

## Council Work Session February 23, 2021

The Altavista Town Council's February 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on February 23<sup>rd</sup>, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.<sup>9</sup>

### Council members

Present: Mayor Michael Mattox  
Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham (entered at 5:13pm)  
Dr. Scott Lowman  
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  
Mr. George Sandridge, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Town Administration

### 1. Agenda Adoption

Mayor Mattox informed Council of an amendment to the February Work Session Agenda.

- Section #2/Item 3: Daltons Landing Canoe Launch - Counts & Dobyns Update

Mayor Mattox asked if Town Council had any questions, comments, or concerns regarding the proposed February 23<sup>rd</sup>, 2021 Council Work Session Agenda, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve the agenda as amended.

Motion carried:

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

### 2. Recognitions and Presentations

There was a phone issue while trying to connect with Andy Klepac, Hurt & Proffitt, for a conference call. Mr. Klepac was scheduled to speak in regard to the first two items of the "Presentation" section of the agenda, related to English Park improvement projects.

There was a consensus of Council to move forward with the meeting and come back to Section #2 of the agenda when Mr. Klepac could be reached.

At that time, Council moved forward with Section #3, Citizens Time.

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### 3. Citizen's Time - 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.

### 4. Items Referred from Previous Meetings

There were no items from previous meetings scheduled for discussion at the work session.

### 5. Items for Discussion (New and Unfinished)

#### A. Town of Hurt Request for Utility Related Services

##### Background:

Per a Town Council approved agreement, the Town of Altavista currently provides a weekly solid waste collection service to the Town of Hurt. Recently, Mayor Mattox and Mayor Hodnett, along with Altavista's Town Manager, met to discuss potential mutual opportunities. The provision of additional utility services was discussed; and information in regard to the costs of those services was requested by Mayor Hodnett.

Town Manager Waverly Coggsdale stated the Town of Hurt had requested the Town of Altavista to enter into an agreement in regard to the provision of utility related services.

Mr. Coggsdale informed Town Council that the Town of Hurt was currently without a Public Works Director; and was in the need of assistance with "emergency waterline repairs and MISS UTILITY marking services".

Mr. Coggsdale stated he worked with Tom Fore, Altavista Utilities Director, to compile a cost sheet of the requested services for Council's discussion and consideration. He stated Mr. Fore was available that evening to answer any questions Council may have in relation to the requested utility service assistance agreement.

Mayor Mattox told Mr. Fore the Altavista Town Council trusted his utility expertise and highly respected his opinion as such. He asked Mr. Fore for his input in regard to the request for utility service assistance by the Town of Hurt.

Mr. Fore referenced the mention of "emergency water and sewer repairs". He reminded Council the Town of Altavista was already assisting the Town of Hurt with such issues.

Mr. Fore referenced the assistance of MISS UTILITY marking services. He stated it could be very costly if a utility line was damaged during the marking process.

Mr. Fore stated the Town of Altavista did not have knowledge of Hurt's system, therefore, he was not in favor of assisting them with that project on a daily basis, only emergencies.

Mr. Fore stated he felt it was the right thing for the Town of Altavista to help the Town of Hurt when they were able to, but he did not want to put Altavista in a liability situation.

Mayor Mattox referenced the labor costs currently charged by the town for utility assistance. He asked Mr. Fore if he was "comfortable" with the current rate structure to use as part of the proposed agreement.

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Mr. Fore stated he was. He informed Council the rates were reviewed annually to appropriate the labor charges.

Councilman Mitchell stated he felt the town assisting with MISS UTILITY services was not only a liability issue, but could also be a “man power” issue for the town. He shared his dis-favor with the agreement including MISS UTILITY assistance.

Mr. Fore stated the initial agreement was verbal only. He stated Town Staff’s proposal was to establish an annual “written” agreement between the two localities. He stated this was an opportunity for Council to offer input and direction for the proposed agreement.

Mr. Fore stated Altavista’s Utility Department would need at least two additional employees to assist the Town of Hurt on a daily basis. He suggested the proposed assistance agreement be for “emergency situations only”.

Councilman George stated he thought MISS UTILITY was only for power and phone lines.

Mr. Fore referenced the recent addition of fiber-optic lines in Altavista. He stated, when projects like that are installed, the town has to “mark” the location of existing “utilities” everywhere the new lines will be run/placed.

Mr. Fore stated, if the Town of Hurt ever had fiber-optics or gas lines installed, they would also need to mark their existing utilities. He stated, at the moment, they have no one employed to do the task, therefore would need assistance in doing so.

Vice Mayor Bennett referenced the “price per hour” for equipment assistance. He ask Mr. Fore, considering fuel fluctuation, if he was “comfortable” with the current cost.

Mr. Fore stated he felt the current cost structure was appropriate. He suggested Council consider adding a provision for the potential of year-to-year fuel fluctuations. He stated, if Council approved of implementing a written utilities assistance agreement, he would work with the Town Manager to include a fuel surcharge provision in the agreement.

Councilman Jay Higginbotham entered the Council Meeting at this time (5:13PM).

Mayor Mattox stated he felt everyone would agree to provide “emergency services” when needed. He referenced Mr. Fore’s recommendation to have a written agreement outlining the cost of the services. He stated there would need to be a consensus of Council to place this item/request on the March Regular Meeting Consent Agenda for approval.

All Council members were in consensus to do so. Mayor Mattox excluded Councilman Higginbotham from the consensus, due to not hearing the entire discussion.

At this time, Town Council returned to Section #2 of the agenda with “Presentations”.

- English Park - Entrance Improvements Design

### Background:

This project was included in Altavista’s Parks and Trails Master Plan; and is identified as project #10. The Altavista Recreation Committee submitted a CIP request for improvements to the entrance of English Park. The project was funded through the town’s General Fund for “planning and design work” to occur in the current fiscal year (2021). A funding source would need to be identified for any construction planned for FY2022.

