



**Town of Altavista, Virginia
Meeting Agenda Town Council
Town Council Work Session**

**Tuesday, March 26, 2024
5:00 PM - Council's Chambers
510 Seventh Street
Altavista, VA 24517**

1. AGENDA ADOPTION

2. PRESENTATIONS

2.1 Davenport Presentation - Updated Financial Review

3. PUBLIC HEARING

3.1 Public Hearing - WWTP Improvements Grant Application

4. CITIZEN'S TIME

*Citizens wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note: Citizen's Time is **NOT** a question-and-answer session between the public and Council.)*

5. NEW ITEMS FOR DISCUSSION

5.1 Special Event Permit: Spark Food + Networking Event
attachment. DOC254.pdf

5.2 On Call Engineering Services

6. UNFINISHED BUSINESS

6.1 Streetlight Upgrades to Decorative LED Heads

6.2 Advertising Sedimentation Project for the water treatment plant.

6.3 VDOT Project Update
attachment. VDOT-TOA Main st. side walk project 2024.pdf

6.4 Flock Camera System

6.5 Green Hill Cemetery - request for monument

6.6 FY2025 Budget and FY2025-2029 Capital Improvement Plan Discussion

7. UPDATES FROM STAFF

8. MATTERS FROM COUNCIL

8.1 Town Property: 7th Street & Campbell Ave.

9. CLOSED SESSION

- 9.1 Town Council Closed Session
attachment. CLOSED SESSION 3.26.24 Section 2.2-3711 (A)(3)

10. ADJOURNMENT

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 2.1

PRESENTATIONS

Title: Davenport Presentation - Updated Financial Review

Staff Resource: Tobie Shelton, Director of Finance and Administration

Action(s):

Informational Only

Explanation:

R.T. Taylor, Davenport Public Finance, will be present to provide Council an update to the Comprehensive Financial Review of the Town's General Fund and Enterprise Fund, based on Council's input at their February Work Session.

Background:

At the February 27th Work Session, R.T. Taylor, Davenport Public Finance, presented Town Council with a current Comprehensive Financial Review of the Town's Enterprise Fund and General Fund. Historical operating trends and peer comparisons were discussed. The financial review provided Council the opportunity to take an in-depth look at goals as they relate to the FY2025 Budget and CIP to determine if current tax rates and fees are sufficient or is there a potential need for additional funding.

Funding Source(s):

N/A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 3.1

PUBLIC HEARING

Title: Public Hearing - WWTP Improvements Grant Application

Staff Resource: Public Services Director Tom Fore

Action(s):

Conduct required public hearing.

Explanation:

This public hearing is to convey the Town of Altavista's intent to file an application with the USDA, Rural Development for funding of a proposed Wastewater Improvements Project; to perform upgrades to the Wastewater Treatment Plant (WWTP) to address existing deficiencies, while simultaneously performing upgrades that will further increase reliability and energy efficiency. The overall goal is to better position the Town to meet current, as well as future, treatment and capacity requirements.

The Town provided adequate notice of this hearing in the local newspaper as required.

Background:

Funding Source(s):

N/A

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 5.1

NEW ITEMS FOR DISCUSSION

Title: Special Event Permit: Spark Food + Networking Event

Staff Resource: Matt Perkins, Asst. Town Manager

Action(s):

Review and Approve Special Event Permit

Explanation:

Spark Innovation Center Staff seeks approval and support of a networking event. This monthly event (April through December) seeks to increase the visibility of the Center, showcase member advantages, and support community engagement. This request is coming before Council as this event will be on public property, as will the operation of the food vendor.

Background:

The Food + Networking Event, if approved, will be held once a month from April through December. The events will typically be held on the third Thursday of each month, excepting June and November where the date has been adjusted to accommodate holidays; and held from 11am - 2pm. One mobile restaurant will be provided with the intention of a different vendor each month as they are available. Mobile Restaurants will be required to have a valid Town of Altavista business license. Promotion of the event will be through Town social media platforms and webpage. No additional Town resources will be required.

