Ms. Williams stated, when changing the use of a property, the town has to consider whether it would need to “re-zone” said property. She stated, in order to re-zone a property with large acreage, State Code requires the town to complete a Traffic Impact Analysis of the area surrounding the property.

Mayor Mattox thanked Ms. Williams for her presentation.

There was a consensus of Council to place this item on a future work session agenda for further discussion.

e. Finance Items

Mrs. Tobie Shelton, Town Treasurer/Finance Director, addressed Council regarding these two items.

i. FY2020 End of Year Budget Amendments

Mrs. Shelton stated, at the end of each fiscal year, staff compiles a list of “budget amendments” that need to be addressed in preparation for the annual audit.

Mrs. Shelton referenced the list of FY2020 Budget Amendments and Departmental Transfers given to Council in their August meeting agenda packets.

Mrs. Shelton stated, at that time, Town Staff was requesting Town Council consider a “consensus” to place this item on the September 8, 2020 Town Council Regular Meeting Consent Agenda for approval.

All Council members were in consensus to do so.

ii. Delinquent Tax List and Write-offs

Mrs. Shelton stated, in accordance with Section 70-3 of the Town Code, Town Staff annually prepares a list of “uncollectible” and delinquent taxes from the previous fiscal year.

Mrs. Shelton referenced the list of uncollectible and delinquent taxes for fiscal year 2020 given to Council in their August agenda packets for their reference of this agenda item.

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Mrs. Shelton stated the current dollar amount of outstanding taxes was approximately \$35,000. She stated the largest portion of that amount was for Personal Property Tax in the amount of \$30,475.20; with the remaining \$4,577.92 due in Real Estate Tax.

Mrs. Shelton stated, at that time, Town Staff was requesting Council to consider reaching a “consensus” to place this item on the September 8, 2020 Town Council Regular Meeting Consent Agenda for approval to:

- Advertise the delinquent tax list in the Altavista Journal;
- Write off delinquent Personal Property Taxes of “deceased individuals” in the amount of \$752.39
- Write off Personal and Real Estate Taxes with amounts under \$20, totaling \$209.25
- Due to the “Statute of Limitations” regarding Personal Property Tax, staff was requesting approval to write off delinquent 2015 Personal Property Taxes in the amount of \$3,300, with collection efforts continuing until June 2021.

All Council members were in consensus to do so.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard with either of the two finance items.

Mr. Mitchell stated, if there were individuals or businesses on the delinquent tax list that the Town of Altavista uses for services, he felt the town should not continue using that service/business until the taxes are paid.

Mrs. Shelton stated, if any business the town uses for services has a delinquent tax or utility account, the town requires that business to bring the account(s) up- to- date before the town resumes using their services.

There were no additional comments from Council.

Mayor Mattox thanked Mrs. Shelton for her presentation.

f. FY2021 Budget Amendment Public Hearing Request

Mr. Coggsdale informed Council, due to recent items (USDA Grant, CARES Act funding, etc.), the FY2021 Adopted Budget may see an increase in excess of 1%. He stated pursuant to the Code of Virginia, this change requires a public hearing.

Mr. Coggsdale stated staff was currently working on drafting a notice for the public hearing to include all of the recent changes.

Mr. Coggsdale stated, at that time, staff was requesting approval from Town Council to schedule a public hearing for Tuesday, October 13, 2020 (Regular Council Meeting), for consideration of budget amendments to the FY2021 Adopted Budget.

Mr. Coggsdale stated, if Council desired, they may also choose to schedule the public hearing at either their regular meeting or work session in September.

Mayor Mattox asked for the Town Manager to confirm that the town had until the end of the 2020 calendar year to utilize the fore-mentioned grant funds.

Mr. Coggsdale confirmed the Mayor’s question, but stated the town was not allowed to use/spend any of the available funds until the fore-mention public hearing was conducted.

Mayor Mattox suggested moving the public hearing date up to September in order to move the process forward.

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Mayor Mattox asked Council if they had any questions regarding this item, to which there was none.

There was a consensus of Council to authorize staff to schedule a public hearing for "Consideration of Budget Amendments to the FY2021 Adopted Budget". The public hearing to be scheduled for their next work session on Tuesday, September 22nd, 2020.