Altavista Community Development Director Sharon Williams addressed Town Council in regard to this item. At that time, Mr. Klepac was also present by phone conference.

Ms. Williams stated that she, along with Assistant Town Manager Amie Owens and Altavista’s Public Works Director David Garrett, had been working together on several projects in regard to English Park.

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Ms. Williams informed Town Council that Town Staff had recently been working with Hurt & Proffitt on the scope of work and plans for improvements to the English Park entrance. She presented photos of two design options for Council's consideration.

At that time, Mr. Klepac gave Council an overview of the two proposed options. He referenced the option photos and stated they were both similar in structure and layout, however, the first option included a "wood" fence design, while the second option offered a "metal" picket fence design.

Mr. Klepac informed Council that both options included a continuation of the sidewalk from Main Street along the right side of Pittsylvania Avenue to the park's entrance. He stated the entrance would also include a rock retaining wall (for safety reasons) that would house either fence option the town chose.

Mr. Klepac stated he felt the current entrance was somewhat "non-descript". He stated the proposed improvements would give the entrance a "gateway" esthetic going into the park.

Mr. Klepac stated the Altavista sign in the proposed plans would be an image of the town's logo in order to mirror other signs throughout the town.

Mr. Klepac asked Town Council if they had any questions in regard to the proposed options for the English Park entrance improvements.

Councilman Emerson referenced the photos of the proposed entrance improvements. He stated it looked as if the photo was depicting one-way traffic. He asked for confirmation.

Mr. Klepac stated the possibility of a one-way traffic flow at this particular park entrance was evaluated, and due to there being a business located on Third Street, the option did not seem viable. He stated, at that time, the proposal was to continue with two-way traffic.

Mayor Mattox shared his concern with the traffic flow remaining in a two-way pattern. He stated English Park was very busy during the summer season and park events.

Mayor Mattox stated, with plans for the entrance to be narrowed to include a sidewalk, he felt keeping a two-way traffic flow would be more dangerous than implementing a one-way pattern, especially for the pedestrians utilizing the new sidewalk.

Councilman Emerson reminded Council of a previous discussion regarding this matter. He stated he thought Council had leaned toward implementing a one-way traffic pattern at this particular park entrance.

Mayor Mattox stated the fore-mentioned business located on Third Street also had access to their building through their loading docks, which was adjacent to the boat ramp entrance/exit of the park.

Councilman Higginbotham asked which fencing material option would have the least amount of "long-term" maintenance.

Mr. Klepac stated wood eventually deteriorates, therefore, the aluminum picket fence option would have the least amount of maintenance involved over a long period of time.

Vice Mayor Bennett asked if "powder-coating" was available for the aluminum pickets.

Mr. Klepac stated aluminum pickets had many finish options available, including powder-coating. He stated aluminum pickets that have been powder-coated would last for several years without needing maintenance, unless damaged by such things as falling tree limbs.

Mayor Mattox asked which fence material option would be the most cost effective overall.

Mr. Klepac stated, although wood fencing was less expensive initially, aluminum pickets would be less to maintain over a long period of time, therefore, a more feasible option.

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Community Development Director Sharon Williams informed Council the cost estimates for both entrance improvement options were located within the proposed FY2022-2026 CIP Budget to be discussed later in the evening. She stated the photo presentation was an “introduction” to that discussion and informational only.

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

- English Park – Boat Ramp Improvements Design

Background:

The Recreation Committee submitted a CIP request for improvements to English Park’s Boat Ramp entrance. This project was included in Altavista’s Parks and Trails Master Plan and is identified as project #11. The project planning and design work occurring in the current fiscal year (2021) was funded through the town’s General Fund. A funding source would need to be identified for any approved construction planned for FY2022. Staff has been working with Hurt & Proffitt on the scope of work and plans for improvements to the boat ramp, parking area, and circulation.

Community Development Director Sharon Williams and Andy Klepac of Hurt & Proffitt presented Council with two design options for visual consideration; to be further discussed during the FY2022 Budget and FY2022-2026 CIP discussions later that evening.

Mr. Klepac stated, in discussion with Town Staff to gather the needs of the individuals that utilize the English Park Boat Ramp/River Access, there were two favorable options for improvements in that area of the park.

Mr. Klepac stated the main need seemed to be for a “well defined” fishing area, separate from the boat ramp, for individuals to access by foot. He stated the existing platform was not esthetically pleasing and was often flooded due to its lower location.

Mr. Klepac referenced the proposed improvements. He stated the new platform’s height would be raised to help deter the platform from being flooded. He stated the location would also consist of more grass and vegetation to achieve a better esthetic in the park.

Mr. Klepac continued stating the next phase of this project would address the parking lot in the boat ramp area. He stated currently there was no “defined” parking, so the plan consists of designated parking for cars, as well as, longer spaces for trucks with boat trailers and potentially campers.

Mr. Klepac informed Council of another option for this project, which, if desired, would be the third and final phase of the English Park Boat Ramp/River Access Project. He stated the third option would be to offer a separate canoe/kayak access point from English Park, either adjacent to the boat ramp, or 1,500’ further upstream, at the sand bar/swim area.

Mr. Klepac stated this option was intended to deter any conflict between canoe or kayakers and traditional boat users of the boat ramp, which takes additional time to unload. He stated there would also be a separate sidewalk designated specifically for canoes/kayaks.

Mr. Klepac concluded his presentation.

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

Councilman George shared his favor with the proposed improvements. He also shared his concern in whether or not the current plan raised the fishing platform enough to be out of danger from flooding. He stated the area flooding several times over the past year.

Mayor Mattox stated he did not feel there needed to be a separation between kayakers and boaters. He stated the boat ramp/river access had not been busy enough to cause concern.

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Councilman Higginbotham reference the fishing platform. He suggested offering two levels of fishing platforms; one at the proposed height, and one lower/closer to the river.

Councilman Mitchell asked if this project was in the current (2021) CIP.