Funding Source(s):

Attachments: *(click item to open)*

[attachment. DOC254.pdf](#)

Town of Altavista Special Event Application - Part 1

Event Name

Food Networking Event

Start Date

March 21, 2024

End Date

Dec 19 2024

Proposed
Rain Date

First Time Event

☐

Re-Occurring Event

☒

If re-occurring, in what year did the event commence?

Event Category

Community Festival

☐

Parade

☐

Concert

☐

Run/Walk

☐

Other
(please specify)

Food Truck

Alcohol Served

☐

Yes

☒

No

If alcohol is being served, please attach the name and all contact information for the ABC license holder (phone, cell, address and email). Also, please attach a copy of the issued ABC license as well as a sheet describing how drinking ages will be monitored/controlled.

Event Organizer (s)

Spark Innovation Center

Corp. ID #

Street Address

VALENTIA 508 7TH ST.

County/Locality

24517 State/Zip VA

Non-Profit ID #

Primary Contact

Autumn Evans

Address

508 7th St.

Business Phone

Email

aevans@altavistava.gov

434-608-0401

Cell Phone

Home Phone

Fax

Event Promoter/Marketing Coordinator

Name

Autumn Evans

Work Phone

Email

aevans@altavistava.gov

434-608-0401

Cell Phone

Home Phone

Town of Altavista Special Event Application - Part 3

Event Set-up Dates to

Event Start Date Event End Date

Event Start Time (open to the public) a.m./p.m. Event End Time (closed to the public) a.m./p.m.

Music/Sound Start Time a.m./p.m. Music/Sound End Time a.m./p.m.

Alcohol Served a.m./p.m. to a.m./p.m.

If the event continues through subsequent days, please list the dates and start times for each day's activities; attach extra pages if needed.

Event 2nd Date

Event Start Time (open to the public) a.m./p.m. Event End Time (closed to the public) a.m./p.m.

Music/Sound Start Time a.m./p.m. Music/Sound End Time a.m./p.m.

Alcohol Served a.m./p.m. to a.m./p.m.

Event 3rd Date

Event Start Time (open to the public) a.m./p.m. Event End Time (closed to the public) a.m./p.m.

Music/Sound Start Time a.m./p.m. Music/Sound End Time a.m./p.m.

Alcohol Served a.m./p.m. to a.m./p.m.

Event / Venue Tear Down Dates to

Event/Venue Tear Down Times Day 1 a.m./p.m. Day 2 a.m./p.m.

Additional Sites Needed for Staging: Please list the address of each:

Requested street/road closures:

Proposed dates and times of closures:

Town of Altavista Special Event Application - Part 4

Will you be supplying? Check all that apply.

Dumpsters	<input type="checkbox"/>	Quantity	<input type="text"/>	
Portable Restrooms	<input type="checkbox"/>	Quantity	<input type="text"/>	
Trash Cans Recycling Containers	<input checked="" type="checkbox"/>	Quantity	<input type="text"/>	
Banners/Decoration	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Fencing/Barricades	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>
Special Lighting	<input type="checkbox"/>	Quantity	<input type="text"/>	Type <input type="text"/>

Will shuttle services be provided? ☐

Shuttle Service Coordinator

Name	<input type="text"/>	Contact #	<input type="text"/>
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Type of transportation used (i.e. buses, golf carts, wagons, etc.)

Please attach a map of shuttle routes and schedule for shuttle services.
Describe shuttle plan, indicate drop off and pick up points.

Will special shuttling services be provided for disabled citizens? ☐

Explain plans/amenities to accommodate disabled citizens on-site at the event.

Will live entertainment be scheduled? Please describe any scheduled performances.

Town of Altavista Special Event Application - Part 6

How will the event be marketed? Check all that apply.