Mr. Coggsdale stated staff would have the actual budget amendments provided to Council prior to the September Council Work Session/Public Hearing.

g. Altavista Recreation Committee Report/Request(s)

Ms. Sharon Williams, Altavista's Community Development Director and a liaison between Council and the Recreation Committee, addressed Council regarding these items.

i. Trail Gravel Project

Ms. Williams referenced the recent Green Hill (cemetery) Trail Project. She reminded Council the town had an initial budget of \$20,000 for the project.

Ms. Williams stated the town spent \$6,640 on the design of the Green Hill Trail and \$3,394.47 towards the construction of three bridges along the trail, an Eagle Scout Project.

Ms. Williams reminded Council there was a balance of \$9,965.53 that remained "earmarked" for this project. She stated the Recreation Committee would like to use the unexpended funds from the Green Hill Trail Project to complete the gravel path/trail connection from the Green Hill Trail to Eagle Trail in English Park.

Ms. Williams shared with Council the two quotes staff received in response to this potential project's solicitation.

- Crews Construction & Asphalt Co. - \$10,885
- Guy P. Riddle, Inc. - \$16,000

Ms. Williams stated, if Council approved the Recreation Committee's request, there would still be a shortfall of \$919.67 from the lowest bid received.

Mayor Mattox asked the Town Manager when the initial funds were budgeted for the Green Hill Trail.

Mr. Coggsdale, confirmed by Mrs. Shelton, stated the funds for the Green Hill Trail Project had been earmarked in the budget since FY2017.

Mayor Mattox stated he was under the impression that any unexpended funds from a project went back into the town's Reserve Fund.

Mr. Coggsdale referenced item #6a of that night's agenda. He stated, the Fiscal Policies the town would soon adopt would work that way, but at the time of the fore-mentioned project, the town did not have policies in place to direct the funds in that manner, therefore, the unexpended funds remained earmarked for "trail improvement projects".

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to this project/request.

Mr. Higginbotham stated he was also under the impression that town budgets "close out" at the end of each fiscal year and unexpended funds go to Reserves.

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Mr. Higginbotham then referenced the path that runs between the Green Hill Trail and Eagle Trail that the Recreation Committee was requesting to be graveled. He stated the path existed due to a sewer line that runs through that area. He stated the Public Works Department currently uses the path for maintenance purposes.

Mr. Higginbotham stated he considered both the “connection path/trail” and the Green Hill Trail to be “natural” trails. He stated he was not convinced graveled the connection path between the Green Hill Trail and Eagle Trail was the best use of the \$9,965 unexpended funds.

Mr. Higginbotham suggested the town consider only placing “crushed concrete” in the ruts along the path, which was less costly than graveled the entire path.

Mr. Coggsdale answered Mr. Higginbotham’s first question by informing Council that the fore-mentioned \$9,965 was not in the current year’s budget, but was earmarked in the town’s Reserve Fund for future trail projects/improvements.

Mr. Coggsdale stated this item was a recommendation from the Recreation Committee and it was up to Council to decide which action, if any, to take.

Mr. Mitchell asked if there was a potential for the path to be dug up and removed if the sewer line needed to be worked on or replaced.

Mr. Coggsdale asked for clarification of where the sewer line was located in relation to the path from David Garrett, Public Works Director, and Tom Fore, Utilities Director.

Mr. Garrett stated the sewer line runs through the middle of the mentioned path.

Mr. George stated, as a member of the Recreation Committee, this project had been in consideration by their board for a couple of years, due to the “swampy” condition of the “connection” path after heavy rainfall.

Mr. George referenced the recent renovation of Wayside Park in Pittsylvania County (adjacent to Altavista). He stated the gravel placed on Wayside Park’s walking trail was done by the same contractor that submitted the lowest quote received for the Recreation Committee’s proposed project.

Mr. George stated, while visiting the park, he has seen mothers with strollers and/or kids with bikes using Eagle Trail. He stated he felt the connector path would be utilized more to reach the Green Hill Trail, if the path was graveled.

Mr. Higginbotham stated, while he appreciated the recommendation by the Recreation Committee, he would rather see the town spend the \$9,965 towards enhancing the town’s existing trail systems.