Community Development Director Sharon Williams informed Town Council the English Park Boat Ramp/River Access Project was in the FY2021 CIP Budget for planning and design. She stated the construction phase of the project was proposed for the upcoming FY2022 CIP Budget and would need a funding source to be identified for this phase.

Ms. Williams stated this project's two options were discussed with the Altavista Recreation Committee for their input. She stated the committee favored the second option, which consisted of the canoe/kayak entrance being separate from the boat ramp and located at the sand bar/swim area of English Park.

Councilman George stated he did not feel there was enough traffic from neither kayaks nor boats for it to be necessary to have a separate river access point for each.

Mayor Mattox stated when there was more than one individual needing to use the existing boat ramp, he felt they had always worked together without conflict.

Mr. George referenced the proposal of the separate canoe/kayak river entrance being further up the river/further down the park, which only had one access point by vehicle. He stated he did not favor having additional traffic traveling back and forth through that area.

Councilman Emerson reminded Council, due to the recent addition of the new splash pad in English Park, there were plans to update and improve the traffic pattern the area Mr. George spoke of.

Councilman Emerson stated there were a lot of families that already utilized the sand bar/swim area being proposed as a new river access point for kayaks. He stated he felt it would be nice to have better/safer river access for that area.

Councilman Mitchell stated he would see patrons at the fore-mentioned swim area every time he floated the river.

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

Mayor Mattox thanked Ms. Williams and Mr. Klepac for the introductory presentation of this item. He stated Council would continue reviewing the item during the budget process.

- Dalton's Landing Canoe Launch - Counts & Dobyys (contractor) Update

Background:

Dalton's Landing Canoe Launch is a project that has been planned for several years. Construction began in October 2020. The contract states the work would be substantially completed on or before February 15, 2021; and completed and ready for payment on or before March 15, 2021. Since there were delays in the site preparation due to weather, the parking lot cannot be paved until the asphalt plant re-opens; however, other construction on the launch itself will be continuing. The contractor, engineers, and Town Staff have been working together to develop a plan to have the project meet the in-river deadlines and move the project forward as quickly as possible, while still remaining within the scope of the project. The only deadline that may be met is the in-river construction deadline by March 15, with the addition of the elevated coffer dams.

Altavista's Assistant Town Manager Amie Owens and the contractor for this project, Brent Whorley (Counts & Dobyys), updated Town Council on this project.

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Ms. Owens shared with Council an email she received that morning from Engineer Tim Guthrie, Gay & Neel, with the most recent progress updates available.

*Amie, please see below.*

*We have been continuing to pursue opportunities for either of our two options. By way of review, those options were: (1) work with SML to lower the river flows so as to achieve water levels of 3-4' deep and use the original coffer dam arrangement, or (2) work with SML to lower the river flows so as to achieve water levels of 6-7' deep and use a combination of rip-rap "foundations" and coffer dams on top of that to safely work within the slightly elevated river levels. However, despite our ongoing coordination and communication with SML staff to implement either option (multiple calls from Contractor to SML each week), both options have been foiled by the constant rain that has prevented the reduced river flows. In fact, the constant rain has kept river conditions at 10 to 11+ft deep thereby preventing cofferdams of any size to be placed safely or cost effectively.*

*Attached is the estimated cost of option 2, the extended cofferdams, at \$24,000. This is the highest option with riprap that is safe to do with 6 to 7ft water levels. Per your earlier email on 2/12/21, it is my understanding that the Council understands and approves of the cost increase if this option is pursued.*

*Based on my discussion with the Contractor, there needs to be a good window of 5 to 7 days of no precipitation to afford time for them to complete all their work within the river. This means that the weather will continue to dictate if or when we can proceed. If there is an adequate window in the weather, the Contractor will proceed and utilize which ever cofferdam option he thinks he can safely use to work within that window of time. We did discuss other options for the current 10ft+ water levels; however, they would require sheet pilings, additional geotechnical design and investigation, and highly expensive temporary construction — none of which could be accommodated within the time frame remaining nor afforded by the project.*

*Currently, the Contractor is in constant contact with SMI- at least 2-3 times a week in an attempt to coordinate a window if one can be achieved and will move expediently when it does. We may need to be considering options for the "worst case" scenario if there is no window in the weather and the project is forced into a seasonal delay.*

*Thanks,  
Tim*

At that time, Mr. Whorley addressed Council in regard to the plans for moving forward.

Mr. Whorley reminded Council the past couple of years had been record-breaking years for rainfall. He stated he had been watching the weather closely, along with Smith Mountain Dam, to catch the necessary “window of opportunity” needed to proceed with the in-water phase of this project.

Mr. Whorley stated there needed to be five consecutive days without rain for the in-water phase to be completed. He stated, due to the upcoming rainfall predicted, the next date of opportunity would be March 9<sup>th</sup>.

Mr. Whorley informed Council there was quite a bit of “prep work” accomplished ahead of time, and the contractor had “pre-formed” walls and steps ready to put in place when the time comes. He stated the current plan was to utilize the March 9<sup>th</sup> date to complete the in-water phase of this project.

Mayor Mattox referenced the unprecedented rainfall recently and over the past year. He stated he realized the contractors could only accomplish what the weather allows them to.

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

Councilman George asked if the contractor and site workers were able to work through the weekend, if need be, to help complete this project by the March 15<sup>th</sup> deadline.

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Mr. Whorley stated that question had already been asked and the answer was yes. He stated the AEP/Smith Mountain Lake Dam representatives were also aware of the situation and had agreed to work with the town on this project as much as they could, even on weekends.

Mayor Mattox thanked Mr. Whorley for doing the best he could with the current circumstances. He stated the town was hopeful for the best outcome and the weather to cooperate, so the project could be completed on time.

Vice Mayor Bennett asked if there was an alternate plan in place if the weather did not cooperate, and the March 9<sup>th</sup> in-water date was not available.