- | | | | |
|-----------------------|--------------------------|--------------|-------------------------------------|
| Television | <input type="checkbox"/> | Stations | <input type="checkbox"/> |
| Radio | <input type="checkbox"/> | Webpage | <input checked="" type="checkbox"/> |
| Billboards | <input type="checkbox"/> | Social Media | <input checked="" type="checkbox"/> |
| Newspapers | <input type="checkbox"/> | | |
| Informational hotline | <input type="checkbox"/> | | |
- (please list #)

Please list all that apply:

Are you requesting the Town of Altavista or Campbell County to provide/coordinate any of the following items/elements of the event? Please check all that apply.

Town Services:

- Law Enforcement ☐
- Public Works ☐

County Services:

- Fire/EMS ☐
- Safety Information ☐

Other: ☐

Describe the safety plans for the event (please use extra pages if necessary).

Other Town services or equipment? Please describe.

Describe any unique grounds preparation or traffic control needs.

Town of Altavista Special Event Application - Part 7

How many staff persons will be designated to the following areas:

Entry/exit gates

Event-day ground staff

Clean-up crew

Volunteers

Parking areas

How will you obtain event staff? Describe:

Stage areas

Is liability coverage provided for staff/volunteers working on-site?

☐

If so, to what amount?

How do you plan to notify residents and businesses who may be affected by event? (in addition to adjacent property owners).

Door to door

☐

Phone calls

☐

Flyers

☐

Others

☐

Will any food be served on-site?

☒

Is there a designated food coordinator?

☐

Non-profit food vendors

Name:

For-profit food vendors

Vendors needing electricity

Phone/Cell:

Vendors needing water hook-ups

Vendors using open fire/gas

Non-profit vendors selling wares

for-profit vendors selling wares

Please describe items/services vended on-site; describe any special needs of vendors.

Liability Insurance Information

A certificate of insurance for this event (if applicable) must be presented to the Town of Altavista no later than fifteen (15) calendar days prior to the start date of the event. If the information requested below is not available when this application is submitted, it can be added later, but not later than the fifteen (15) day deadline previously noted.

**Indemnity Agreement**

In consideration for the Town of Altavista granting the undersigned Event Organizer representative permission to hold the proposed event and to display, sell, or offer for sale wares, services and/or food or merchandise within the perimeters of their event venue, the undersigned agrees to assume the defense and indemnify and save harmless the Town, its employees, offices and agents against any and all claims, liabilities, judgments, costs, causes of action, damages, expenses and shall pay all attorney's fees, court costs and other costs incurred in defending such claims, which may accrue against, be charged to, be recovered from, or sought to be removed from the Town, its employees, officers and agents by reason of or on account of any personal injury or death or damage to property arising from the undersigned's event and associated activities, if such personal injury or death or damage of property is caused by the acts or omissions or negligence of the undersigned, or the undersigned's employees and agents or by such acts, omissions or negligence of any other person subject to the undersigned's control. The Town, its employees, officers and agents shall not have to give the undersigned any specific types of notices of such claims.

Affidavit of Applicant

I certify that the information contained in this Special Event Application is true and correct to the best of my knowledge and belief, that I understand, and agree to abide by all regulations, provisions, and rules governing Special Events as set forth by the Town of Altavista. I certify that I understand that this application is made subject to the rules and regulations established by the Altavista Town Council. I agree to abide by these rules and further certify that, on behalf of the organization, I am authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the Town of Altavista. I grant permission for Town officials to access the property at any time to enforce permit compliance.