Mr. Emerson stated he appreciated key points from both Mr. Higginbotham and Mr. George. He stated he has walked the path between Green Hill and Eagle Trail with his family many times and he agreed the path could be swampy at times.

Mr. Emerson stated he would be in favor of having gravel on the connection path. He stated he felt, if the “connection” path was graveled, more people would patron the Green Hill Trail from English Park.

Mr. Mitchell stated, even if the said path was graveled, he did not believe there would be mothers pushing strollers on the path or the Green Hill Trail, due to its “natural” state and steep incline.

Mr. Bennett asked Mr. George if the Recreation Committee had any future plans to extend the trail system to Elizabeth Street.

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Mr. George stated not at that time, but there was an old “logging road” that extended up that far and could be utilized to extend the trail in the future.

Mr. Bennett stated he considered approving the Recreation Committee’s request was a “down payment” on the future for this part of the town’s trail system.

Mr. Bennett referenced the \$916 deficit of the request. He asked if the Jenks Fund could be used to cover the extra money needed to complete the project.

Mr. Coggsdale stated the projects listed in the current FY2021 CIP Budget would use the entire reserve of the Jenks Fund.

Mayor Mattox asked Mr. Fore and Mr. Garrett if graveling the “connection” path would interfere with their maintenance of the sewer line in that area.

Mr. Fore answered stating it would not interfere with “general” maintenance.

Mr. Higginbotham suggested, rather than having an outside contractor gravel the path, allowing Altavista’s Public Works Department to gravel the path, which he felt would be cheaper and more feasible for the town.

Mr. Mitchell referenced the Recreation Committee’s project request. He asked if “grading” and drain pipe was included in the total price of the project, in order to keep the new gravel from washing away due to heavy rainfall.

Mr. Garrett stated the town did not want much digging to occur during this project, in order to lower the possibility of erosion issues. He stated, if approved, there would be drain pipes installed at two separate locations along the path.

Mayor Mattox suggested placing this item on the September 8th Regular Meeting Consent Agenda; and also have Mr. Garrett investigate whether or not there was a more feasible approach/option for this project to be completed.

All Council members were in consensus to do so.

ii. English Park – Ash Tree Removal

Ms. Williams referenced the many Ash Trees that are located in English Park. She stated Mr. Garrett, Altavista’s Public Works Director, recently conducted an assessment of the Ash Trees and identified 50-70 of them were decaying or dead.

Ms. Williams stated, if Council desired, the Recreation Committee would like to solicit quotes for the work of removing the said trees.

Ms. Williams informed Council the Virginia Department of Forestry currently has a program allowing localities to apply for grants that help with the cost of removing dead or decaying trees, and also the cost of replacing the removed trees.

Ms. Williams stated the forestry grant program was a 50/50 “match” program. She stated, if this project was approved to move forward, the town would need to submit a grant application by September 10th, 2020 to secure consideration.

Ms. Williams also informed Council, along with the grant application, the Virginia Department of Forestry (VDOF) requires that a Certified Arborist determine the exact number of trees that would need to be removed.

Mayor Mattox asked Ms. Williams for clarification of the amount VDOF allows each locality for such projects.

Ms. Williams stated the program would cover 50% of the total tree removal cost as reimbursement, but was limited to \$6,150 per organization/locality.

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Mayor Mattox asked if the fore-mentioned number (50-70) included all of the Ash Trees in English Park, or did the proposed removal only include decaying and/or dead trees.

Ms. Williams stated the project would include all Ash Trees the Arborist determined needed to be taken down.

Ms. Williams reminded Council there was also a reimbursement amount given to localities for every tree they plant to replace a removed tree.

Mayor Mattox asked if all of the Ash Trees in English Park were a potential danger to the citizens that patron the park, or could some of them be saved.

Mr. George informed Council that Ash Trees were in danger of becoming extinct in the Eastern United States because so many of them were “dying out”.

Mr. George suggested, if Council did not wish to remove “all” of the Ash Trees in English Park, picking the most dangerous ones to remove first. He stated there were many dead Ash Trees currently leaning over the walking trail (Eagle Trail) beside the river that need to be taken down immediately. He stated those were the ones that posed the most danger at that time.

Mayor Mattox reminded Council this project was not a proposed CIP item in this fiscal year’s (2021) budget. He asked Council if they were willing to fund this project from Town Reserves.