Mr. Whorley stated, if that occurred, the town would have to wait until June 15<sup>th</sup> to continue the project's in-stream (in-water) work.

Councilman Mitchell asked if paving the canoe launch parking lot would also be postponed, or could that work continue while waiting on in-water work to move forward.

Town Manager Waverly Coggsdale reminded Council the entire Dalton's Landing Canoe Launch area was an "active worksite". He asked Mr. Whorley for his input.

Mr. Whorley stated the project was still considered an "open worksite", therefore, he would need to consult his firm's legal counsel to find out if there would be any liability concerns in the matter/request.

Mr. Mitchell stated he had suggested the fore-mentioned request because he would like to have "something" available for the public to use before summer, in case the March deadline was missed.

Councilman Emerson stated he would also be in favor of allowing river access through the site, if Mr. Whorley could deem the site safe to do so.

Mayor Mattox thanked Mr. Whorley and stated he felt Mr. Whorley and his team were doing the best they could with the given circumstances.

Assistant Town Manager Amie Owens informed Council the initial estimate of \$15,000 to \$20,000 to elevate the height of the coffer dams had increased to \$23,785. She asked Council for their consideration of the "change order" request for that amount (\$23,785).

Ms. Owens stated there were still funds available in the project's "contingency" to cover the increased cost.

Mayor Mattox reminded Council this was a time-sensitive matter. He asked if Council had any additional questions or comments in regard to this item, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the \$23,785 change order request for elevating the coffer dams, in order to move the Dalton's Landing Canoe Launch Project forward when weather permitted to do so.

Motion carried.

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

At this time, Council returned to Section #5 (Items for Discussion) of the agenda and proceeded with item 5.B English Park Recreation Projects.



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### B. English Park Recreation Projects

#### Explanation:

Councilman George requested that two items, related to proposed improvements in English Park, be placed on the agenda. The two items relate to (1) a new restroom facility along Eagle Trail (parking lot area), and (2) construction of new athletic fields in the newer section of English Park.

#### Background:

The restroom facility was taken out of the FY2021 CIP and Budget and staff has been working on developing this item as a new CIP item for consideration in the FY2022-2026 CIP. The field project is included in the fourth year (FY2024) for the design phase and in FY2025 and FY2026 of the FY2021-2025 CIP, adopted in June 2020. The Recreation Committee is in the process of reviewing these projects in order to make a recommendation on the draft FY2022-2026 Capital Improvement Plan, which will be a part of the upcoming budget process.

Mayor Mattox asked Councilman George, since he requested this item to be placed on the agenda, if the discussion could be deliberated during that evening's FY2022 Draft Budget/CIP discussion.

Town Manager Waverly Coggsdale stated the cost estimates for each English Park Recreation Project were all listed in the Draft CIP for Council's consideration.

There was a consensus of Council to postpone discussion of this item until later that evening, during the Parks and Recreation portion of the Draft Budget/CIP discussion.

### C. FY2022 Budget and FY2022-2026 Capital Improvement Plan (CIP) Discussion

#### Background:

- Each year, the town is required to adopt a budget prior to July 1st; which is the beginning of a new fiscal year.
- Town Staff submits a draft budget and capital improvement plan, in addition to the town's fiscal policies, to Town Council in accordance with state and local ordinances.
- The Town Budget utilizes funding in the General Fund, Utility (Enterprise) Fund, State Highway Fund, and the Cemetery Fund. The funding comes from a variety of sources such as taxes, user fees, and state funds, and more.
- The Draft FY2022 Budget and the Draft FY2022-2026 Capital Improvement Plan (CIP) were delivered to Town Council at their February 9th Regular Meeting.
- Town Council's Budget Calendar calls for discussion and consideration of the draft budget and draft CIP during their February and March work sessions.

Town Manager Waverly Coggsdale informed Council that he would be reviewing the FY2022 Draft Budget with them, and the Assistant Town Manager Amie Owens would be covering the FY2022-2026 Draft Capital Improvement Plan (CIP).

Mr. Coggsdale stated, after each review, Town Staff would be happy to answer any questions Council may have and also receive any input or direction from Council.

Mr. Coggsdale shared a PowerPoint presentation regarding the FY2022 Draft Budget. He stated the draft budget was the product of many hours of collaboration by Town Staff and he truly appreciated everyone's efforts in the development of this budget.

Mr. Coggsdale gave Council the proposed Operations Budget totals:

General Fund	\$ 4,867,970
Utility (Enterprise) Fund	\$ 4,132,800
Highway Fund	\$ 730,000
Cemetery Fund	\$ 21,750
<u>(does not include \$56,400 transfer from GF)</u>	
Total Operations FY2021-22 Budget	\$ 9,752,520

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Mr. Coggsdale shared with Council the town's General Fund revenue from FY021-2022, and its projected revenue for FY2022-2023, in regard to local taxes and fees.

FY2021-2022	\$4,557,800
FY2022-2023	\$4,498,650

Mr. Coggsdale noted the \$53,150 decrease in revenue from the current fiscal year. He stated this was due to interest revenue from tax fees not being in the proposed/draft budget as income, but being placed back into the General Fund to grow the account.

Mayor Mattox referenced the Cemetery Fund. He stated it was his "recollection" of the previous discussion among Council regarding the interest from this revenue would be placed back into the fund, in order to grow/increase the fund over time, and hopefully help the cemetery to become "self-sustaining", and not needing additional funds from the General Fund for annual operations.

Mayor Mattox stated he did not think it was Council's intent to also do the same with interest revenue from the General Fund.

Mr. Coggsdale stated it would be up to Council to decide whether or not to use the revenue as a source of income that could be added to the Draft FY2022 Budget, or re-invest it back into the General Fund to grow the Reserve Fund balance.

Mayor Mattox asked how much the projected interest revenue would be for FY2022.

Mr. Coggsdale stated the rate from the previous year was lower than the current year.