A signed hard copy of the Indemnity Agreement and Affidavit of Applicant portions of the Special Event Permit must be provided to the Town before an application will be considered fully executed. Submit one copy of this Special Event permit application to Town of Altavista, ATTN: Special Event, P.O. Box 420, Altavista, VA 24517; townhall@altavistava.gov

Autumn Evans

Event Coordinator/Responsible Event Representative
(Print Name)

3/7/24
Date

Autumn Evans
Signature

Property Owner (Print Name)

Date

Signature

Town of Altavista Representative (Print Name)

Date

Signature

The Spark Innovation Center respectfully submits this application for a Special Use Permit to initiate a recurring Food + Networking Event, scheduled to occur monthly from March through December. This initiative aims to augment the visibility of the Spark Innovation Center, enhance member advantages, and contribute to community engagement. Scheduled for one day each month, the proposed dates are as follows:

March 21st

April 18th

May 16th

June 27th

July 18th

August 15th

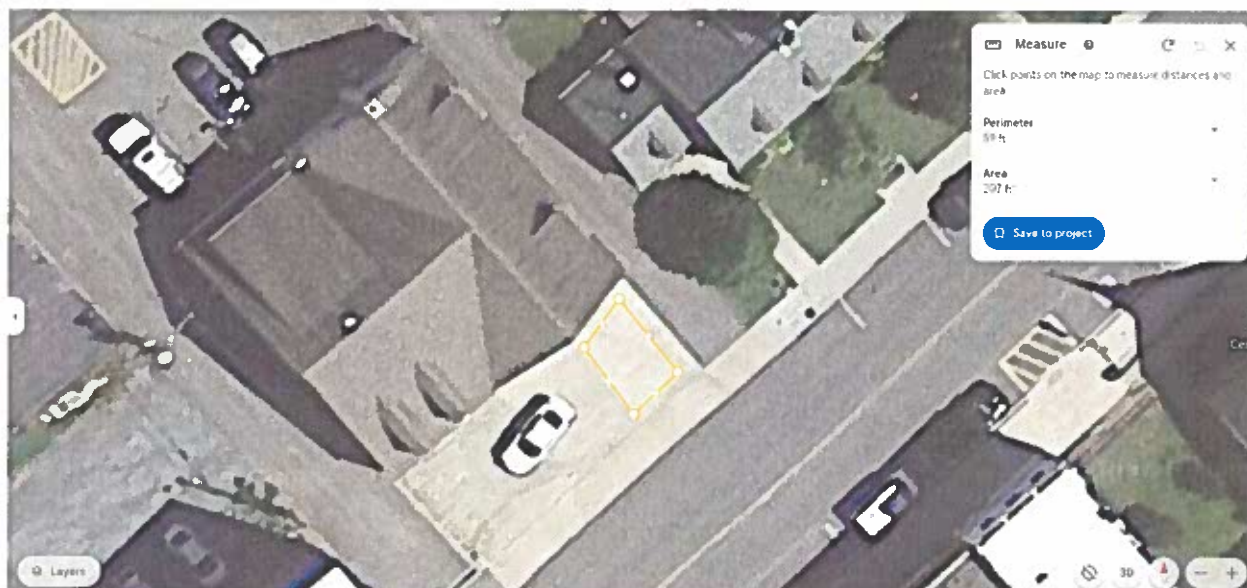
September 19th

October 17th

November 14th

December 19th

It is anticipated that hosting these Food + Networking Events will draw the attention of local businesses and entrepreneurs to the Spark Innovation Center, encouraging them to explore its offerings and potentially join as members. We humbly propose that food trucks be granted permission to park in the designated paved area in front of the Spark Innovation Center building. Additionally, ample public parking spaces are available within proximity to the premises, as illustrated in the attached images.



Aligned with the overarching mission of the Spark Innovation Center, which is centered on fostering growth within our local business ecosystem and communities, this Food + Networking Event serves as a strategic platform to achieve these objectives. By bolstering awareness of the Spark Innovation Center, we aim to further support the development of businesses and facilitate meaningful engagement with our town's community.