Mr. Bennett suggested the town first, allow an Arborist to assess the Ash Trees in English Park and determine which were the most dangerous and would need to be taken down immediately, then the town could move forward from there.

Mr. Emerson stated he visited English Park at least once per week and was always seeing branches/tree limbs that have fallen onto the trails walkways. He stated he felt it was necessary to move this project forward as soon as possible.

Mr. Mitchell also shared his favor in moving this project forward.

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

Mr. George reminded Council this issue had been previously addressed in the front portion of English Park. He stated the town took down almost fifty trees and replaced them with Willow Oaks and Red Maples.

Mr. George stated he did not feel the town needed to replace all of the Ash Trees they were considering for removal. He stated most of the dead Ash Trees were nestled in with other trees that would still offer an adequate amount of shade for the trail.

Mr. Higginbotham asked Council to consider the fact that it would cost the town more to have trees cut down and the debris removed, than it would to only have the trees cut down and the debris left for the town to clear out at a later date; or the debris could be left on site if a tree was in the woods away from walking trails.

Mr. Higginbotham stated, once the Arborist informs the town of how many Ash Trees need to come down, he suggested allowing Mr. Garrett, Public Works Director, to evaluate the matter and offer Council his input.

Mrs. Dalton suggested the town be prudent with its actions in regard to cutting down any tree. She stated that she agreed with Mr. Higginbotham, if a tree was not a potential danger, the tree could be cut down and the debris left at the site or the tree could also be left alone to fall on its own.

Mr. Emerson also suggested the town only concentrate on the Ash Trees that were adjacent to and/or had the potential to fall onto the trail.

Mr. Emerson referenced the new “overlook” on Eagle Trail that the town was currently working on. He suggested cutting the dead/decaying trees away from that area as soon as possible, so they do not have an opportunity to fall on the overlook and slow down or hinder the progress of the project.

Mr. Mitchell shared his favor of first, getting the required information from the Arborist, and then allowing Mr. Garrett to gather cost options for the project.

Mayor Mattox asked Mr. Garrett how soon he could have the requested information.

Mr. Garrett stated he would schedule a Certified Arborist to evaluate the Ash Trees in English Park and offer the town a report on this matter. He stated he would inform Council of the results as soon as the evaluation was complete.

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

All Council members were in consensus to wait for Mr. Garrett’s report before placing this item on a Council meeting consent agenda.

iii. English Park Improvements– Parking Lot Pavement Project

An update was provided to Council in their August Work Session Agenda Packet in regard to the English Park Large Field Improvement Project as identified for completion in the Capital Improvement Plan (CIP) for Fiscal Year 2021. It stated that the fields had been reseeded and would continue to be monitored by the Public Works Department. The update also stated, in order to complete Phase I of the improvements, the two small parking lots, located on Eagle Trail at English Park, would need to be paved; Staff was in the process of obtaining quotes for the paving project and would provide the information to Council at a future meeting.

Ms. Williams informed Council, at a recent Recreation Committee Meeting, the committee discussed a request received from a citizen in regard to placing a “bicycle turnaround” at the end of Eagle Trail. She stated the citizen explained that a cyclist must stop, get off their bicycles and turn them around, when coming to the end of the trail; but if a small “bulb” (bike turnaround) were provided, it would make it easier for cyclists using the trail to turn around.

Ms. Williams stated that David Garrett, Public Works Director, informed her, due to the parking lot paving project coming in under the initial estimated budget, it may be possible, if Council approved the request, to have a small bulb placed at the end of the trail when the two small parking lots were being paved.

Ms. Williams stated, at that time, staff was requesting for Council to consider allowing unexpended funds from the fore-mentioned paving project, to be used to install a (paved) bike turnaround at the end of Eagle Trail.

Mayor Mattox asked Council if they had any questions regarding this item, to which there were none.

All Council members were in consensus to allow the town to use unexpended funds from the FY2021 CIP Item “Eagle Trail Parking Lot(s) Paving Project” to be used to install, a paved bike turnaround at the end of Eagle Trail. The consensus included the stipulation the project was not to exceed the available funds remaining from the initial budgeted amount for the paving project.