Town Treasurer Tobie Shelton informed Council the projection was approximately \$90,000 for FY2022, which was half of the previous year's number (\$180,000).

Mayor Mattox asked Council for their input on this matter.

Councilman Lowman stated, if the intent was to use the interest revenue on projects that would be an "investment" in the community, he was in favor of doing so.

Mayor Mattox stated he agreed with Dr. Lowman's statement.

Councilman Higginbotham stated he felt the interest revenue generated from the Reserve Fund should remain in that account in order to grow the fund.

Vice Mayor Bennett stated he did not see any reason to change what the town had done in the past with the interest revenue, which was utilizing the revenue for CIP. He stated he was in favor of using the interest revenue towards accomplishing the town's upcoming projects for the community.

Councilman Emerson stated he felt the Reserve Fund was already well established. He shared his favor with investing the interest income into community projects, such as restoring the town's newly acquired property, the old Vista Theatre.

Councilman Mitchell stated he also favored investing the interest revenue into community projects.

Town Manager Waverly Coggsdale reminded Council when interest revenue from the Reserve Fund is "released" into the General Fund, there is no specific allocation for those funds. He stated the funds were then considered "part of the pot".

Mr. Coggsdale suggested, if Council desired, reinvesting the interest revenue back into the Reserve Fund, but allocating that specific dollar amount to future "community" CIP projects, such as the fore-mentioned revitalization of the old Vista Theatre.

All Council members were in consensus to do so.

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Mr. Coggsdale moved forward in the presentation by sharing “other” sources of General Fund revenue.

<u>GENERAL FUND</u>	<u>FY2020-2021</u>	<u>FY2021-2022</u>	<u>Difference</u>
State (Non-Categorical)	\$116,450	\$118,450	\$2,000
State (Categorical)	\$131,220	\$134,550	\$3,330
Federal (primarily transit)	\$126,950	\$51,570	(\$75,200)

<u>HIGHWAY FUND</u>			
State	\$730,000	\$730,000	0

Councilman Higginbotham referenced the amount of federal revenue and its decrease in FY2021-2022 by \$75,200. He asked for why the amount decreased.

Town Treasurer Tobie Shelton confirmed the FY2020-2021 included federal funding for a new transit bus/trolley, while FY2021-2022 did not call for a new transit vehicle in the CIP.

At that time, Mr. Coggsdale shared expenditures for the Draft FY2022 Budget.

<u>Town Administration</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Town Council/Planning Comm.	\$ 39,400	\$ 39,400	- 0-
Administration	\$ 906,610	\$ 914,250	7,640
Transit System	\$ 129,130	\$ 128,240	(890)
Community Development	\$ 157,100	\$ 256,620	99,520
Economic Development	\$ 216,250	\$ 204,400	(11,850)
Total:	\$1,448,490	\$1,542,910	\$94,420

<u>Public Safety/Public Works/Avoca</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Public Safety (Police)	\$1,120,790	\$1,142,080	39,400
Public Works	\$1,066,570	\$1,143,320	76,750
Avoca	\$ 68,350	\$ 69,810	1,460
Total:	\$2,255,710	\$2,355,210	\$99,500

<u>Non-Departmental</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>Difference</u>
Contributions/Other Charges	\$ 174,860	\$ 182,950	8,090
Fuel Reimbursement - Fire	\$ 23,000	\$ 10,000	(13,000)
Transfers Out	\$ 119,300	\$ 776,900	657,600
Total:	\$ 317,160	\$ 969,850	\$652,690

Mr. Coggsdale shared some highlights from the (Draft) FY2021/2022 General Fund:

- ◆ Proposes no change to the current tax rates or fees;
- ◆ Proposes converting the existing part-time position (Office Assistant) into a full-time position;
- ◆ Contributes \$25,000 to the Cemetery Perpetual Maintenance Fund;
- ◆ Provides operating expenses (\$75,310) for the new Spark Innovation Center;
- ◆ Provides \$34,800 for a performance-based merit pool;
- ◆ Earmarks \$360,000 in Reserves as match for potential FEMA “Building Resilient Infrastructure Communities (BRIC) Grant for the Shoreline Improvement Project.
- ◆ Provides \$655,500 (surplus) for use in funding the Capital Improvement Plan (CIP).

Councilman Higginbotham referenced the \$75,310 allocated for the new Spark Innovation Center. He asked what that expense cost would cover.

Mr. Coggsdale stated most of the annual expense would be for the center’s broadband internet services. He stated the annual expense would also include utilities.

Mr. Higginbotham asked if the annual expense included “staffing” the facility/center.

Mr. Coggsdale stated the center would house Altavista On Track’s Main Street Coordinator office, which would actually help keep the center’s operational cost lower.

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Mr. Higginbotham asked when the new Spark Innovation Center would be operational.

Mr. Coggsdale stated it was the town's intent to open the center September 1<sup>st</sup>, 2021.

Mr. Higginbotham stated he felt the projected operational cost seemed high/expensive.

Mr. Coggsdale stated the \$75,310 was an estimate at that point, because the center was not operational yet.

Councilman Lowman asked if there had been any rental interest in the center.

Mr. Coggsdale stated, currently there was at least \$30,000 in revenue income expected for the first year. He stated the initial feasibility study predicted it would be three to four years before the center would "break even". He stated the town has hopes that amount of time will be sooner.

Councilman George referenced the \$360,000 earmarked in Reserves for the potential FEMA "Building Resilient Infrastructure Communities (BRIC) Grant in regard to the English Park Shoreline Improvement Project.

Mr. George asked for confirmation, if Altavista received the BRIC Grant, would the town "have to" use the entire \$1.4 million grant, and accordingly the \$360,000 match.

Mr. Coggsdale stated the \$360,000 was earmarked as a placeholder for the potential match obligation. He stated it was "good policy" to do so, in order to cover the match if the town was awarded the BRIC Grant.

Mr. George asked what the funds would be used for.