We appreciate your consideration of this application and eagerly anticipate the opportunity to contribute positively to our community through these proposed events.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
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AGENDA COVER SHEET

AGENDA ITEM #: 5.2

NEW ITEMS FOR DISCUSSION

Title: On Call Engineering Services

Staff Resource: Public Services Directors Tom Fore and Paul Hill

Action(s):

Staff recommends approval of entering into contractual agreements with the following On-Call engineering firms:

1. Peed & Bortz, 2. Engineering Concepts Inc., 3. Hurt & Proffitt, 4. R W Lee Consulting, 5. McGill, 6. Dewberry, 7. Mattern & Craig, 8. Stantec, 9. SEH 10. CHA

Explanation:

The Town, every 5 years, enters//re-enters engineering firms for On-Call Engineering Services.

Background:

The Town uses engineering services for environmental, facilities, water, wastewater, storm water, structural and streets.

Funding Source(s):

No cost unless we enter into a contract for a project.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 6.1

UNFINISHED BUSINESS

Title: Streetlight Upgrades to Decorative LED Heads

Staff Resource: Assistant Public Services Director Paul Hill

Action(s):

Staff is requesting that Council allow the use of available funds from 2024 CIP items that were completed under budget, to purchase the last six (6) remaining decorative streetlight heads to finish the project this year.

Explanation:

Town Council approved \$25,000 to be reallocated from the Bedford Ave. decorative streetlights project, to the existing/ongoing Streetlight LED Head Upgrades Project. With the 32,500 dollars appropriated in the FY2025 Budget, there is a total of \$57,500, which will purchase 36 of the 42 heads needed to finish in the 2024 budget year. Leaving an additional 12,000 dollars to purchase the 6 remaining LED heads to finish the project.

Background:

Unfinished CIP project streetlight upgrades to LED heads and/or bulbs

Funding Source(s):

General Fund - unused monies from 2024 CIP items that came in under budget.

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 6.2

UNFINISHED BUSINESS

Title: Advertising Sedimentation Project for the water treatment plant.

Staff Resource: Public Service Directors Tom Fore and Paul Hill

Action(s):

Staff recommends approval to advertise the project.

Explanation:

All design work has been completed and engineers have gotten approval from VDH to advertise.

Background:

Council previously approved loan forgiveness/loan for this project.

Funding Source(s):

CIP/ VDH funding

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.3

UNFINISHED BUSINESS

Title: VDOT Project Update

Staff Resource: Town Manager Gary Shanaberger and Asst. Director of Public Services Paul Hill

Action(s):

continue discussion

Explanation:

Town Council will receive additional information from Staff pertaining to the Sidewalk Extension Project for the intersection of Main Street and Seventh Street, Altavista.

Background:

Funding Source(s):