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Mr. Coggsdale referenced the two fore-mentioned parking lots on Eagle Trail that were scheduled to be paved in FY2021. He stated staff was recommending the traffic pattern of the larger lot be designed as a “one way only” entrance and exit.

Mr. Coggsdale stated the smaller of the two lots only had one entry and exit point, so that lot would not need to be considered.

Mr. Higginbotham reminded Council that asphalt would deteriorate if not used on a regular basis. He stated, at that time, there were no “ballfields” established in the large fields adjacent to the two fore-mentioned parking lots to be paved.

Mr. Higginbotham asked if the town should postpone the paving project until the fields were being used on a regular basis.

Mayor Mattox stated the two Eagle Trail parking lots were currently being used quite often by individuals that patron the trail and park. He stated he felt confident with the paving project moving forward.

All Council members were in consensus to accept staff’s recommendation in regard to designing the large parking lot on Eagle Trail to be designed as a “one way” entrance and exit only traffic pattern.

h. Altavista Police Department (APD) – Police Vehicle Marking Request

Altavista Police Chief, Tommy Merricks, addressed Council in regard to this item.

Chief Merricks stated, as approved and included in the FY2021 CIP Budget, the APD recently purchased and received a new white 2020 Ford Explorer. He reminded Council of their previous request for any new APD police vehicle to be the color white moving forward, as they cost less for the town to purchase and were also easier to resale.

Chief Merricks shared with Council a photo of his desire as to how the “markings” on the new vehicle would look. He stated the new markings were similar to the previous ones, but without the black and white color blocks.

Chief Merricks referenced the photo and stated there was one addition to the markings of the new vehicle he would like Council to consider allowing him to make: adding the national motto, “In God We trust” to the back of the vehicle.

Chief Merricks stated, in these trying times, it was his belief this addition would help solidify the APD’s commitment to the community. He informed Council of a “legal opinion” from a past Attorney General that stated the display of the motto was not an infringement of the first amendment establishment clause.

Chief Merricks referenced the badge emblem on the rear of the vehicle and stated the emblem would be updated to reflect the new APD badge.

Chief Merricks stated, at that time, he was seeking Council’s approval to move forward with the presented markings for the new APD vehicle.

Mayor Mattox thanked Chief Merricks for purchasing a white vehicle for police use as Council suggested. He stated he would help the town in the long run when trying to resell the vehicle.

Mayor Mattox also thanked Chief Merricks for his continued efforts in striving to build a stronger community.

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

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Mr. Bennett shared his approval with the APD police vehicle markings that Chief Merricks presented to Council.

Mr. Higginbotham also shared his favor with the new markings for APD vehicles. He stated, however, he was not in favor of the APD badge being on the new vehicles. He asked how much it would save the town if the emblem was not included in the markings.

Chief Merricks informed Council the entire cost of placing the markings on the new vehicle was \$700. He stated it would be very little difference if the badge was not included.

Mrs. Dalton stated she appreciated Chief Merricks' efforts and shared her favor in the new police vehicle markings as presented.

Mr. Emerson also shared his favor with the new police vehicle markings as presented. He stated he felt the markings looked "great" and he would not change anything about it.

Mr. Mitchell thanked Chief Merricks for the work he does. He stated he was also in favor of the new police vehicle markings as presented.

There was a consensus of Council to allow Chief Merricks to move forward with the "markings" for the Altavista Police Department's new police vehicle as presented.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the August 25th, 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.

8. Matters from Council

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

- Mr. George referenced a recent discussion by the Altavista Recreation Committee in regard to placing a Porta Potty at the end of Eagle Trail in English Park.

Mr. George stated he had contacted a local Porta Potty vendor and was told it would cost \$95 per month for them to install and service the pottys.

Mayor Mattox suggested placing this item/request on the September 8th Council Meeting Consent Agenda and, in the meantime, allow Town Staff to investigate cost options for this item.

Mr. Higginbotham stated he felt the town should receive pricing for this item first, and then put the item on a future meeting agenda for Council to consider.

Mayor Mattox stated, if Council did not agree with the cost options gathered by staff, the item could be removed from the Consent Agenda for further discussion.

Mr. Coggsdale asked if the Recreation Committee would consider changing the placement of the Porta Potty to the halfway mark of the trail. He stated he felt this would be more accessible for parents with children that may be walking to the end of the trail.