Mr. Coggsdale reminded Council of a previous discussion when Council was presented with options for addressing the erosion issue along the riverbank in English Park. He stated the funds (BRIC Grant and town match) would be used for that purpose.

Mayor Mattox stated the river changes from natural occurrences and there was no guarantee that any option would work, or prevent the issue from happening again. He stated he was not in favor of spending so much of the town's reserve funds on this project.

Mr. Coggsdale stated the town did not have to do everything presented in the options, but there was a major erosion issue closest to the picnic area that needed to be addressed.

Councilman Mitchell asked what method was used along the river bank under the new Rt. 29 Business Bridge to help deter erosion.

Councilman Higginbotham informed Council that stabilization cloth and rip rap stone was used for that project. He stated that was the least expensive option for that purpose.

Mr. Mitchell suggested Council consider using that process in the most prevalent areas for the English Park riverbank erosion issues.

Mr. Coggsdale stated there was a "plan" looked at in order for the town to be able to apply for the BRIC Grant. He stated he would share the plan with Council again for their further review and consideration of this project.

Mr. Mitchell stated the \$360,000 was only a placeholder in the budget at that point, in case the funds were needed. He reminded Council the funds would not be spent if not necessary.

There were no additional comments in regard to this item at that time.

Mr. Coggsdale referenced the last General Fund "highlight". He stated, after revenue and expenditures, the draft FY2022 General Fund Budget would provide \$655,500 (surplus) for use in funding the Capital Improvement Plan (CIP).

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Councilman Emerson asked if that number was average compared to previous years.

Mr. Coggsdale stated whether or not the town showed a surplus at the end of a fiscal year depended on how much the town spends throughout that year. He stated it tends to be less with larger projects, such as building a splash pad or purchasing an industrial park.

Mayor Mattox referenced Meals Tax revenue. He stated the revenue was currently going into the General Fund, and not being utilized to “repay” the town and help eliminate the Meals Tax agreement between Altavista and Campbell County.

Mayor Mattox stated he and the Town Manager wanted to remind Council of this, so they could discuss and consider the matter further.

Mr. Coggsdale shared a document with Council in regard to the town’s Reserve Fund currently, and over the past four years. He stated, even with building the splash pad in English Park, the fund balance had remained approximately the same.

Mr. Coggsdale stated he would be glad to discuss the town’s options further with Council, or answer any questions they may have on the matter.

Mayor Mattox suggested Council reflect on the information given to them that evening in regard to this matter and discuss the item further for consideration at a later date.

All Council members were in consensus to do so.

Mr. Coggsdale continued the draft budget presentation with the Utility Fund.

<u>Revenue:</u>	
FY2021	\$4,014,340
<u>FY2022 (draft)</u>	<u>\$4,132,800</u>
Difference	\$118,460

<u>Expenditures:</u>	
FY2021	\$3,652,990
<u>FY2022 (draft)</u>	<u>\$3,673,170</u>
Difference	\$20,180

Mr. Coggsdale shared some highlights of the FY2022 Draft Utility (Enterprise) Fund:

- ◆ Implements the fourth year of a five year plan of rate increases; 10% water and 5% sewer with an effective date of December 1, 2021;
- ◆ Proposes a new position in the Wastewater Department for a “maintenance worker” this expense is cost neutral compared to expenses in last year’s budget due to the retiring of two long-term employees;
- ◆ Provides \$34,300 for a performance-based merit pool;
- ◆ Incorporates the debt service associated with several borrowings last year for infrastructure projects;
- ◆ Provides \$420,530 (surplus) for use in funding Capital Improvement Plan (CIP).

Mr. Coggsdale moved forward with the presentation and shared revenue and expenditures from “other” sources.

<u>Highway Fund - Revenue</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>
Street & Highway Maintenance	\$ 730,000	\$ 730,000	\$ 0
<u>Street &amp; Highway Carryover/TI</u>	<u>\$ 206,810</u>	<u>\$ 0</u>	<u>(\$206,810)</u>
Total:	\$ 936,810	\$ 730,000	(\$206,810)
<u>Highway Fund – Expenditures</u>	\$ 936,810	\$ 730,000	(\$206,810)

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<u>Cemetery Fund - Revenue</u>	<u>FY2021</u>	<u>FY2022</u>	<u>Difference</u>
Permits /Burials	\$ 17,250	\$ 17,250	\$0
Misc./Sale of Real Estate	\$ 4,000	\$ 4,500	\$ 500
Total:	\$ 21,250	\$ 21,650	\$ 500
<u>Cemetery Fund – Expenditures</u>	\$ 50,550	\$ 50,900	\$ 350

Mr. Coggsdale concluded his overview of the FY2022 Draft Budget. He stated he and Town Staff would be happy to answer any questions or supply Council with any additional documents they needed or desired for further review.

Mayor Mattox thanked Mr. Coggsdale for the overview of the draft budget.

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At that time, Assistant Town Manager Amie Owens presented Council with an overview of the town's FY2022-2026 Draft Capital Improvement Plan (CIP).

FY2022 CIP General Fund Requests                      \$2,174,650  
 (Includes a transferred in amount of \$575,420 - from previous year funding and grant match of \$360,000)

Ms. Owens stated the one-time grant match of \$360,000 was for the English Park Shoreline Stabilization Project, which would be transferred in from the Reserve Fund if the town was awarded the FEMA BRIC Grant.

Ms. Owens informed Council there were grants totaling \$86,200 that would be used as follows:

- Transit bus shelter                                      \$20,000
- Avoca - Painting of House                              \$58,000 (maintenance reserves)
- Jenks Fund for Recreation                              \$ 8,200

Ms. Owens shared with Council some examples of the fund requests: New tablets for Town Council, painting at Town Hall, bus shelter, APD Tasers, vehicles, permitting software, PW equipment replacement, maintenance projects at Booker Building, and Parks and Recreation Projects.

Mayor Mattox stated he was comfortable with his current tablet and did not feel that Town Council needed new tablets.