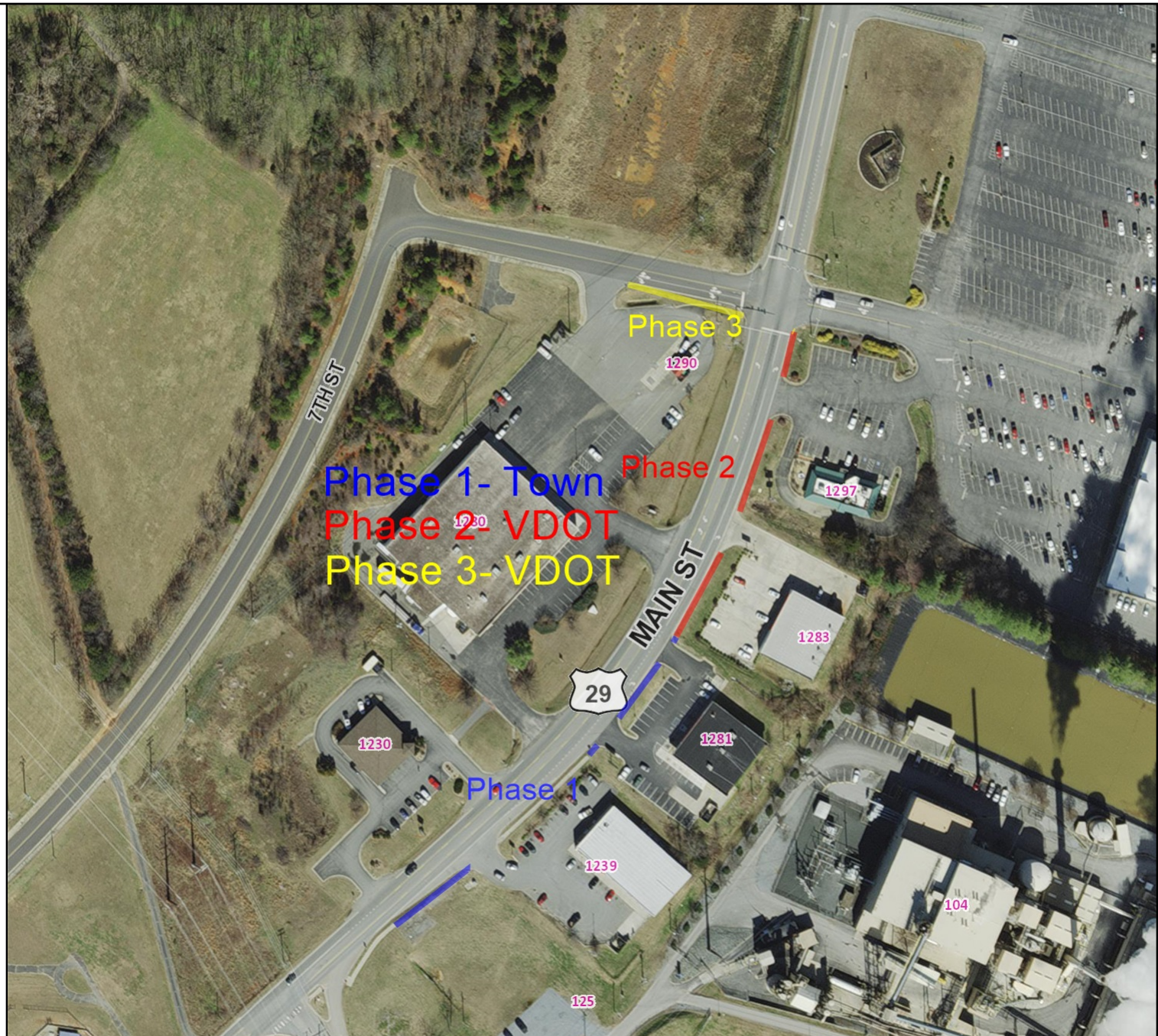
Attachments: *(click item to open)*

[attachment. VDOT-TOA Main st. side walk project 2024.pdf](#)

Campbell County, VA

Legend

- County Boundary
- E9-1-1 Addresses
- Street Names
- HiddenRoadCenterline



Feet
0 50 100 150 200
1:2,257 / 1"=188 Feet

Title:

Date: 3/21/2024

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.4

UNFINISHED BUSINESS

Title: Flock Camera System

Staff Resource: APD Chief of Police, Tommy Merricks

Action(s):

Approve as presented

Explanation:

After hearing a presentation on Flock's LPR camera system at their February Work Session, Town Council voted unanimously to place this item on the March 12th meeting's Consent Agenda for approval. At the March 12th meeting, Councilman Wayne Mitchell asked that the item be removed from the Consent Agenda for further discussion by Council.

Background:

At the request of several Council Members, Staff presented Council with information on the Flock LPR Camera System. Flock Cameras are ALPR cameras that allow agencies of all sizes to improve operational efficiency and case clearance with this real time solution. Staff informed Council how ALPR cameras could benefit the Town. Shane MacGregor, a Flock Representative, was present at the February Council Work Session to answer questions from Town Council.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.5

UNFINISHED BUSINESS

Title: Green Hill Cemetery - request for monument

Staff Resource: Town Manager Gary Shanaberger

Action(s):

Continue Discussion

Explanation:

Town Council to continue discussing the memorial options, pertaining to this request.