Mr. George stated he felt placing the requested Porta Potty at the "halfway" point on the trail would be viable. He stated he would like to see the pottys at both places in the future.

Council was in consensus for this item/request to be placed on the September 8, 2020 Council Meeting Consent Agenda.

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- Mr. George referenced an old concrete wall located on the Eagle Trail in English Park. He stated there was currently vines and weeds surrounding the structure.

Mr. George stated he was a member of a local group that had volunteered to clean up the structure and around said structure.

Mr. George asked Council to consider having the town (Public Works) spray the structure with weed killer, and then allowing his group to remove the dead weeds so the structure could be seen and enjoyed by trail patrons.

Mr. George stated the structure was part of the town's history and he would love to know more about its relation/relevance to the Town of Altavista.

Mr. Emerson stated the structure itself was very unique looking and its location was in a nice area on the trail. He stated he was in favor of the request.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if the Public Works Department would be able to accommodate the request.

Mr. Coggsdale answered the Mayor stating he felt they would.

- Mrs. Dalton stated, due to the COVID19 pandemic, she did not attend Council meetings in person. She requested Council members give any items of interest to the Town Manager ahead of time to be placed on the meeting agenda, so that she had the ability to view the items and/or requests, and any photos accompanying the items, before the meeting.
- Mr. Emerson asked for an update on the "overlook" project on Eagle Trail in English Park.

Mr. Higginbotham stated the project was moving along, but stated David Garrett, Public Works Director, may have the current progress report on the project.

Mr. Garrett gave Council a brief overview of the project and stated it continued to move forward.

Mr. Emerson asked if it was still in the plan to put wrought iron handrails on the overlook.

Mr. Garrett answered Mr. Emerson and confirmed, at that point, the town was still planning to use wrought iron for the overlook's handrails.

Mr. George stated he was at English Park every morning and he thanked Mr. Higginbotham for the work he did in regard to the overlook project.

Mr. Higginbotham stated the overlook was in worse shape than originally thought, but when complete, the overlook would be strong enough to last another 100 years or more.

- Mayor Mattox thanked the Town Manager for his recent efforts in tracking down a contact that has the ability to clean up the river in the area of the island near the Norfolk Southern Railroad Trestle.

Mayor Mattox stated he and his family, and many of his friends, enjoy river activities, and he truly appreciated something being done to eliminate the danger(s) in that area.

- Mayor Mattox referenced the fact that Vice-Mayor Dalton was not in attendance at recent Council meetings due to her concerns surrounding COVID19 safety measures.

Mayor Mattox stated if an individual was not physically present at a meeting, it was harder for that person to participate in the meeting's conversations.

Mayor Mattox stated he felt the town should investigate a better "sound system" for Council Chambers that could be heard even when masks are worn.

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Mr. Coggsdale stated he would be glad to do so. He stated the town may need to consider utilizing the “Zoom” system for video conferencing Council meetings.

Mr. Mitchell stated the Council meetings were now recorded, archived, and available on the town’s social media page to watch at any time.

Mr. Mitchell asked if there was a CIP item in this fiscal year’s (2021) budget in regard to adding video cameras in Council Chambers.

Mayor Mattox stated he remembered a “discussion” in regard to adding said cameras in Council Chambers, but he did not think that discussion lead to an approval.

Mrs. Shelton, Altavista Treasurer/Finance Director, stated there was a CIP item for “Meeting Software” in the FY2021 CIP Budget.

Mr. Coggsdale referenced the same discussion the Mayor referred to and stated the cameras were discussed at the same time as the Meeting Software, but only the software was approved.

There were no further comments or concerns from Council.

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

9. Closed Session

DATE: Tuesday August 25th, 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 Mr. George, and seconded by Mr. Bennett.

Motion carried.

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

Council went into closed session at 7:30 PM.

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

Mrs. Dalton and Mr. Higginbotham left the meeting at that time.

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;

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NOW, THEREFORE, BE IT RESOLVED the town council hereby certifies, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Timothy George	Yes
	Mayor Michael Mattox	Yes
	Mr. Tracy Emerson	Yes
	Mr. Wayne Mitchell	Yes

10. 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