Councilman Emerson stated, most of the time, governed items, such as the Town Council tablets, were merely a process of "trading" them for newer versions when available.

Councilman Mitchell asked his fellow Council members if they were comfortable using an Apple "IPAD" tablet, or if they had more experience with other brands.

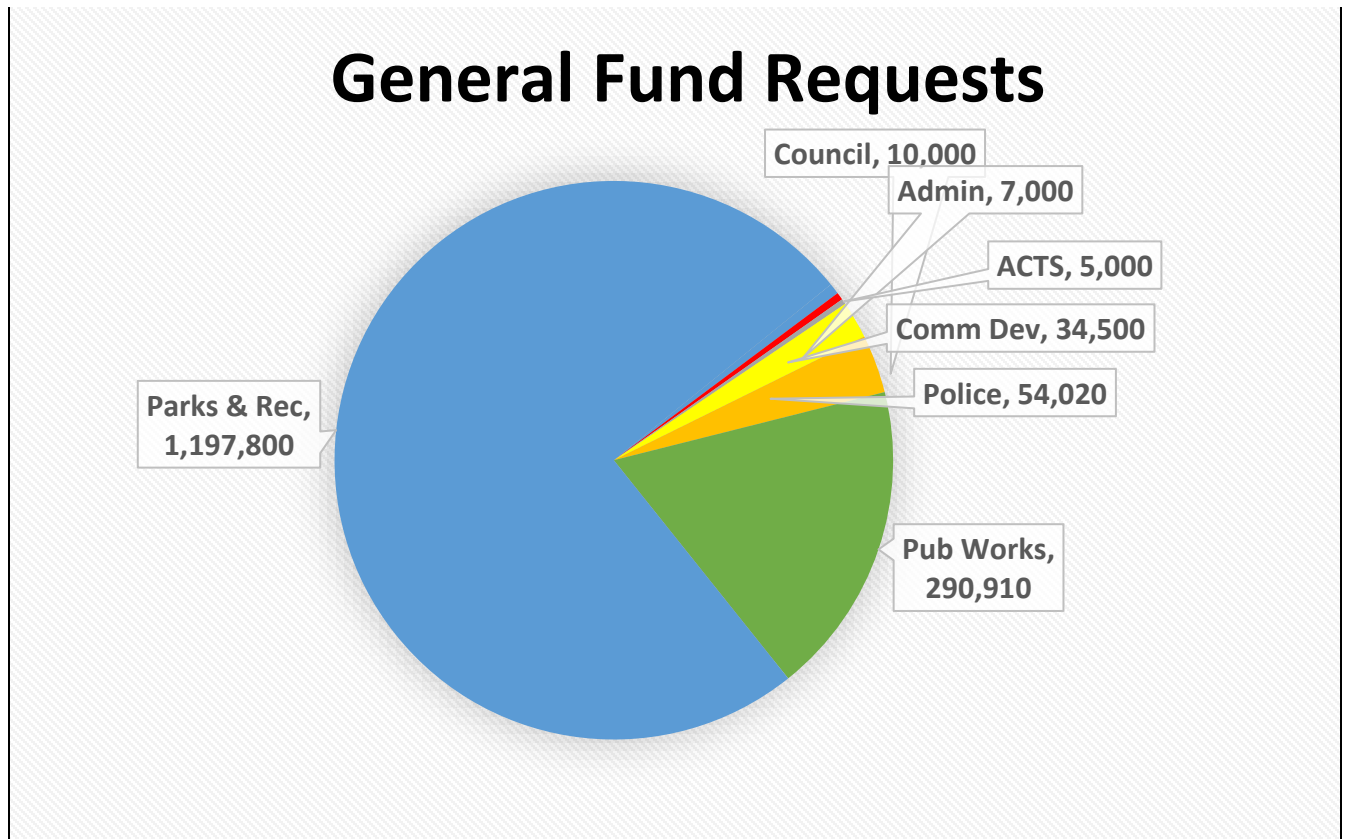
Mayor Mattox and Councilman Emerson both stated they were used to, and comfortable, with Council's current IPAD tablets.

Councilman Emerson stated he also had experience using other types of computers, so he would be comfortable with either one.

There were no additional comments in regard to this item.

Ms. Owens offered Council a pie chart view as a visual reference of the FY2022 Draft CIP fund requests by department.

Councilman George referenced the Parks and Recreation proposed FY2022 CIP Budget, \$1,109,800, as shown on the pie chart. He asked, other than the \$360,000 for the English Park Shoreline Re-stabilization Project, what else was included/proposed in FY2022's CIP.



Ms. Owens answered Mr. George stating \$660,000 of the Parks and Recreation FY2022 Draft CIP was for the Recreation Committee’s recommendation to update the English Park entrance into the park on Third Street from Pittsylvania Avenue.

Ms. Owens continued her presentation by referencing the Public Works’ proposed CIP. She reminded Council that department draws funding from several sources including the General Fund, Highway Fund, and Enterprise Fund (water and wastewater); and also includes “transfer in” from the General and Highway Funds.

Mayor Mattox asked Public Works Director David Garrett if the town’s street sweeper was in running order.

Mr. Garrett stated he and the Town Manager had a recent discussion in regard to this item. He stated the sweeper was previously placed on the FY2022 CIP for replacement. He stated he would look at the item closer to determine a more precise timeline for when the sweeper would need to be replaced.

Mayor Mattox asked if the Town of Gretna was still using the sweeper for their use as well; and if so, did Altavista drive or haul the sweeper to Gretna.

Mr. Garrett confirmed that Gretna was still using the street sweeper, but only every other month.

Councilman Higginbotham referenced the knuckle-boom truck that was also on the PW CIP list for replacement. He asked the condition of that vehicle.

Mr. Garrett informed Council the knuckle-boom truck had a lot of breakdowns over the past year to year and a half. He stated the 2007 model truck was well used with 83,499 miles. He stated, in his opinion, the truck needed to be replaced.