Background:

At a previous Council meeting, Mr. Finch requested Council's consideration to place a "memorial/monument" of some type, in the center of the "teardrop" section of Green Hill Cemetery. Town Council agreed to consider the request, and asked that options be presented for their review.

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
SESSION
March 26, 2024
AGENDA COVER SHEET

AGENDA ITEM #: 6.6

UNFINISHED BUSINESS

Title: FY2025 Budget and FY2025-2029 Capital Improvement Plan Discussion

Staff Resource: Tobie Shelton, Director of Finance and Administration; Matt Perkins, Assistant Town Manager

Action(s):

Staff seeks input and direction from Council related to the FY 2025 Draft Budget and Capital Improvement Plan (CIP)

Explanation:

At the March 12th Town Council Meeting, it was the consensus of Council to increase the Real Estate Tax Rate from \$.1043 to \$.20, generating \$340,570 in annual revenue; and to implement a solid waste collection fee of \$24 quarterly (\$8 monthly), generating \$160,720 in annual revenue. This would leave an unfunded balance of \$24,820, to be funded with a transfer in from reserves by releasing funds earmarked for projects that never came to fruition.

Tonight's work session seeks to begin finalization of the FY2025 Budget and CIP. This is Council's final meeting to discuss the FY2025 Budget before the "first reading", which is scheduled for April 9th at their regular meeting.

Background:

A draft operational budget for FY2025, and a draft CIP for FY2025-2029, as well as a budget overview was provided to Town Council at the February Work Session. The combined surplus before COLA, agency requests, and CIP was \$550,260. To include these items would result in a budget deficit. Council was provided with various options to aid them in balancing the budget.

Funding Source(s):

Per Discussion

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
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AGENDA COVER SHEET

AGENDA ITEM #: 8.1

MATTERS FROM COUNCIL

Title: Town Property: 7th Street & Campbell Ave.

Staff Resource: Councilman Tim George

Action(s):

consider for discussion

Explanation:

Councilman Tim George has asked that Council discuss usable options for the town-owned property, located at the corner of 7th Street and Campbell Avenue.

Background:

Funding Source(s):

Attachments: *(click item to open)*



TOWN OF ALTAVISTA
TOWN COUNCIL WORK
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AGENDA COVER SHEET

AGENDA ITEM #: 9.1

CLOSED SESSION

Title: Town Council Closed Session

Staff Resource: Town Manager Gary Shanaberger

Action(s):

convene in closed session

Explanation:

Section 2.2-3711 (A)(3): 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.

Background:

The Dolan Group

Funding Source(s):

Attachments: *(click item to open)*

attachment. CLOSED SESSION 3.26.24 Section 2.2-3711 (A)(3)

CLOSED SESSION

DATE: Tuesday, March 26th, 2024

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) 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 _____ and seconded by _____.
Motion carried.

VOTE:	Mr. Wayne Mitchell	_____	Mr. Jay Higginbotham	_____
	Mr. Tracy Emerson	_____	Mr. Timothy George	_____
	Vice Mayor Reggie Bennett	_____	Dr. Scott Lowman	_____
	Mayor Michael Mattox	_____		

Town Council went into Closed Session at _____ PM.

Council was back in regular session at _____ PM.

FOLLOWING CLOSED SESSION:

A motion was made by _____, seconded by _____,
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 Altavista 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. Wayne Mitchell	_____	Mr. Jay Higginbotham	_____
	Mr. Tracy Emerson	_____	Mr. Timothy George	_____
	Vice Mayor Reggie Bennett	_____	Dr. Scott Lowman	_____
	Mayor Michael Mattox	_____		

Adjourned at _____ p.m.

Action(s): _____