Mr. Higginbotham stated he did not feel that 83,499 miles was a lot.

Mr. Garrett stated the “arm” of the knuckle-boom truck that picks up the brush and bulk items was wore out and other parts were continuously being replaced. He stated the gear box was currently in need of being replaced.

Mr. Higginbotham asked the name brand of knuckle-boom arm on the town’s current truck.

Mr. Garrett stated he was unsure, but would gather the information to give to Council at the next Council meeting.

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Councilman Mitchell referenced the PW FY2022 CIP. He asked for detail of the “message board” purchase request.

Mr. Garrett stated the town would use the message board to alert drivers to work zones and potential hazards.

There were no additional comments in regard to this item.

Ms. Owens continued her presentation with Parks and Recreation’s proposed FY2022 CIP.

Ms. Owens referenced the \$25,000 allocated in the FY2022 for “new fields” in the rear area of English Park. She informed Council there was \$1.4 million allocated in the FY2024 Parks and Recreation CIP for the completion of this project, and the \$25,000 was designated for a study to gather the most current information needed to start the project.

Councilman George asked what the study for the new fields would include.

Ms. Owens stated, once the town and Recreation Committee gave staff direction for what they wanted the fields to look like, the funds would cover the design work of said fields.

Mr. George reminded Council and staff the fields initial “foundation work” had already been completed previously by the county. He stated there would not be too much additional work needed to complete the fields as desired.

Ms. Owens concluded the proposed F2022 General Fund CIP overview by sharing the cost calculations for the “requests verses available funding”.

- With the completion of the Operations Budget and total provision of services supported, there is a projected difference of \$ 655,500.
- These funds can be utilized to pay for CIP items; however, they will not pay for all requests.
- Need Council’s direction related to re-prioritization and/or approval for funding.
- If all projects were to be funded for FY 2022, there would be a need to supplement this CIP with \$ 943,730.

Ms. Owens moved forward with her presentation with an overview of the proposed CIP for Utilities (water and wastewater). She stated the propose Utilities Draft CIP for FY2022 had a total budget of \$5,134,780, which included transfer-ins and borrowings.

Ms. Owens stated the Utilities CIP dollar amount included major projects, such as tank maintenance, water line replacement (McMinnis and Melinda Drive HPZ), computer upgrades for SCADA (monitoring), replacement of pumps and other equipment, vehicle replacement, building maintenance and the electrical upgrade project at the WWTP.

Ms. Owens informed Council that bond proceeds made up the majority of funding the Utilities CIP. She concluded her overview of the proposed Utilities CIP by sharing the cost calculations for the “requests verses available funding”.

- With the completion of the Operations Budget for the town’s Water and Wastewater Departments; and total provision of services (including debt service) supported, there was a projected difference of \$ 459,630.
- The majority of CIP requests are covered by the Bond Proceeds of \$4,714,250.
- If all CIP requests were funded, there was \$39,100 remaining for potential transfer from reserves.

Ms. Owens concluded her presentation. She stated she would be happy to answer any questions Council may have in regard to the FY2022-2026 Draft CIP.

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

Mayor Mattox and Council thanked Town Staff for their hard work on the Draft FY2022 Budget and FY2022-2026 CIP.



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Town Manager Waverly Coggsdale asked if Council needed any additional information to help them during the budget process.

Councilman Mitchell asked Council to keep the town's newly acquired theatre building in mind during consideration of the proposed budget and CIP.

Councilman Higginbotham asked if there were funds allocated in the proposed budget for the theatre project, to which Mr. Coggsdale stated there were not.

Mr. Coggsdale stated, at this point, any funding for this project would come from reserves.

Councilman Emerson suggested the town explore what grant options were available for this project.

Councilman Higginbotham referenced the recently proposed English Park entrance improvements and its potential cost of \$660,000; and the desire to renovate the old theatre building. He suggested further consideration and prioritizing the projects.

Councilman Mitchell suggested Council consider forming "sub-committees" among Council, in order to review and discuss the larger desired projects. He stated the sub-committees could then offer Council as a whole a potential plan to move forward.

Mayor Mattox stated he felt the suggestion was an interesting thought. He stated, however, in past experience, individuals and small groups have the potential to disagree with Council as a whole.

Mayor Mattox reminded Council, if more than two Council member meet, there would have to be public advertisement of such meeting.

Mayor Mattox stated, if three or more Council members wished to form a committee in regard to a specific project, or projects, to let him and the Town Manager know.

There were no further comments from Council in regard to this matter.

### 6. Updates/Informational Items

There were no "informational items" scheduled for the February Work Session.

### 7. Public Comments (Non-Agenda Items)

There were no town citizens present at the February 23<sup>rd</sup>, 2021 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 items or concerns for discussion.

Councilman Emerson referenced the soon-to-be upcoming spring/summer months. He asked if Town Staff had any current information in regard to whether or not the town would be able to open the splash pad in English Park this summer.

Town Manager Waverly Coggsdale stated, there had been indication to that date, but the Governor (of Virginia) was due to speak that following day. He stated he would keep Council posted on any new updates as they were received.

Mr. Emerson stated he was concerned, if the state approved the splash pad to open, but under a minimum allowance of participates, how would the town monitor that number.

Mr. Coggsdale stated Town Staff would discuss the matter and offer Council recommendations for the potential of that occurrence.

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There were no additional comments or questions from Council.

### 9. Closed Session

DATE: Tuesday February 23, 2021

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

Section 2.2-3711 (A)(1) Discussion in regard to the annual performance evaluation of the Town Manager.

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

Motion carried.

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

Town Council went into Closed Session at 7:11 PM.

Notice was given that Council was back in regular session at 8:10 PM.

#### FOLLOWING CLOSED SESSION:

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

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

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

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

Notice was given, there was no official action(s) taken by Council during this Closed Session.

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### 10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town 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 8:12 PM.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk