



Town of Altavista

Meeting Agenda

Town Council Meeting

J.R. "Rudy" Burgess Town Hall
510 7th Street
Altavista, VA 24517

Tuesday, October 11, 2016

7:00 PM Regular Council Meeting

- 1. Call to Order**
- 2. Invocation - Mitch Etheridge, Motely Baptist Church**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations**
- 5. Public Comment**

This portion of the meeting is to receive comments from the public on items not included in this agenda. Citizens should sign up prior to the start of the meeting. The Council is interested in hearing your concerns, but may take no action or deliberate on the subject matter at this time. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda. Each speaker limited to 3 minutes with a total of 15 minutes allotted for this purpose.

6. Consent Agenda

NOTE: All items under the Consent Agenda are considered routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such an event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- a. [Approval of Minutes – Regular Meeting September 13th ; Work Session September 27th](#)
- b. Acceptance of Monthly Finance Reports
 - i. [Invoices](#)
 - ii. [Revenues & Expenditures Report](#)
 - iii. [Reserve Balance/Investment Report](#)
- c. [Appointments \(Planning Commission and BZA\)](#)

7. Public Hearing (None scheduled)

8. New/Unfinished Business

- a. Consideration of Request to Campbell County for Conveyance of English Park update
- b. Canoe Launch Project update
- c. Main Street Paving Update

- d. WWTP Emergency Overflow Pond PCB issue follow up

9. Reports

- a. [Town Manager's Report](#)
- b. [Departmental Reports](#)

10. Informational Items/Late Arriving Matter

- a. [Correspondence/Articles](#)
- b. [Calendars – September & October](#)

11. Matters from Council

12. Closed Session

Section 2.2-3711 (A)(1) regarding discussion, consideration, or interviews of prospective candidates for appointment to the Economic Development Authority.

13. Adjournment

UPCOMING COUNCIL MEETINGS/ACTIVITIES

(All meetings are at Town Hall unless otherwise noted)

Tuesday, October 25th @ 5:00 p.m.

Town Council Work Session

Tuesday, November 8th

ELECTION DAY

(NO COUNCIL MEETING)

Tuesday, November 22nd @ 5:00 p.m.

Town Council Regular Meeting/Work Session

Notice to comply with Americans with Disabilities Act: Special assistance is available for disabled persons addressing Town Council. Efforts will be made to provide adaptations or accommodations based on individual needs of qualified individuals with disability, provided that reasonable advance notification has been received by the Town Clerk's Office. For assistance, please contact the Town Clerk's Office, Town of Altavista, 510 Seventh Street, Altavista, VA 24517 or by calling (434) 369-5001.

Thank you for taking the time to participate in your Town Council meeting. The Mayor and Members of Council invite and encourage you to attend whenever possible because good government depends on the interest and involvement of citizens.



ALTAVISTA TOWN COUNCIL
Agenda Item Summary - Staff Report

Date: October 11, 2016
To: Mayor Mattox and Council members
FROM: Waverly Coggsdale, Town Manager
SUBJECT: Consent Agenda

One motion to approve the Consent Agenda will include each motion for the specific items listed below:

Minutes: *Regular Meeting September 13th; Work Session September 27th
(Motion to Approve the Minutes as presented or amended.)*

Monthly Finance Reports: *Invoices, Revenues & Expenditures Report, and Reserve Balance/Investment Report
(Motion to Accept the Finance Reports)*

Appointments:

John Woodson Planning Commission (Term would expire August 2020)

JoHelen Martin Board of Zoning Appeals (Term would expire August 2021)
(BZA appointments are made by the Circuit Court upon recommendation from Town Council.)

(Motions to approve the two appointments indicated above.)

Regular Council Meeting—September 13, 2016

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on September 13, 2016 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Nick Jones, Central Baptist Church, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Charles Edwards
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Mr. Dennis Jarvis, Economic Dev. Director
Mr. Steve Bond, Wastewater Treatment Plant
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

3. Mayor Mattox amended the agenda (adding Consideration of a Proclamation of Constitution Week) and asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Recognitions and Presentations

Mayor Mattox read into the minutes a proclamation proclaiming September 17 through September 23 as Constitution Week. The Colonel Charles Lynch Chapter of Daughters of the American Revolution presented Council with the proclamation and an “American Flag” to hang in front of Town Hall.

Proclamation

Whereas: The Constitution of the United States of America, the guardian of our liberties, embodies the principles of limited government in a Republic dedicated to rule by law; and

Whereas: September 17, 2016, marks the two hundred twenty-ninth anniversary of the framing of the Constitution of the United States of America by the Constitutional Convention;

Whereas: It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary, and to the patriotic celebrations which will commemorate it; and

Whereas: Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution Week.

Now, Therefore I, Mike Mattox by virtue of the authority vested in me as Mayor of the Town of Altavista, Virginia do hereby proclaim the week of September 17 through 23 as

Constitution Week

and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties.



IN Witness Whereof, I have hereunto set my hand and caused the Seal of Altavista to be affixed this tenth day of September of the year of our Lord two thousand sixteen.

Signed: _____

Mike Mattox

Mayor, Altavista, Virginia

Attest: _____

Bonnie J. Rosemond

Regent, Colonel Charles Lynch Chapter, DAR

a. Recreation Committee Update/Report

Mrs. Ann Shelton, 2201 Beverly Heights and Recreation Committee Chair, addressed Council advising the Recreation Committee is in consensus to recommend to Council to consider purchasing or taking over the county section of English Park. The committee feels the benefits of this would be more positive than the property remaining under the county's responsibility. The main reason being the 20-year plan made by the county is likely not the same plan to date. She noted there were three, five year rotations along with other perks in the county; with each five-year rotation, the most money was to be put toward the third, five-year rotation. She stated only the first year rotation was reached and since then the five-year rotation has now ceased. It is now an "as needed" basis to ask for funding for any future park

Regular Council Meeting—September 13, 2016

development. Mrs. Shelton stated taxpayers and others that frequent the park do not want the park to sit there undeveloped. She presented over 250 signatures in favor of the town taking over this section with anticipation that there are plans that will be followed through to make it an area that will drive tourism, help with economic growth for the new jobs that have been created and to improve the quality of life for the residences that are already here. Mrs. Shelton told Council if you are a Council member not in favor of this move, the Recreation Committee would like to know why and if so what their vision is of the park system. She asked if they felt it was acceptable to leave the County section the way it presently is. She asked if it would be a benefit to have a beautiful trail along the river. She advised the Recreation Committee is curious to know how Council will hold the County Administrators accountable for this.

Mrs. Brumfield asked how many of the petitioners are town taxpayers.

Mrs. Shelton responded she didn't know.

Mr. George asked how many signatures were there for the boat ramp.

Mrs. Shelton responded it was close to 500 signatures.

Mr. George responded it was 224.

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda.

Mr. Herb Miller, Board of Directors for Altavista on Track, addressed Council advising he has been involved with Altavista on Track for about 10 years in a variety of positions. He noted he recently received the Main Street Volunteer of the Year award. Mr. Miller thanked the Town Council, both current and past, for their support of the Virginia Main Street program and the success it has had in Altavista. The town staff has been remarkable in their support, guidance and direction. Mr. Miller thanked past executive directors for their support as well: Mrs. Judy Finch, Mrs. Jo Kelley, and Mr. Bill Smith. Mr. Miller stated he is still the treasurer and will keep that position until a new treasurer is named. He stated he had one plea and noted the great Economic Development Director and Main Street Coordinator and asked Council to continue to support them in their efforts as the town moves forward.

Mayor Mattox thanked Mr. Miller for his service to the town and stated he had truly been an asset to the community.

5. Consent Agenda

- a) Minutes- Regular Meeting August 9th; Work Session August 23rd –The Council approved the minutes of the Council meeting and work session.
- b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report
 - iii. Reserve Balance/Investment Report
- c) Woodward & Curran Proposals-Council approved the Woodward & Curran Proposals as presented.
- d) FY2016 Carryover Funds-Council approved the FY2016 Carryover Funds request as presented.

Mr. Higginbotham questioned several invoices and asked if the electrical work would be covered in the consent agenda for the Water Plant under Woodward & Curran's proposal.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Regular Council Meeting—September 13, 2016

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

6. Public Hearings

7. New/Unfinished Business

a. County “English Park” Discussion

Mr. Coggsdale advised last month, the Campbell County Board of Supervisors approved for a public hearing to be scheduled, if the Town made a formal request, in regard to the possible conveyance of the County’s portion of English Park to the Town. The concept of potential consideration of the Town assuming control of the park had been part of a County/Town discussion between Supervisor Goldsmith, Mayor Mattox, the County Administrator and the Town Manager.

Mr. Coggsdale asked for direction from Council in regard to whether they would like to formally request Campbell County to conduct the public hearing on the possibility of conveyance of the park property to the Town.

Mayor Mattox requested a public input session be set for the September Work Session and Council will vote at the October 11th, 2016 Town Council meeting as to whether or not the park will be accepted.

b. Consideration of Resolution for Main Street Reconfiguration

Mr. Coggsdale advised at the August 23rd Town Council Work Session, VDOT officials discussed the possibility of a reconfiguration of the traffic pattern on Main Street from Pittsylvania Avenue to Wood Lane. The concept was to reduce the travel from a 4 lane (2 lanes each way) to a two lane (one each way), with a dedicated center turn lane. A Community Input Forum was conducted on Wednesday, September 7th from 4:30 p.m. to 6:00 p.m. in Council’s Chambers of Town Hall to seek input in regard to the concept. VDOT and Town staff were on hand to receive comments and review the conceptual design. Mr. Coggsdale presented Council with diagrams showing the proposed layout of Main Street. He mentioned the comment sheets that were submitted at or following the Community Input Meeting were provided to Town Council under separate cover.

A motion was made by Mrs. Dalton, seconded by Mr. George to adopt a resolution supporting VDOT and reducing the travel lane from a 4 lane (2 lanes each way) to a two lane (one each way), with a dedicated center turn lane on Main Street.

Mr. Emerson advised he attended the public input session and heard from a few people who were in favor of changing the reconfiguration of Main Street. Mr. Emerson noted he spoke to the Sheriff of Campbell County and he too is in favor of the change. Mr. Emerson stated after reading all the data provided by VDOT and the safety issues, he is in favor of the change to the 7/10^{ths} of mile on Main Street.

Mr. Edwards stated he has spoken to 12 to 15 people who are opposed to the changes on Main Street referring to the proposed middle turning lane as a suicide lane. People are concerned with having the situation exist.

Regular Council Meeting—September 13, 2016

Mrs. Dalton stated she was not a traffic expert but if she is attempting to turn left then she has to cross two lanes of oncoming traffic and if the person in the inside lane is turning left as well then neither can see what is in the outside lane. Mrs. Dalton stated she has listened to what the VDOT representatives have had to say and recognized this change would slow the traffic down; she is in favor of the proposal.

Mayor Mattox stated he has listened to both sides of the debate and notes there are two lanes coming into the 7/10^{ths} of a mile and two lanes coming out of the 7/10^{ths} of a mile. He stated Mr. Edwards refers to this as a suicide lane but noted it is only 7/10^{ths} of a mile and the desire is to have people drive 25 miles per hour on Main Street. He is in support of the lane change.

Mr. Higginbotham stated he has talked with 10 to 15 citizens and the majority of them oppose the change; he has received the same comments as it being a suicide lane and for that reason he is voting against the change.

Mr. George noted this topic was talked about a lot on social media and there were pros and cons noting several that were opposed came to the community input session and left believing it was a good idea to reduce the lanes. Mr. George mentioned one of those attending called other towns and they admitted it was hard to get use to at first. Mr. George stated the Police Chief, the Campbell County Sheriff and other law enforcement are for the change. He noted he has heard from more people who are for the change than against; therefore, he would be voting for the change.

Mrs. Brumfield stated she personally had not received any phone calls on this matter; she asked the Chief of Police his position on the matter and he felt it was a very good idea and very safe. She stated she is fine with the idea as long as VDOT, the Chief and the Sheriff says it is okay and that is strictly where her opinion is coming from. Mrs. Brumfield mentioned with no offense to the citizens she felt like Council has to listen to what VDOT says; they are in control of the road. She stated her concerns were with EMS being able to get down Main Street in an emergency and they are fine with the change.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	No
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	No

RESOLUTION

At a regular meeting of the Town Council of the Town of Altavista, held in Town Hall, Council's Chambers, 510 7th Street, Altavista, Virginia on Tuesday, September 13, 2016 at 7:00 p.m.

PThe Honorable Michael Mattox, Mayor
The Honorable Beverley Dalton, Vice Mayor
The Honorable Charles Edwards
The Honorable Jay Higginbotham
The Honorable Tracy Emerson
The Honorable Tim George
The Honorable Micki Brumfield

IN RE: A RESOLUTION IN SUPPORT OF LANE RECONFIGURATION OF ROUTE 29 BUSINESS (MAIN STREET) FROM FOUR TRAVEL LANES TO TWO TRAVEL LANES AND A TWO-WAY LEFT-TURN LANE IN THE MIDDLE.

Regular Council Meeting—September 13, 2016

Motion by Councilmember Dalton

WHEREAS, Rt. 29 Business (Main Street) in Altavista is a primary route of travel through the commercial areas of the Town of Altavista;

WHEREAS, the Town of Altavista has completed a water line project in the Main Street right of way and VDOT has scheduled for the section of Main Street between Pittsylvania Avenue and just north of Lola Avenue to be repaved;

WHEREAS, a previous discussion in regard to evaluation of a “road diet” on this section of Main Street was considered, in which the current four travel lanes (two each way) could be reduced to two travel lanes (one each way) and a dedicated center left-turn lane;

WHEREAS, the reconfiguration of Main Street can be accomplished through restriping the pavement;

WHEREAS, the purpose of the project is to improve safety on the existing four-lane portion of Main Street between Pittsylvania Avenue to just north of Lola Avenue by reducing speeds, eliminating weaving around stopped/turning vehicles, and reducing the through lanes that side street vehicles and pedestrians must cross;

WHEREAS, a citizens’ information meeting was held on September 7, 2016 to provide opportunity for citizens to review and comment on the proposal;

NOW, THEREFORE, be it RESOVLED that the Town Council of the Town of Altavista does hereby request VDOT to consider the Town’s proposal to restripe the current four lane segment of Main Street to two lanes with a dedicated center turn lane.

Seconded by Councilmember George

VOTING ON THE ITEM:	Yes--	Emerson Dalton Mattox George Brumfield
	No--	Edwards Higginbotham

A COPY TESTE:

J. Waverly Coggsdale, Town Manager/
Clerk, Altavista Town Council

c. Housing Study Consideration

Mr. Coggsdale advised the Home Study Consideration was tabled at the August 9th Regular Town Council Meeting. At Town Council’s July 26th Work Session, individuals from Virginia Tech discussed the potential for conducting a “housing study” for the Town of Altavista. Council asked that this item be put on the agenda of the regular August meeting for additional consideration. Mr. Coggsdale noted following the August 9th Regular Town Council Meeting, staff and the Mayor met with Mrs. Agnes Dowdy to further discuss her thoughts on housing and the proposed housing study.

Mayor Mattox stated he went back and looked at the strategic plan; housing was one the items considered to be the most important five years ago. The comprehensive plan states housing needs to be evaluated. He stated there are a number of people in the community that feel we need to first look at it locally. Mayor Mattox stated he respected that and thought there should be an engaged community to move forward and try new ideas. Mayor Mattox stated he would like to form a task force of seven individuals; bankers, developers, realtors. He asked each Council member to bring someone’s name to the next work session for a closed session. He would ask this task force to evaluate the housing and the Virginia Tech study. Mayor Mattox felt there was a group in Altavista that would be very good at this; he felt committee involvement could determine if there is truly a need, if the Virginia Tech study is a worthwhile endeavor and an investment of the taxpayers’ dollars.

Regular Council Meeting—September 13, 2016

Mr. Higginbotham felt this was what Council was for.

Mayor Mattox felt no one on Council was an expert in housing and would like to call upon someone that is an expert.

Mr. Higginbotham asked how this would apply to the Virginia Tech study.

Mayor Mattox stated the experts may look at the Virginia Tech study proposal and say that it has merit and is worth the investment.

Mr. Edwards stated he did not see what Council would be getting from the study saying he could possibly be for the study if he knew what Council was trying to accomplish.

Mayor Mattox responded a little research was done by Mrs. Megan Lucas, Lynchburg Region Business Alliance CEO and Chief Economic Development Officer, recognizing there are over 2,000 jobs in Altavista which creates over \$70 million in payroll. He stated there have been estimates but is unsure that 80% of these employees do not live in the town of Altavista. This is \$56 million that is going to other neighborhoods and communities. These people could help our schools and fill our churches and he would like to know why they choose not to live in town. He stated if there is something that Council could do to bring that change and have these people living in the town of Altavista we need to know. Why is the town not growing, why has the population stayed around 3,400 for the last 10 years? Mayor Mattox stated he would like to find these answers.

Mr. Edwards asked if 20% of these folks could be convinced that they should live in town where would you put them.

Mayor Mattox listed several locations that would be great to develop noting the possibility of housing for students of the growing colleges in Lynchburg. He asked Council to bring the name of one person that they feel will be valuable to the task force to the next work session.

d. November Regular Town Council Meeting Discussion

Mr. Coggsdale advised at last month’s meeting, the Mayor indicated that Council’s Regular Meeting in November is the same day as Election Day. He indicated that this could create some conflict in regard to candidates deciding between attending a Council meeting or campaigning. The Mayor suggested that Council may want to consider changing the meeting date to another day or combine it with the Work Session that is scheduled for Tuesday, November 22nd. Mr. Coggsdale noted Attorney John Eller has looked into this matter and advised a resolution could be adopted if it is Council’s decision to change the meeting date. A notice must be published in a newspaper of general circulation in the community and posted on the door of the current meeting place with at least seven days prior to the meeting date.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to adopt the resolution changing the regular meeting date in November to November 22nd.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes

Regular Council Meeting—September 13, 2016

Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

RESOLUTION AS TO COUNCIL MEETINGS FOR NOVEMBER, 2016

WHEREAS, the regularly scheduled monthly meeting of Council for November is set for November 8 which is election day and four Council members and the Mayor are candidates in the election; and

WHEREAS, the November monthly Council Work Session is scheduled for November 22 and the business of the monthly meeting and the work session can be comfortably combined.

NOW THEREFORE BE IT RESOLVED, that the date of the regular monthly meeting of the Council of the Town of Altavista be changed from November 8, 2016 to November 22, 2016 at 5:00 P.M. at the Altavista Town Hall and combined with the work session presently scheduled for that date and time.

A copy of this Resolution shall be posted on the front door of the Rudy Burgess Municipal Building and published in the Altavista Journal at least seven days prior to November 8.

e. Delinquent Tax List

Mrs. Shelton advised Council they had been provided with the annual listing of delinquent taxpayers as required by Section 70-3 of the Town code. This year's outstanding taxes total \$21,232.54 (as of 9/01/16). A decrease over last year's listing by almost \$15,000. Personal Property taxpayers account for the majority of the listing totaling \$18,292.63; most of which are taxes on vehicles. She mentioned as in the past the Department of Motor Vehicles has been authorized to place stops on all active vehicles owned by these delinquent taxpayers. There is a \$40 administrative fee for a stop to be removed once taxes are paid; half of the revenue remains with the Town and half is forwarded to DMV. The remainder of the tax listing accounts for outstanding real estate taxes totaling \$2,939.91. Mrs. Shelton requested permission from Council to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers. She noted over the last ten years, staff collected on average 98.61% of taxes billed each year prior to running the ad and placing stops on vehicles. After aggressive collecting efforts, the collection rate over these ten years increased to an average of 99.7%. According to the Town's auditors, Robinson, Farmer, Cox Associates, based on their experience auditing local governments, most localities are around the mid 90's for a percent of tax levy collected. Mrs. Shelton requested permission from Council to write-off delinquent taxes for deceased individuals in the amount of \$150.40, delinquent personal property and real estate taxes under \$20.00 in the amount of \$78.80 and uncollectible real estate taxes on one parcel in the amount of \$182.46. She noted a lien was placed on this property and the property sold but did not bring enough to pay the town all of the taxes due. Due to the statute of limitations regarding personal property taxes, the 2011 taxes in the amount of \$4,267.23 are due to be written off. She requested permission from Council to write-off the 2011 delinquent personal property taxes with collection efforts continuing thru June 2017.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers; to write-off delinquent taxes for deceased individuals in the amount of \$150.40, delinquent personal property and real estate taxes under \$20.00 in the amount of \$78.80 and uncollectible real estate taxes on one parcel in the amount of \$182.46; to write-off the 2011 delinquent personal property taxes in the amount of \$4,267.23.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes

Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

f. Urban Archery/Deer Management Program Follow-up

Mr. Coggsdale advised at Council's request, staff has updated the Urban Archery policy for Town owned properties within the Town limits. The goal of the update was to provide more opportunities to harvest deer, which is the primary purpose for participation in the program. Specific changes that have been made allow a specified number of hunters (12 originally with plans to expand to at least 15) to hunt any of the 4 identified Town properties, while requiring the harvest of a doe prior to a buck. This "earn-a-buck" program has already been implemented in several counties by the game department and is likely to be required next year for all municipalities participating in the Urban Archery program. This change at the state level would apply to all properties within the Town. Council also requested that the Town consider 'other options' for controlling the deer population. Staff met with Mr. Nelson Lafon, Deer Project Coordinator, for the Department of Game and Inland Fisheries Urban Program and Mr. Blair Smyth, District Wildlife Biologist for the Game Department, as they are the experts in this area. One of the first questions they asked was, 'how do you know you have a deer problem that exceeds the measures currently in place?' (Urban Archery). Staff reported receiving minimal complaints and reports of vehicle accidents with deer were reported by the Chief as 'minimal'. Mr. Lafon suggested that a random survey of town residents be conducted to determine if indeed a problem exists. He will be providing sample questions for the survey. Mr. Coggsdale asked Council if this survey is something viewed as beneficial and requested directions on this suggestion. He noted without this information, staff could be attempting to fix a problem that is already being managed, or not considered to be a problem by the citizens.

Mr. Coggsdale stated it was pointed out that currently there is no way to track the number of deer harvested within a town, that deer harvested in Altavista are counted in either Campbell County or Pittsylvania County. While the game department officials admitted that the number of deer harvested in Altavista is likely very small; comparatively, staff has already implemented a method to track deer harvested on town owned properties. The game department plans to have a method in place for next year's hunting season to track all deer harvested at town levels. It was pointed out that while 12 hunters for town owned properties may be considered a reasonable number expanding this number to at least 15 provides more archery hunters the opportunity to hunt and reduce deer numbers. It was suggested the use of a smartphone App that can track the number of days a hunter is in the woods, success rates, number of hours in the woods, number of and location of deer harvested, in addition to other information. All this data can be used to better manage the program and the deer population. An alternative to an App is the use of a paper survey, which is something the DGIF uses when requesting random hunters to participate. He noted this is being considered for the urban season that started September 3rd. Mr. Lafon and Mr. Smyth stated that unless private owners permit bow hunting, that deer will gravitate to 'safe havens' and if, for example, only 10% of the larger tracts of land owners allow hunting, then it will be challenging, no matter what method is used, to control the deer population. The Department oversees a Damage Control Assistance Program (DCAP) and Deer Management Assistance Programs (DMAP). Both programs are site specific deer damage management programs that increases a landowner's deer management options by allowing a more liberal kill of antlerless deer. DCAP and DMAP tags are specific to a single property and could be requested by the Town, but only for Town owned properties. Private property owners may also request participation in the program but a request does not guarantee approval. Mr. Coggsdale advised they also discussed the use of Game Department issued kill permits and this method is an option. This option is not without a cost and liability to the Town. If Council directed staff to pursue kill permits, costs would be associated with hiring 'sharp shooters' or possibly town staff and then storing

Regular Council Meeting—September 13, 2016

and/or transporting the deer to a butcher or meat locker. Donation of deer to a nonprofit such as Hunters for the Hungry would be required as part of the MOU. Deer could only be harvested on Town owned properties and private properties where property owners granted permission. There is always liability when discharging a firearm, typically at night, and in close proximity to buildings, houses, pets, and people. Use of this method would require a MOU between the Town and DGIF.

Mr. Higginbotham suggested taking all approaches.

Mrs. Dalton asked how does Council determine there is a problem with the deer population.

Mr. Higginbotham stated the deer are walking up and down the streets and he has seen more deer in the past two years.

Mayor Mattox stated he liked the idea of increasing the number of hunters to 15.

Mr. Emerson felt it would not hurt to increase the number of hunters to 15 and felt the “earn a buck” program will be beneficial. He suggested giving this a year to two to see if it works. He didn’t know anyone that would want a sharp shooter sitting beside their house using a high powered rifle and suggested not using this measure until Council knows there is a problem.

g. Boat Ramp Sign Request

Mr. Barry Farmer addressed Council advising 12 years ago his father drowned in the James River and recently a family lost a loved one that drowned in the Staunton River. He asked if a sign could be placed at the boat ramp to remind people to wear their life vest when on the Staunton River. He presented Council with a copy of a sign that was designed by a family member and noted a resolution was adopted in Washington DC to record this event in history. This sign was placed on property owned by Georgia Pacific; 12 years ago they were having 2 to 4 drownings a year, once the sign was erected 12 years ago there have been 2 drownings (swimming related not boating related). Mr. Farmer stated he and his family are willing to purchase the sign if the Town of Altavista would be willing to place the proposed sign. He felt by the Town of Altavista placing this sign other communities will too. Mr. Farmer also felt additional signage needs to be placed along the river to educate people; a sign with a map that shows the river from Leesville Dam to English Park that shows trails if a person gets in trouble on the river, water temperature changes, water release from the dam.

Mr. Emerson suggested the Town of Altavista pay for the sign.

A motion was made by Mrs. Dalton, seconded by Mr. George, to purchase the sign as recommended by Mr. Farmer to remind people to wear their life vest in the river and for Public Works to install this sign.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox thanked Mr. Farmer and his family for their work.

Regular Council Meeting—September 13, 2016

8. Reports

a. Town Manager's Report

Mr. Coggsdale presented Council with his report and asked if there were any questions. He noted Mr. Garrett had an issue that he would like to address.

Mr. Garrett addressed Council advising when deactivating the water line on Main street, they came across 6 main water line valves that are broken. They were unable to shut off the water main as thought. Mr. Garrett asked for permission to replace these valves while the contractor is still on site. The project is completed and now ready for milling and paving. Three of the valves are on Main Street and three are on Charlotte Avenue. Mr. Garrett stated he did not have cost due to the fact this just came about but the valves need to be replaced in the event that the water needs to be shut off.

Mayor Mattox asked Mr. Garrett if he could give an estimate cost.

Mr. Garrett estimated \$3,000 to \$5,000 per valve installed.

Mrs. Dalton stated there is no doubt the valves have to be replaced and asked the Town Manager to keep Council in the loop on the cost but suggested they move forward.

It was the consensus of Council that Mr. Garrett move forward with replacing the 6 main water line valves.

b. Departmental Reports

9. Informational Items/Late Arriving Matters

a. Correspondence/Articles

b. Calendars-September/October

10. Matters from Town Council

Mr. Higginbotham asked if Council would be looking at the Mobile Home park issue.

Mr. Coggsdale stated the last discussion held by Council was that they would look at that when looking at the housing study.

Mr. Higginbotham referred to the minutes and noted this item would be brought up in September.

Mayor Mattox asked if there was a motion to change the ordinance for the Mobile Home Park. No motion was made.

Mr. Emerson advised he got a lengthy email from a citizen in town in regards to the noise ordinance. He referred to the noise ordinance stating the time frame covers 11:00 p.m. to 7:00 a.m. The person that sent the email stated when a lot of these ordinances was written people worked mostly day shift. This person has a neighbor that constantly blasted the stereo from their home. He felt weed eaters, lawn mowers and the type could not be controlled but loud stereos could be in the middle of the day. Mr. Emerson suggested the noise ordinance be reviewed to cover loud music and noises that are not every day noises noting this will help officers with cars sitting on parking lots blasting music as well.

It was the consensus of Council to ask staff to review the noise ordinance.

Regular Council Meeting—September 13, 2016

11. Closed Session

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, consideration or interviews of prospective candidates for appointment to the Economic Development Authority; the Planning Commission and the Board of Zoning Appeals.

A motion was made by Mrs. Dalton, and seconded by Mr. George.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Charles Edwards	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Edwards left immediately after the vote and was not in attendance at the closed session.

Council went into closed session at 8:13 P.M.

Notice was given that council was back in regular session at 8:22 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, 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.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Regular Council Meeting—September 13, 2016

12. Adjournment

Mayor Mattox asked if there was anything else to bring before Council.

The meeting was adjourned at 8:23 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION SEPTEMBER 27, 2016

The work session of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on September 27, 2016 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham

Council members
absent:

Mr. Charles Edwards

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mr. Daniel Witt, Assistant Town Manager
Mrs. Tobie Shelton, Finance Director
Chief Mike Milnor, Police Department
Mr. Dennis Jarvis, Economic Dev. Director
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Director of Public Utilities
Mr. Steve Bond, Wastewater Treatment Plant
Miss Emelyn Gwynn, Main Street Coordinator
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mayor Mattox advised of amendments to the agenda (Request to use Town Property for a Block Party and Proclamation for Frannie’s House) and asked if there were other changes to the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. George, to approve the agenda as amended.

Motion carried:
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes

3. Public Comments

Mayor Mattox asked if anyone would like to speak on anything listed on the agenda.

No one came forward.

4. Community Input-Consideration of Making a Formal Request to Campbell County for Conveyance of English Park

Ms. Betty Gilliam, 1707 Dale Avenue, addressed Council advising several weeks ago she was asked to sign a petition to Campbell County requesting Campbell County gift to the Town of Altavista their portion of English Park. Ms. Gilliam advised she had spoken to Mr. Dan Witt, Assistant Town Manager, in regards to Campbell County’s conveyance of English Park and asked “why now”? She stated the boundaries were set years ago. The town’s portion of English Park is about 28 acres and the county’s portion is about 100 acres. Ms. Gilliam stated she was told Campbell County is experiencing some budget shortfalls and have reduced their recreation line item for the town from \$50,000 to \$32,000 and this year being zero. This amount included \$7,000 for bush hogging the 100

COUNCIL WORK SESSION SEPTEMBER 27, 2016

acres. Ms. Gilliam stated one of her concerns was would it cost the town anything; other than bush hogging and maintaining she did not feel it would cost the town any more as the four other parks that are being maintained. She noted the town is very fortunate to have as many parks as they do. Ms. Gilliam's next question was "What would we get out of it?" She noted the Recreation Committee has done a great job with the "what if the town has this land"; they have good plans for possibilities in the future. If the town refuses the land, Campbell County will have to maintain it under a private agreement. If the county keeps the park, we don't get to use it. Ms. Gilliam thanked everyone who has planned all of this. She stated after doing some research she would sign the petition recommending the Town ask Campbell County for conveyance of English Park.

Pastor Stephen Rabon, 2082 Shady Lane, addressed Council. He too is in favor of asking for the conveyance of the county's part of English Park to the town recognizing not much has been developed where funding has been cut off. He mentioned comments posted on social media were from people outside of town commenting about how they loved coming to Altavista to the park. He stated there are people that drive from Lynchburg to Altavista to take their children to the park and while they are here they visit other places. He felt the river would be a long term investment possibility. Pastor Rabon said he realizes the town would have to fund the improvements to this section of the park but felt the cost would be an added addition to the town and a long term investment of what can be brought in in terms of tourism (the people that will shop in the shops and eat at the restaurants). He stated he recognizes there is cost on the front end and a larger cost on the back end but feels this was a financial investment with returns.

Mr. Wayne Mitchell, 325 Myrtle Lane, spoke in advocacy for the town taking possession of the park stating the reasons are fivefold. In the past Council has stated with a couple of pieces of property that if we can control our own destiny that is a benefit. He felt the library, armory, the water tower are three examples of that. Mr. Mitchell stated the County has made it clear that the financial spending would be in the north side of town. The boat ramp is a recent example of the Board of Supervisors not wanting to share with the Town's efforts. He noted mother nature is starting to take over at the park and the longer that it goes undeveloped the more expensive it will be; whether it is the town's or county's obligation. He is on a steering committee in which they are looking for new ways to make Altavista attractive, to bring more people here whether to visit or to move here. He noted the committees spend their time discussing subjects like this so Council doesn't have to spend as much time on these subjects. He felt when recommendations are made it should weigh heavily on Council's decisions. He asked if we intend to hold the County to their obligations? What have we done to make them hold these obligations in the past? And if not, what are we planning to do in the future? The County has fell on some past obligations.

Mr. Higginbotham asked what obligations?

Mr. Mitchell stated as far as the Parks and Receptions are concerned, there is a certain amount of financial responsibilities that have to be put into all the parks and at this point the Board of Supervisors have forgotten this part of the community and dedicated that money elsewhere.

Mayor Mattox asked if anyone else would like to speak. No one came forward.

Mr. Tom Fore added on behalf of sewerage water protection along the river, they want to do everything they can to protect that water shed.

Mayor Mattox recognized Mr. Tom Fore, Director of Public Utilities, advising he has worked with Water Utilities for 36 ½ years and welcomed him to the town as the new Director of Public Utilities.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

5. Introductions and Special Presentations

a. Chamber of Commerce- “Destination Altavista” Committee Report

Mrs. Tanya Overbey, 1941 Tabby Lane, addressed Council and advised in March 2016 the town invited Mr. John Martin, CEO and founder of Generations Matter to make a presentation called “Trends Shaping Altavista”. This began a discussion about the future of Altavista. A group of citizens working with the Altavista Chamber of Commerce volunteered to keep this conversation going. Mrs. Overbey stated she was present to represent this group and provide an update on the group’s work. The group’s focus is called “Destination Altavista”. Three committees were formed to create vision and action plans to develop people, employ people and attract people. She advised the Develop People committee is championed by Mr. Trey Finch and focuses on education; the Employ People committee is championed by Mr. Major Gilbert and focuses on business and the Attract People committee is championed by Mrs. Overbey and focuses on attracting people to visit and live in Altavista. Mrs. Overbey noted recently Standard Insurance chose to open business in the town and one of the reasons was the quality of life. The Attract People Committee asked Council to consider a Community Advertising Program to include signage and billboards on the Route 29 corridor. She noted the blue signs coming by Altavista are empty; it is expensive for a small business owner to advertise their business on these signs.

Mrs. Brumfield questioned the cost.

Mrs. Overbey responded that it is approximately \$2,000 per business per year noting a public/private partnership could help the business owners gain visibility on the Route 29 corridor. There are thousands of cars that pass these signs daily and they don’t take exits because they don’t know what the town has available. Mrs. Overbey also noted this committee supports the housing study which can address housing deficits in the community. She noted there seems to be a deficit in retirement homes, apartment homes and single family homes that are in “move in” ready condition and they support anything that helps to remedy these conditions. She mentioned the committee is interested in promoting Altavista for a Weekend package. She thanked Council for considering the citizen generated ideas and stated there is a group of citizens that are willing to work with Council to continue to move Altavista forward.

Mayor Mattox thanked Mrs. Overbey and her committees for their work.

b. Altavista on Track-616 Broad Street Feasibility Study Report

Miss Emelyn Gwynn, Main Street Coordinator for Altavista on Track, addressed Council stating Mrs. Overbey’s presentation was outstanding and Altavista on Track will work hard to help move some of the items forward. She recognized some of the AOT Board members that were present. Miss Gwynn gave a history of the property at 616 Broad Street noting it was originally constructed in the 1920s with renovations in 1987 and is on the National Register of Historical Places. The building has been vacant since 2010. A grant was received to conduct the feasibility study on the property. AOT felt the feasibility study on this property would significantly help with revitalization efforts of the downtown area and that it was important to expand downtown apartments. AOT was awarded this grant in the spring of 2016 for \$10,000. AOT added to this grant with an additional \$6,000 with Altavista Economic Development Authority contributing \$1,000 to complete the study. Miss Gwynn introduced Mr. Nat Perrow the property manager of 616 Broad Street and Mr. Jeffrey Bond, Architect and owner of Solex Architecture, Inc. She recognized Stuart Patz who was not present but completed the market analysis.

Mr. Perrow addressed Council advising this was a neat opportunity for the 616 Broad Street location and felt the study and architectural plans created will take a large chunk of the soft cost for any potential developer who would look at this project. It creates a road map and a feasible way to move forward with this structure. Mr. Perrow noted the owner of the property has expressed satisfaction that this building is the recipient of the grant.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

Mr. Bond addressed Council advising he was tasked with analyzing the existing structure to come up with the best use for this structure. He presented Council with the designed floor plan which included commercial space and apartments. He noted as they are developing the cost and proforma for the project, they are counting on the future developer using historic tax credits. Modifications to the exterior need to follow certain guidelines. He advised the alleyway is owned by the Town of Altavista and there would have to be some negotiations if the developer shows that option. The cost estimate is based on previous experience with historic projects as well as the current construction market; total project is \$1.2 million to renovate the eight apartments and 3,600 square feet of commercial space.

Mr. George noted in previous renovations the ceilings were raised.

Mr. Bond stated this would work for commercial space to display items or manufacturing, or commercial that needs additional ceiling height.

Mr. George asked if the apartments would have windows.

Mr. Bond advised every living room and bedroom has a window.

Mrs. Brumfield asked if anyone was eligible to rent the apartments since a grant is involved.

Mr. Bond stated that would ultimately be left up to the developer. The grant does not tie to certain rate service.

Miss Gwynn advised Council she has extra copies of the layout if Council cared to review. She encouraged Council to read the market analysis. She noted in 2016 38 percent of all market area households are renters which is an increase from 33 percent in 2000. As of 2016, the town has 580 household renters with 19 apartments in the downtown area. There is a 2 percent vacancy rate with a waiting list for apartments to open up. This is an indication of the need for more apartments in Altavista and there is evidence that the market will support higher rent for newer, more attractive apartment units. It is believed that 616 Broad Street is the ideal location for this growth. She noted the commercial space would be beneficial to a small business looking to open downtown. If these apartments do well, it is anticipated that the developer will want to open up more apartments in Altavista. She noted it has been mentioned that the Moseley Heights property will be ideal for residential living. Ms. Gwynn stated they are working with the Housing and Community Development to create a contact list of developers who would be interested in these types of projects. She is currently working with Mr. Perrow to market the 616 Broad Street property. She mentioned Altavista on Track is very motivated by the study.

c. Proclamation for Frannie's House/Domestic Violence

Mr. Coggsdale advised October is recognized nationally as Domestic Violence month. Ms. Brooks from Frannie's House has asked that Council adopt a proclamation recognizing Domestic Violence month. Mr. Coggsdale added a candlelight vigil is scheduled for Thursday, October 6, at Shreve Park.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to adopt the Proclamation as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

**PROCLAMATION DECLARING OCTOBER AS
“DOMESTIC VIOLENCE AWARENESS MONTH”**

WHEREAS, home should be a place of warmth, unconditional love, tranquility, and security, and for most of us, home and family can indeed be counted among our greatest blessings. Tragically, for many Americans, these are blessings that are tarnished by violence and fear; and

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, genders, and income levels; and domestic violence is widespread and affects over four million Americans each year; and

WHEREAS, women are not the only targets; young children and elderly also are counted among the victims, and sadly, emotional scars are often permanent; and children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only coordinated community effort will put a stop to this heinous crime; and law enforcement officials, those involved in shelters and hotline services, health care providers, the clergy and other concerned citizens are helping in the effort to end domestic violence. We must recognize the compassion and dedication of these volunteers and professionals and applaud their efforts and increased public understanding of this problem; and

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services, and assistance to victims; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim October 2016 as

DOMESTIC VIOLENCE AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the tragedy of domestic violence, supporting those who are working toward its end and participating in community efforts and the Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Domestic Violence.

Adopted this the 27th day of September 2016 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista

d. Block Party Request

Pastor Wes Witcher, Jr. 1208 Franklin Avenue, addressed Council requesting permission to use town owned property located between Lola and Amherst Avenues for a Christian based block party. He also mentioned the idea of having the block party at the church but was seeking permission to have music.

Mr. Witt advised he could issue an event permit to Pastor Witcher for the block party covering the music.

Pastor Witcher stated he would like permission to hold the event in the town owned field. The block party is scheduled for October 29th, 2016 12:00 to 5:00 p.m. Ms. Abilene Board, Administrator, was present with Pastor Witcher. He noted they are family oriented and want to work in the community; he has met with Chief Milnor and Captain Stocks.

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson, to grant permission to Pastor Witcher and his church to use the town owed field in the area of Lola and Amherst Avenues on October 29th from 12:00 p.m. to 5:00 p.m.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

Mrs. Dalton thanked Pastor Witcher for the efforts noting she sensed a deeper effort than just having a good time with family but trying to solve deeper issues and stated it is appreciated.

Mr. George asked if Council will offer any funding for the block party.

Mrs. Dalton did not feel Council should set a precedence and suggested Pastor Witcher reach out to private organizations for funding before Council considers.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mayor Mattox thanked Pastor Witcher for what he is doing for the community.

6. Items for Discussion

a. Chamber of Commerce-Parade Request

Mr. Coggsdale advised the Altavista Area Chamber of Commerce partners with Altavista On Track and the Altavista Rotary Club to sponsor and coordinate the Town's Annual Christmas Parade. They are requesting approval of the Altavista Christmas Parade for Saturday, December 3rd beginning at 5:00 p.m. (setup begins at 3:00 p.m.) and the necessary approval for the closing of town streets. The parade route is unchanged from the past several years. He noted the Altavista Police Department will have responsibility for coordination of street closures, as well as traffic control and security for the event.

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to approve the street closures as indicated and approve the parade request. Pursuant to Town Code Section 34-1(b)(1) a parade sanctioned by the Town Council by permit is exempt from the section of the Code dealing with the Noise Ordinance.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

b. Comprehensive Plan Update Review

Mr. Coggsdale advised at the August Regular Town Council meeting, staff updated Council on the Planning Commission's efforts in regard to the Comprehensive Plan Update. At that time, Council requested that this item be placed on the September 2016 Work Session agenda. Council was forwarded draft chapters with the proposed changes as recommended by the Planning Commission. Mr. Coggsdale advised staff is seeking direction on how Town Council would like to proceed with the review of the draft of the Comprehensive Plan Update. He noted one option would be to have Council further review the document and allocate time at the October 2016 Town Council Work Session, or a later Work Session, for staff to review the proposed changes with Council. At that time, Council could propose any additional changes to the document. Another option could be to review several chapters at several Work Sessions, with the process taking 3 to 4 months. Mr. Coggsdale noted once Council has reviewed the changes and made any modifications, a public hearing will need to be scheduled on the proposed changes to the Comprehensive Plan.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

Mr. Witt mentioned the Planning Commission has asked to work jointly with Council on the Comprehensive Plan.

Mrs. Dalton suggested having the Planning Commission present the document.

Planning Commission Chairman John Jordan stated he and Mr. Witt would work on the presentation and give Council the short version so Council would not have go through the entire document.

It was the consensus of Council to dedicate the October Work Session to reviewing the Comprehensive Plan.

c. WWTP PCB Project Updates

Mr. Coggsdale advised previously, our partners in regard to PCB degradation studies at the Town's WWTP Emergency Overflow Pond indicated that they would be able to provide updated information on their efforts in late Summer. The Town is currently partnering with the University of Maryland-Baltimore County's Institute of Marine & Environmental Technology (UMBC); The Institute for Advanced Learning and Research (IALR); and the University of Iowa. He presented Council with the provided updates. Mr. Coggsdale noted in his conversation with Dr. Lowman, The Institute for Advanced Learning and Research (IALR) has indicated that his test results have not come back from the lab. Mr. Coggsdale felt the feedback from the partners was encouraging.

Mr. Higginbotham asked if the mulberry trees were ever replaced.

Mr. Coggsdale stated he would have to check with Mr. Garrett.

Mr. Higginbotham stated top soil needs to be added this fall to keep the part going that Council said they were doing and is really not doing anything. He felt it was owed to DEQ to follow through on this.

Mr. Coggsdale stated more testing can be done moving into the future to see what is there.

Mr. Higginbotham stated there is one hot spot where they tried planting and the water got high that needs to be built up.

Mr. Coggsdale stated he would talk to Mr. Garrett about this area.

Mr. Higginbotham stated it was his understanding there was a higher volume of water at the Wastewater Treatment Plant than is being put into the system and asked Mr. Bond if this was accurate. He asked what was the volume of water treated per day. Is there infiltration from creeks that are putting more water in the system.

Mr. Bond responded no.

Mr. Higginbotham asked Mr. Bond if he was satisfied that the volume of sewage coming into the plant is less than the water that is put out.

Mr. Bond responded yes; taking in 2 to 2.5 million gallons per day.

Mr. Higginbotham asked Mr. Fore the amount of water being produced.

Mr. Fore advised last year 1.6 and 1.9 million gallons were being produced per day; the production is up due to Abbott and the Dominion Power Plant needing water. Over 2.5 million gallons of water was produced this week which includes what came from Campbell County.

Mr. Coggsdale noted he is asking Mr. Fore to collect data on what is being produced at the Water Plant and being treated at Wastewater Treatment Plant.

Mr. Higginbotham stated he has concerns with Lynch Creek and asked if it was a concrete line.

Mr. Bond responded there were historical problems but felt most had been resolved.

Mr. George advised he was at the pond a couple of weeks ago and all of the trees in the experimental pond are dead and asked why Council would want to spend more on trees noting almost \$20,000 has been spent.

Mr. Higginbotham asked how much 5 or 6 mulberry trees would cost.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

Mr. Coggsdale estimated it would be less than \$500.

Mr. George noted the trees on the topsoil are doing fine; all we have proven is that they will grow on dry land.

Mr. Higginbotham stated the topsoil needs to be added to the one hot spot on Plot 7 and let the roots go down. Dr. Sowers has confirmed that until you get down to the dense, clay like PCBs at the bottom that is where there is trouble getting the microbes in. It can be mechanically mixed with a slug pump or let the roots go.

Mayor Mattox suggested letting staff evaluate if planting the mulberry trees is feasible and advise Council.

d. Clarion Road-Truck Crossing

Mr. Coggsdale advised previously, staff briefed Council on concerns from Abbott Nutrition in regard to “near accidents” on Clarion Road involving the crossing of Clarion Road by their trucks from the parking lot to the warehouse. Staff was asked to look into some type of warning mechanism that will bring attention to motorist on Clarion Road in regard to trucks crossing the road at the Abbott facility. He presented Council with two proposals for “warning signals” on the road:

Proposal “A”: 24 Hour Flasher with Solar Panel and a two battery cabinet. *This device would flash constantly.* Material Costs (not including installation and signs): \$11,802.06

Proposal “B”: Radio/Microwave Controlled Flasher with Solar Panel and a two battery cabinet. A microwave would be located on each side of the road on the Abbott property which would respond when a truck was getting ready to cross the road and this would activate the signals on Clarion Road. Material Costs (not including installation and signs): \$24,737.11

Mr. Higginbotham asked if Abbott will contribute to the cost of the warning mechanism.

Mr. Coggsdale stated he has not had that conversation with Abbott but would if Council wants to advise what concept they are interested in. He noted VDOT Highway funds can be utilized for this project.

Mrs. Dalton asked if Abbott Nutrition would have a preference.

Mr. Higginbotham stated if there is a light that flashes all the time, people will eventually ignore it.

Mr. Coggsdale stated he agrees with this concept and that is why he presented the second proposal. He advised he would have a conversation with Abbott Nutrition in regards to this issue.

Mrs. Dalton stated Council agrees this is an issue and since Abbott has made the request they need to weigh in on the solution and the cost factor.

Mayor Mattox asked if there was any data or near misses at this crossing and asked Chief Milnor if he had any comments.

Chief Milnor was in agreement with the “on demand” warning signals. If there are constantly flashing lights, a person would be conditioned. He also felt the crossing would be more of a night time danger with the tractor trailers crossing sideways. The near misses are not reported to the Police Department.

e. Police Department CIP Change Request

Mr. Coggsdale advised Chief Milnor is requesting to revise the FY2017 CIP request associated with the purchase of new “in-car camera” systems. The Chief would like to purchase four “in-car cameras” and eleven (11) new body cameras. The new proposal is within the funding provided in the FY2017 Budget for the original request.

Chief Milnor stated he has \$40,000 budgeted in the CIP for three cameras and found four “in-car cameras” and eleven (11) new body cameras can be purchased for \$30,000 under a state contract.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

A motion was made by Mr. Higginbotham, seconded by Mrs. Dalton, to revise the FY2017 CIP request associated with the purchase of new “in-car camera” systems allowing the Chief to purchase four “in-car cameras” and eleven (11) new body cameras for \$30,000 under a state contract.

Mr. Emerson questioned if there would be enough storage on the current servers.

Chief Milnor responded yes and with the new system, data can be retrieved easier and quicker.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

f. VDOT SmartScale Project Update

Mr. Coggsdale advised previously, VDOT discussed potential projects related to possible SmartScale applications. The two proposed projects were located on Lynch Mill Road, one at the Clarion Road intersection and the other in front of Altavista Elementary School. He noted the time for submitting an application is nearing and staff is seeking input from Town Council on the applications. Mr. Coggsdale noted he has spoken to Dr. Johnson, Campbell County School Superintendent; Dr. Johnson advised he is supportive of the concept which will have to be presented to the School Board.

Mr. Rick Youngblood, VDOT, addressed Council. He advised SmartScale is in its second year formerly known as HB2. He noted he has met with the Mayor, Vice Mayor, Town Manager and Assistant Town Manager regarding some possible projects. He stated the school project made application for SmartScale. It was pulled out because of an environmental anomie that was identified in the study. It was one of three projects that was pulled out of the district that had originally looked to get funding through the process. He noted this year the scoring aspect has been reformulated so hopefully there won't be any concerns this year. This project is currently \$2.2 million and hopes it will be funded through SmartScale. With SmartScale no money from the town is involved in this if the project is selected it is fully funded; he noted there is more competition this year. He felt this project is the highest priority for the town because of the issues at the school. Mr. Youngblood noted last year there was funding for an additional turn lane at Lynch Mill Road and Main Street. He noted the issues at Lynch Mill Road and Clarion Road were identified in the Small Urban Plan years ago and looking at the accidents over the years is an existing problem. Mr. Youngblood stated a roundabout has been identified as the best alternative for the Lynch Mill and Clarion Road location at a cost of \$4.9 million.

Mr. Higginbotham questioned if the house sitting adjacent to the roundabout would be able to access the street from the roundabout.

Mr. Youngblood stated there are a number of roundabouts that have entrances on them because of the slower speeds it doesn't seem to be an issue. He noted a total take has been included in the cost estimate.

Council was in agreement to submit both projects with the Altavista Elementary School project being top priority.

Mr. Higginbotham asked Mr. Youngblood if he had heard the conversation in regards to the flashers on Clarion Road.

COUNCIL WORK SESSION SEPTEMBER 27, 2016

Mr. Youngblood stated he did and VDOT has Dynamic Flashers and can check on cost for the town. He also noted he would look at the Comprehensive Plan as there are state requirements.

7. Public Comments

Mayor Mattox asked if anyone would like to speak on anything not listed on the agenda. No one came forward.

8. Closed Session

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, consideration or interviews of prospective candidates for appointment to the Altavista Housing Task Force.

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

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Council went into closed session at 6:42 P.M.

Notice was given that council was back in regular session 6:50 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED that the town council hereby certifies that, 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.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

COUNCIL WORK SESSION SEPTEMBER 27, 2016

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson that the following individuals be appointed to a Housing Task Force to evaluate housing and the housing study proposal and make a recommendation to Town Council:

Shawn Stone
Betty Gilliam
Laney Thompson
Marie Mitchell
Wayne Mitchell
Rayetta Webb
Agnes Dowdy
Alternate: Cindy Parsons

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

9. Adjournment

Mayor Mattox adjourned the meeting at 6:52 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 03/2017
FROM: 09/01/2016 TO: 09/30/2016

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35234	8	ALTAVISTA EMS	09/02/2016	10,000.00
35235	4	BOXLEY AGGREGATES	09/02/2016	1,413.27
35236	583	CAMPBELL COUNTY PUBLIC LIBRARY	09/02/2016	902.86
35237	427	CENTURYLINK	09/02/2016	1,737.01
35238	28	COLUMBIA GAS	09/02/2016	161.98
35239	1	DAYS INN	09/02/2016	1,383.40
35240	364	DLB INC	09/02/2016	251,683.07
35241	20	J JOHNSON ELLER JR	09/02/2016	2,000.00
35242	71	FAIRPOINT COMMUNICATIONS	09/02/2016	362.97
35243	719	THOMAS W FORE	09/02/2016	600.00
35244	119	FOSTER ELECTRIC CO INC	09/02/2016	533.72
35245	9999998	GILBERT, BRENDA	09/02/2016	150.00
35246	411	MANPOWER	09/02/2016	3,382.00
35247	1	MARY HALL	09/02/2016	20.99
35248	680	MCI COMM SERVICE	09/02/2016	32.48
35249	743	MEYERCORD REVENUE INC	09/02/2016	2,970.00
35250	173	MILLERS PLUMBING REPAIR/BOBCAT	09/02/2016	18,039.00
35251	1	NIXON LAND SURVEYING LLC	09/02/2016	1,025.00
35252	1	SAM JONES	09/02/2016	143.67
35253	665	SELECT AIR MECHANICAL ELECTRIC	09/02/2016	6,609.87
35254	1	SHAYNE PETRIE	09/02/2016	99.30
35255	752	SPRINGSTED INC	09/02/2016	4,247.34
35256	124	TREASURER OF VA	09/02/2016	8,852.00
35257	92	UNIFIRST CORP	09/02/2016	2,663.78
35258	601	VACORP	09/02/2016	107.77
35259	521	WOOLDRIDGE HEATING AIR & ELECT	09/02/2016	345.00
35260	128	ADAMS CONSTRUCTION CO	09/09/2016	1,204.61
35261	103	BEACON CREDIT UNION	09/09/2016	385.00
35262	461	KATHI BOGERT	09/09/2016	862.68
35263	16	CAMPBELL COUNTY UTILITIES & SE	09/09/2016	15,371.52
35264	728	COMCAST	09/09/2016	381.92
35265	122	FEREBEE-JOHNSON COMPANY INC	09/09/2016	203.66
35266	49	GERALDINE KAUFFMAN	09/09/2016	700.00
35267	52	HACH COMPANY	09/09/2016	276.29
35268	305	HAWKINS-GRAVES INC	09/09/2016	380.00
35269	622	HEYWARD SERVICES INC	09/09/2016	722.49
35270	57	ICMA RETIREMENT TRUST-457 #304	09/09/2016	915.00
35271	566	INTEGRATED TECHNOLOGY GROUP IN	09/09/2016	2,750.00
35272	411	MANPOWER	09/09/2016	1,079.20
35273	67	ORKIN PEST CONTROL LLC	09/09/2016	269.34
35274	35	TREASURER OF VA/VITA	09/09/2016	45.89
35275	147	US POSTAL SERVICE/POSTMASTER	09/09/2016	215.00
35276	658	WKDE-FM	09/09/2016	1,215.00
35277	551	WOHLFORD, LARRY	09/09/2016	28.00
35278	9999998	WOODRUFF, MARKIA L	09/09/2016	150.00
35279	192	WW ASSOCIATES INC	09/09/2016	6,700.00
35280	207	AEDA	09/16/2016	19,500.00
35281	84	ALTAVISTA JOURNAL	09/16/2016	68.04
35282	12	BRENNTAG MID-SOUTH INC	09/16/2016	19,869.50
35283	208	CAMPBELL COUNTY TREASURER	09/16/2016	60,291.03
35284	735	CONEXIS	09/16/2016	122.32

35285	32	CONTROL EQUIPMENT CO INC	09/16/2016	30.84
35286	164	DMV	09/16/2016	520.00
35287	36	DOMINION VIRGINIA POWER	09/16/2016	40,138.83
35288	732	E C PACE COMPANY INC	09/16/2016	285,384.07
35289	381	EMORY C COLLINS CO INC	09/16/2016	10,476.88
35290	301	ENGLISH'S LLC	09/16/2016	683.81
35291	118	FERGUSON ENTERPRISES INC #75	09/16/2016	9,124.43
35292	726	FIRSTPOINT INC	09/16/2016	10.00
35293	9999998	HAILEY, SHEILA B	09/16/2016	150.00
35294	401	IDEXX DISTRIBUTION INC	09/16/2016	1,645.95
35295	58	INSTRUMENTATION SERVICES INC	09/16/2016	708.00
35296	1	JANET CROUCH	09/16/2016	50.00
35297	717	LYNCHBURG REGIONAL BUSINESS AL	09/16/2016	350.56
35298	411	MANPOWER	09/16/2016	972.80
35299	173	MILLERS PLUMBING REPAIR/BOBCAT	09/16/2016	20,920.00
35300	325	MT ELECTRONICS INC	09/16/2016	437.50
35301	300	NAPA AUTO PARTS	09/16/2016	1,004.45
35302	454	O'REILLY AUTOMOTIVE INC	09/16/2016	4,638.30
35303	510	RIVER VALLEY RESOURCES LLC	09/16/2016	149.21
35304	9999998	Stephens, Tina	09/16/2016	150.00
35305	515	DALE TYREE JR	09/16/2016	3,700.00
35306	452	VML INSURANCE PROGRAMS	09/16/2016	3,185.00
35307	110	VUPS INC	09/16/2016	73.50
35308	700	WOODARD & CURRAN	09/16/2016	9,962.03
35309	9	AFLAC	09/23/2016	2,337.64
35310	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/23/2016	35,806.00
35311	103	BEACON CREDIT UNION	09/23/2016	385.00
35312	294	BUSINESS CARD	09/23/2016	12,125.73
35313	581	BUSINESS SOLUTIONS INC	09/23/2016	500.00
35314	19	CARTER MACHINERY CO INC	09/23/2016	2,840.24
35315	574	CHRISTOPHER MICALLE, TRUSTEE	09/23/2016	125.00
35316	728	COMCAST	09/23/2016	242.81
35317	569	DIAMOND PAPER CO INC	09/23/2016	1,249.35
35318	512	ELECSYS INTNL CORPORATION	09/23/2016	417.00
35319	719	THOMAS W FORE	09/23/2016	1,025.00
35320	119	FOSTER ELECTRIC CO INC	09/23/2016	188.87
35321	57	ICMA RETIREMENT TRUST-457 #304	09/23/2016	915.00
35322	386	IDS SECURITY	09/23/2016	57.00
35323	1	JOHN WOODSON 2ND	09/23/2016	20.00
35324	9999998	Lampkin, Leatrice	09/23/2016	150.00
35325	411	MANPOWER	09/23/2016	608.00
35326	1	MARVIN JONES	09/23/2016	84.22
35327	1	MILLER ELECTRIC LLC	09/23/2016	300.00
35328	173	MILLERS PLUMBING REPAIR/BOBCAT	09/23/2016	10,169.00
35329	218	MINNESOTA LIFE	09/23/2016	190.81
35330	121	MULTI BUSINESS FORMS INC	09/23/2016	790.68
35331	423	NTELOS	09/23/2016	907.90
35332	68	ORKIN PEST CONTROL	09/23/2016	312.42
35333	749	ROOFING SOLUTIONS INC	09/23/2016	39,450.00
35334	484	TOWN GUN SHOP INC	09/23/2016	3,658.50
35335	104	VIRGINIA LOCAL GOVT MGMT ASS	09/23/2016	200.00
35336	452	VML INSURANCE PROGRAMS	09/23/2016	26,865.00
35337	116	XEROX CORP	09/23/2016	1,339.36
35338	128	ADAMS CONSTRUCTION CO	09/29/2016	804.55
35339	126	ALTAVISTA VOLUNTEER FIRE CO IN	09/29/2016	10,076.00
35340	427	CENTURYLINK	09/29/2016	1,726.51
35341	28	COLUMBIA GAS	09/29/2016	163.32

35342	32	CONTROL EQUIPMENT CO INC	09/29/2016	221.37
35343	9999997	ELLIOTT, TAMMY SUE	09/29/2016	87.41
35344	9999997	EPPARD, MICHAEL K	09/29/2016	107.68
35345	41	FISHER SCIENTIFIC	09/29/2016	1,812.44
35346	43	FOSTER FUELS INC	09/29/2016	15,264.93
35347	622	HEYWARD SERVICES INC	09/29/2016	40,893.97
35348	411	MANPOWER	09/29/2016	1,056.40
35349	1	MARVIN JONES	09/29/2016	85.00
35350	680	MCI COMM SERVICE	09/29/2016	32.48
35351	9999998	SONNY MERRYMAN, INC	09/29/2016	150.00
35352	80	SOUTHSIDE ELECTRIC COOP	09/29/2016	927.84
35353	93	UNITED STATES POST OFFICE	09/29/2016	485.06
35354	95	UNITED WAY OF CENTRAL VA	09/29/2016	96.00
35355	587	US POSTAL SERVICE (POSTAGE BY	09/29/2016	2,000.00
35356	601	VACORP	09/29/2016	107.77
35357	542	WILLOUGHBY & ASSOCIATES INC	09/29/2016	245.00
35358	9999997	WORSHAM, MARTHA E.	09/29/2016	23.46
35359	192	WW ASSOCIATES INC	09/29/2016	12,680.00
35360	623	YARBOROUGH REFRIGERATION INC	09/29/2016	412.50

NO. OF CHECKS: 127

TOTAL CHECKS

1,080,359.35

Town of Altavista
FY 2017 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	207,300	207,300	268	0	1,960	1	207,300
Public Service - Real & Personal	99,600	99,600	0	0	5	0	99,600
Personal Property	210,000	210,000	793	0	3,040	1	210,000
Personal Property - PPTRA	100,000	100,000	4,181	4	4,181	4	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	0	0	1,550,000
Mobile Homes - Current	500	500	0	0	2	0	500
Penalties - All Taxes	5,500	5,500	151	3	652	12	5,500
Interest - All Taxes	3,000	3,000	125	4	565	19	3,000
Local Sales & Use Taxes	155,000	155,000	12,782	8	41,173	27	155,000
Local Electric and Gas Taxes	110,000	110,000	9,733	9	28,197	26	110,000
Local Motor Vehicle License Tax	43,000	43,000	485	1	1,773	4	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	10,847	12	28,335	32	88,000
Local Meal Taxes	882,000	882,000	79,183	9	221,241	25	882,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,177	8	9,600	24	40,000
Transit Passenger Revenue	6,000	6,000	90	2	90	2	6,000
Local Cigarette Tax	150,000	150,000	34,395	23	34,395	23	150,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	57,500	57,500	653	1	1,935	3	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	30	0	992	10	9,500
Business License Fees/Wholesale Businesses	750	750	0	0	0	0	750
Business License Fees/Utilities	4,000	4,000	0	0	0	0	4,000

Town of Altavista
FY 2017 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	1,000	1,000	40	4	200	20	1,000
Fines & Forfeitures - Court	8,000	8,000	1,761	22	8,243	103	8,000
Parking Fines	500	500	0	0	60	12	500
Interest and Interest Income	56,000	56,000	2,816	5	7,644	14	56,000
Rents - Rental of General Property	1,000	1,000	75	8	325	33	1,000
Rents - Pavilion Rentals	3,000	3,000	175	6	825	28	3,000
Rents - Booker Building Rentals	4,000	4,000	600	15	1,275	32	4,000
Rents - Rental of Real Property	70,000	70,000	4,592	7	12,577	18	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,662	90	18,600
State DCJS Grant	80,000	80,000	20,682	26	20,682	26	80,000
State Rental Taxes	1,100	1,100	0	0	104	9	1,100
State/Misc. Grants (Fire Grant)	11,000	11,000	10,076	92	10,076	92	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	22,452	160	14,000
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	0	0	2,000
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	875	27	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	342,650
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	5,638	11	5,638	11	50,100
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	15,000	15,000	0	0	10,617	71	15,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	300

Town of Altavista
FY 2017 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	300	300	2	1	2	1	300
Miscellaneous	25,000	25,000	1,788	7	12,457	50	25,000
Reimbursement of Insurance Claim	0	0	523	0	2,283	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	1,552	0	0
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
	<u>4,972,600</u>	<u>4,972,600</u>	<u>205,661</u>	<u>4</u>	<u>554,559</u>	<u>11</u>	<u>4,972,900</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
25% of Year Lapsed

	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	6,157,750	6,157,750	591,636	10	1,463,708	24	6,157,750
Debt Service	445,450	445,450	0	0	248,199	0	445,450
CIP	4,185,200	4,185,200	481,705	12	1,073,211	26	4,262,200
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,882,400</u>	<u>10,882,400</u>	<u>1,073,341</u>	<u>10</u>	<u>2,801,368</u>	<u>26</u>	<u>10,959,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
25% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	25,900	25,900	1,855	7	6,846	26	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,855</u>	<u>7</u>	<u>6,846</u>	<u>26</u>	<u>25,900</u>
Administration							
Operations	765,500	765,500	77,368	10	242,964	32	765,500
Debt Service	0	0	0	0	0	0	0
CIP	30,000	30,000	0	0	0	0	30,000
Administration - TOTAL:	<u>795,500</u>	<u>795,500</u>	<u>77,368</u>	<u>10</u>	<u>242,964</u>	<u>31</u>	<u>795,500</u>
Non-Departmental							
Operations	378,900	378,900	99,867	26	152,406	40	378,900
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-16,250	25	-65,000
Operations w/o Transfers Out	<u>281,150</u>	<u>281,150</u>	<u>99,867</u>	<u>36</u>	<u>136,156</u>	<u>48</u>	<u>281,150</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,150</u>	<u>99,867</u>	<u>36</u>	<u>136,156</u>	<u>48</u>	<u>281,150</u>
Public Safety							
Operations	958,800	958,800	74,826	8	234,588	24	958,800
Debt Service	0	0	0	0	0	0	0
CIP	55,650	55,650	0	0	0	0	55,650
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,014,450</u>	<u>74,826</u>	<u>7</u>	<u>234,588</u>	<u>23</u>	<u>1,014,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
25% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,036,800	1,036,800	118,690	11	263,094	25	1,036,800
Debt Service	23,200	23,200	0	0	4,286	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>0</u>	<u>0</u>	<u>95,665</u>	<u>7</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,483,950</u>	<u>118,690</u>	<u>5</u>	<u>363,046</u>	<u>15</u>	<u>2,483,950</u>
 Economic Development							
Operations	156,350	156,350	10,458	7	43,866	28	156,350
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>170,350</u>	<u>10,458</u>	<u>6</u>	<u>43,866</u>	<u>26</u>	<u>170,350</u>
 Transit System							
Operations	99,050	99,050	7,600	8	24,565	25	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>12,100</u>	<u>12</u>	<u>29,065</u>	<u>28</u>	<u>103,550</u>
 GENERAL FUND TOTALS							
Operations	3,323,550	3,323,550	390,663	12	952,078	29	3,323,550
Debt Service	23,200	23,200	0	0	4,286	0	23,200
CIP	1,528,100	1,528,100	4,500	0	100,165	107	1,528,100
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,874,850</u>	<u>395,163</u>	<u>8</u>	<u>1,056,529</u>	<u>22</u>	<u>4,874,850</u>

Town of Altavista
Council / Planning Commission
FY 2017 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	5,248	25	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	106	2	1,598	33	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
Total Expenditures	25,900	25,900	1,855	7	6,846	26	25,900	

Town of Altavista
Administration
FY 2017 Expenditure Report
25% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	415,250	415,250	41,351	10	116,642	28	415,250
Other Employee Benefits	18,500	18,500	200	1	1,222	7	18,500
Services	173,150	173,150	11,221	6	70,197	41	173,150
Other Charges	126,300	126,300	21,287	17	47,193	37	126,300
Materials & Supplies	32,300	32,300	3,310	10	7,709	24	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
Total Expenditures	795,500	795,500	77,368	10	242,964	31	795,500

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
25% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	112,650	112,650	60,291	54	65,291	58	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	60,291	0	60,291	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	2,500	2,500	0	0	0	0	2,500
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	10,000	0	10,000	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	19,500	19,500	19,500	100	19,500	100	19,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	10,076	92	10,076	92	11,000
Contribution - Avoca	18,700	18,700	0	0	4,675	25	18,700
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	277,850	277,850	99,867	36	135,792	49	277,850
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	3,300	3,300	0	0	363	11	3,300
NON-DEPARTMENT - ND - TOTAL	3,300	3,300	0	0	363	11	3,300
NON-DEPARTMENTAL - SUBTOTAL	281,150	281,150	99,867	36	136,156	48	281,150
TRANSFER OUT							
Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750

Town of Altavista
Non-Departmental
FY 2017 Expenditure Report
25% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	16,250	25	65,000
TRANSFER OUT - TOTAL	97,750	97,750	0	0	16,250	17	97,750
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	378,900	378,900	99,867	26	152,406	40	378,900
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	281,150	281,150	99,867	36	136,156	48	281,150

Town of Altavista
Public Safety
FY 2017 Expenditure Report
25% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<u>PUBLIC SAFETY - FUND 10</u>							
Wages & Benefits	824,200	824,200	61,385	7	208,000	25	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	251	1	493	1	33,400
Other Charges	39,200	39,200	1,400	4	9,489	24	39,200
Materials & Supplies	62,000	62,000	11,789	19	16,606	27	62,000
Capital Outlay	55,650	55,650	0	0	0	0	55,650
Total Expenditures	1,014,450	1,014,450	74,826	7	234,588	23	1,014,450

Town of Altavista
Public Works
FY 2017 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	710,100	710,100	53,009	7	164,396	23	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	913	11	1,082	13	8,600
Other Charges	26,700	26,700	2,063	8	4,150	16	26,700
Materials & Supplies	291,400	291,400	62,705	22	93,466	32	291,400
Debt Service	23,200	23,200	0	0	4,286	0	23,200
Capital Outlay	1,423,950	1,423,950	0	0	95,665	7	1,423,950
Total Expenditures	2,483,950	2,483,950	118,690	5	363,046	15	2,483,950

Town of Altavista
Economic Development
FY 2017 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	8,132	8	28,110	28	101,000	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	20,000	20,000	1,215	6	13,707	69	20,000	
Other Charges	31,150	31,150	1,071	3	1,923	6	31,150	
Materials & Supplies	4,200	4,200	40	1	126	3	4,200	
Capital Outlay	14,000	14,000	0	0	0	0	14,000	
Total Expenditures	170,350	170,350	10,458	6	43,866	26	170,350	

Town of Altavista
Transit System
FY 2017 Expenditure Report
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	69,100	69,100	5,547	8	19,012	28	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	435	11	1,060	27	3,950
Materials & Supplies	23,450	23,450	1,618	7	4,493	19	23,450
Capital Outlay	4,500	4,500	4,500	100	4,500	100	4,500
Total Expenditures	103,550	103,550	12,100	12	29,065	28	103,550

Town of Altavista
FY 2017 Revenue Report
25% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	342	3	1,436	13	11,000
Water Charges - Industrial	1,360,000	1,360,000	130,770	10	363,633	27	1,360,000
Water Charges - Business/Residential	294,000	294,000	50,784	17	58,736	20	294,000
Water Charges - Outside Community	124,000	124,000	19,573	16	31,608	25	124,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Sewer Charges - Industrial	1,132,000	1,132,000	104,060	9	318,553	28	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	48,859	17	58,995	20	291,000
Sewer Charges - Outside Community	1,700	1,700	0	0	0	0	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	5,942	10	31,782	53	60,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	13	0	1,376	28	5,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,548	6	9,055	36	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,715,000	0	0	0	0	1,715,000
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>5,205,800</u>	<u>5,205,800</u>	<u>361,891</u>	<u>7</u>	<u>876,173</u>	<u>17</u>	<u>5,205,800</u>

Town of Altavista
Fund Expenditure Totals
FY 2017
25% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Water Department							
Operations	1,176,000	1,176,000	100,453	9	241,269	21	1,176,000
Debt Service	422,250	422,250	0	0	243,913	0	422,250
CIP	2,289,600	2,289,600	387,129	17	880,134	38	2,366,600
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,887,850</u>	<u>487,582</u>	<u>13</u>	<u>1,365,316</u>	<u>35</u>	<u>3,964,850</u>
Wastewater Department							
Operations	1,175,450	1,175,450	80,438	7	215,944	18	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	142,500	40,894	29	40,894	29	142,500
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,317,950</u>	<u>121,332</u>	<u>9</u>	<u>256,838</u>	<u>19</u>	<u>1,317,950</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	180,891	8	457,213	19	2,351,450
Debt Service	422,250	422,250	0	0	243,913	0	422,250
CIP	2,432,100	2,432,100	428,023	18	921,028	38	2,509,100
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,205,800</u>	<u>608,914</u>	<u>12</u>	<u>1,622,153</u>	<u>31</u>	<u>5,282,800</u>

Town of Altavista
Water Department
FY 2017 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	570,400	570,400	40,869	7	131,076	23	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	17,276	7	33,765	14	234,500
Other Charges	163,850	163,850	14,007	9	33,971	21	163,850
Materials & Supplies	207,250	207,250	28,302	14	42,457	20	207,250
Debt Service	422,250	422,250	0	0	243,913	0	422,250
Capital Outlay	2,289,600	2,289,600	387,129	17	880,134	38	2,366,600
Transfer Out to Reserves	0	0					0
Total Expenditures	3,887,850	3,887,850	487,582	13	1,365,316	35	3,964,850

Town of Altavista
Wastewater Department
FY 2017 Expenditure Report
25% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	39,628	6	140,917	21	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	1,492	9	1,680	10	16,450	
Other Charges	312,300	312,300	31,012	10	53,111	17	312,300	
Materials & Supplies	170,200	170,200	8,305	5	20,236	12	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	142,500	40,894	29	40,894	29	142,500	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,317,950	121,332	9	256,838	19	1,317,950	

Town of Altavista
Fund Expenditure Totals
FY 2017
25% of Year Lapsed

State/Hwy Reimbursement Fund (Fund 20)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Operations	451,000	451,000	15,652	3	45,976	10	451,000
CIP	225,000	225,000	49,181	22	52,018	23	225,000
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>64,833</u>	<u>10</u>	<u>97,995</u>	<u>14</u>	<u>676,000</u>

Cemetery Fund - (Fund 90)	FY 2017 Adopted <u>Budget</u>	FY 2017 Amended <u>Budget</u>	FY 2017 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2017 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery - Operations - Total:	31,750	31,750	4,431	14	8,440	27	31,750
CIP	0	0					0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>4,431</u>	<u>8</u>	<u>8,440</u>	<u>15</u>	<u>56,750</u>

Town of Altavista
FY 2017 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway Maintenance	650,000	650,000	169,432	26	169,432	26	650,000
Street & Highway Maintenance/Carry Over	26000	26000	0	0	0	0	26000
Street & Highway Maintenance/Cash Discount	0	0	1.76	0	3.65	0	0
State/Highway Reimbursement Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>169,434</u>	<u>25</u>	<u>169,436</u>	<u>25</u>	<u>676,000</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	498	1	1,112	2	48,200
Maintenance - Pavement	150,000	150,000	1,483	1	4,944	3	150,000
Maintenance - Traffic Control Devices	56,800	56,800	5,451	10	9,358	16	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	0	0	0	0	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	4,025	8	16,909	34	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	4,194	5	13,654	17	80,000
State/Highway Reimb. Fund - Subtotal:	<u>451,000</u>	<u>451,000</u>	<u>15,652</u>	<u>3</u>	<u>45,976</u>	<u>10</u>	<u>451,000</u>
Improvements Other Than Buildings - New	225,000	225,000	49,181	22	52,018	23	225,000
Engineering - New							
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>225,000</u>	<u>225,000</u>	<u>49,181</u>	<u>22</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
Transfer Out - General Fund Reserve							
State/Highway Fund - GRAND TOTAL:	<u>676,000</u>	<u>676,000</u>	<u>64,833</u>	<u>10</u>	<u>97,995</u>	<u>14</u>	<u>676,000</u>

Town of Altavista
FY 2017 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	900	6	3,400	23	15,000
Interest/Interest Income	9,000	9,000	2,307	26	2,467	27	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>3,207</u>	<u>6</u>	<u>7,817</u>	<u>14</u>	<u>56,750</u>
EXPENDITURES							
Salaries and Wages/Regular	9,500	9,500	1,615	17	2,840	30	9,500
Salaries and Wages/Overtime	800	800	68	9	341	43	800
Benefits/FICA	800	800	122	15	228	29	800
Benefits/VRS	1,100	1,100	200	18	341	31	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	273	20	521	37	1,400
Benefits/Group Life	150	150	23	15	39	26	150
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	2,130	12	4,130	23	18,000
CAPITAL OUTLAY							
Machinery & Equip. - Replc.	0	0					0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - GRAND TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>4,431</u>	<u>8</u>	<u>8,440</u>	<u>15</u>	<u>56,750</u>

FY 2017 Cemetery Fund as of September 30, 2016

Town of Altavista

Grand Total of all Investments and Deposits

\$ 16,133,640.77

Balance as of September 30 , 2016

Non-Specific

Green Hill Cemetery 572,043.90

General Fund Reserves

Capital Improvement Program Reserves

3,492,136.79

Altavista EDA Funding 280,874.93 *

280,874.93

Enterprise Fund Reserves

Capital Improvement Program Reserves

225,058.54

PCB Remediation 577,818.83

Community Improvement Reserve 0.00

Police Federal 2,893.32

Police State 20,694.30

Public Funds Money Market Accounts

10,405,954.18 → Includes Funds \$85,294.43 for Proj 1A - Bedford Waterline

Operating Checking Account (Reconciled Balance) 556,165.98

Includes Funds \$375,037.02 for Proj 1B - Main St Waterline

DESIGNATED FUNDS 2,010,491.26

Reserve Policy Funds (This figure changes annually w/audit)

14,123,149.51

UNDESIGNATED FUNDS

-6,353,383.00

7,769,766.51

Policy \$ **General** **Enterprise** **Total**
4,965,030 1,388,353 6,353,383

NOTES:

Earmarked for Final Downtown Map-21 Project

-77,600.00

ED rem balance of \$35,000(website and marketing)

-6,240.00

FY 2015 Highway Carryover of Funds

-543,260.20

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-153,155.86

FY 14 Tank Maintenance

-50,000.00

FY15 Projected Carryover Needs

-140,000.00

FY 16 Projected Carryover Needs

-224,900.00

Transit Funding

-4,209.00

Funds for Project 1A - Bedford Waterline Improvement

-85,294.43

Concept presented at work session for improvements to

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house

-1,041,859.80

electric panels

Apprvd 5/10/16

Survey of canoe launch property

-850.00

Consensus of Council to obligate a min for the purchase

-40,000.00

4/26/2016

of site for canoe launch

6/14/2016

Canoe Launch to get site ready

-39,500.00

Paving parking area of the park on Woodland Ave;

-4,000.00

6/14/2016

included w Myrtle Lane paving

Funds for Project 1B - Main Street Waterline Improvement

-375,037.02

Dominion Service Line

-86,834.47

Budget

Earmarked for Pole Building (020-CIP item)

-75,000.00

Budget

Earmarked for repl. of 1999 dump truck (CIP Item)

-85,500.00

Budget

Earmarked for repl. of 2004 Street Sweeper (CIP Item)

-50,000.00

Broadband Grant

-30,000.00

UNDESIGNATED RESERVE FUND BALANCE

4,606,525.73



Agenda Item: 8a

Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 11, 2016

Agenda Item: Consideration of Request to Campbell County for Conveyance of English Park

Summary: At Council's September 27th Work Session, a Community Input Session was held in regard to the possibility of Town Council requesting the Campbell County Board of Supervisors to conduct a public hearing on this item. Three residents appeared before Council expressing their interest in this moving forward. Previously the Altavista Recreation Committee forwarded their recommendation that the Council pursue this property and submitted 249 signatures, with 102 of those listing their home address as being in the Town of Altavista.

Staff seeks from Council any direction that needs to be pursued in regard to this item.

Action(s) requested or suggested motion(s): Per Council's discussion.

Staff Review Record

Are there exhibits for this agenda item? No

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 11, 2016

Agenda Item: Dalton's Landing Canoe Launch Update

Summary: After receiving a final determination from Campbell County that purchase of the Dalton property for the proposed canoe launch site was not the best option, Mr. Eller amended the purchase agreement so that the Town would receive the property as a permanent recreational easement. This contract was executed on September 13, 2016; however, the option expiration date and the purchase price remains the same, \$40,000 and May 15, 2017 respectively.

Grant Updates: As you are aware Emelyn Gwynn applied for and received a grant from Dominion Virginia Power. AOT has received \$10,000 that is to be used for the development of the canoe launch site. The Town has been notified by the Department of Conservation & Recreation (DCR) that the Town has been awarded a Virginia Land and Conservation Fund (VLCF) grant in the amount of \$23,313. This is a 50/50 matching grant so the amount requested for the project was \$46,625. These grant funds are to be used to purchase the recreational easement from the Dalton family, legal fees, survey fees, appraisal fees, title insurance, recordation fees, and an environmental site assessment. The actual grant amount will be based on the appraisal and could be less than the awarded amount, but not more.

Staff received notice from DCR that no awards were given to any applicant for the Land & Water Conservation Fund applications (LWCF). (See attached letter) Another LWCF grant cycle will be opened in late 2016 or early 2017; however, the Town's project may not be eligible as the lower limits for the cost of the project may be increased and exceed the cost of our project. If Council directs staff, and the Town remains eligible, an application will be resubmitted. Currently there is one pending DCR grant, the Recreational Trails Program (RTP), with notifications expected at any time. This grant is an 80/20 matching grant in the amount of \$338,775 with DCR's portion being \$271,020 and Town match of \$67,754.

Staff received notification on October 4th from the application staff submitted to the Timken Foundation that the Town has been awarded \$55,000 from the Foundation. (See attached letter) Presentation of the check to the Town from Timken has been scheduled for Monday afternoon, October 10th, at the proposed canoe launch site.

Staff will continue seeking funding from local foundations and grant opportunities until directed otherwise by Council.

Budget Update: The estimated budget for this project is \$429,000. Based on the grant update information and funds appropriated by Town Council, \$167,813 has been raised or appropriated. Town allocated funds (\$69,350), Timken (\$55,000), Dominion (\$10,000), VLCF (\$23,313)



Project Update: Staff has received two quotes for the design of the site but design has not begun. As previously directed by Town Council at your June 14, 2016 meeting, staff will contract with an engineering firm and begin design of the site. A delay in the design was due to Campbell County zoning regulations not permitting the purchase of the land as originally planned. Staff worked with DCR, Campbell County, and the property owner and reached an agreement that works for all parties, including the Town. This was an important detail that had to be worked out prior to investing funds in a design plan.

Having a completed design in hand serves two primary purposes. First, an engineer's estimate of probable costs will be available and likely more accurate than the current 'conceptual' design budget. Secondly, the design is a big step towards having our site 'shovel ready' and that will significantly strengthen any future DCR grant applications.

The survey showing the recreational easement has been completed and approved by Mr. Dalton and Ms. Sandy Shackelford with Campbell County. It will be recorded when the Deed for the recreational easement Deed is executed. Staff will be receiving, reviewing and executing the agreement from DCR for the VLCF grant within the next two weeks. This contract will run through September 2018 and staff will have the appraisal completed along with the environmental assessment.

Staff recommendation, if applicable: None

Action(s) requested or suggested motion(s): Once the VLCF grant agreement is executed staff requests approval to proceed with purchase of the recreational easement from Mr. Dalton. Additionally, staff seeks direction from Council for the overall direction of the project. Does Council want staff to continue seeking grant and foundation funding? Does Council want staff to expand this to seek private and business donations? Does Council have a threshold for the funding amount necessary to move this project to the construction phase?

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? LWFC Letter, Timken Letter

Department Head initials and comments, if applicable: DNW

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: JWC

Molly Joseph Ward
Secretary of Natural Resources

Clyde E. Cristman
Director



Rochelle Altholz
*Deputy Director of
Administration and Finance*

David C. Dowling
*Deputy Director of
Soil and Water Conservation
and Dam Safety*

Thomas L. Smith
Deputy Director of Operations

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

August 15, 2016

Mr. Dan Witt, Assistant Manager
Town of Altavista
Post Office Box 420
Altavista, Virginia 24517

Dear Mr. Witt:

Thank you for your application to the 2016 Land and Water Conservation Fund grant cycle that closed on May 26, 2016. The Department of Conservation and Recreation (DCR) appreciates the time and effort exerted in submitting grant applications. DCR has completed the review of the applications received.

Since the time in which the grant round was announced, there have been several developments that impacted the outcome. First, with the calculation of the new Indirect Rate released by the National Park Service this spring, combined with the commitment of funds necessary for development of the Virginia Outdoors Plan, there was less funding available for this grant round (which was Virginia's 2015 apportionment) than originally anticipated. Secondly, there has also been a desire expressed by DCR administration to revisit the Commonwealth's Open Project Selection Process for LWCF grants. Consequently, a decision has been made not to fund projects under the current round, but to combine those funds with the 2016 apportionment, which will make approximately \$2.6 million available for the next grant round.

DCR plans on announcing the next Land & Water Conservation Fund grant round in the fall, and I strongly encourage you to re-apply at that time. As with all our recreational grant programs, information regarding new grant cycles will be made available to eligible applicants via email notifications and the DCR website at <http://www.dcr.virginia.gov/recreational-planning/lwcf>.

Thank you again for your interest in the Land and Water Conservation Fund program.

Sincerely,

A handwritten signature in black ink, appearing to read "Danette Poole".

Danette Poole
Planning & Recreation Resources Division Director

C: Tom Smith, Deputy Director of Operations
Synthia Waymack, Grants Administrator

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*



TIMKEN FOUNDATION *of Canton*

200 Market Avenue North - Suite 210 • Canton, Ohio 44702-1437 • TEL: (330) 452-1144 • FAX: (330) 452-2306

September 23, 2016

Daniel Witt
Assistant Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

Dear Mr. Witt:

Please find enclosed Timken Foundation of Canton check #4237 in the amount of \$55,000 as payment of the Foundation's grant to your organization to create the Dalton Landing Canoe Launch.

In keeping with the Foundation's policy not to accept gifts in return for this grant, we ask only that the payment be acknowledged by sending a receipt to the Timken Foundation of Canton and provide a final report to the Foundation when the project is completed.

I wish you much success with your project.

Sincerely,

James M. Gresh
Secretary

Cc: Tim Hicks, The Timken Company

Enclosure



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: October 11, 2016

Agenda Item: Main Street Paving Update

Summary: Staff has been working with VDOT in regard to the scheduling and striping of Main Street. VDOT has indicated that milling will begin on Sunday, October 16th at 7:00 p.m. and the paving should be complete by October 26th. VDOT will need to temporarily stripe the new paving as it is currently laid out to give them enough time to change the overhead traffic signals to align with the new layout. The striping of the new layout should occur in late October/early November. This section of the project goes from Pittsylvania Avenue to a point between Hughes Avenue and Wood Lane (Map attached).

The remainder of the project area out to Riverview Drive requires the Town to repave up to the centerline of Main Street on the side that was disturbed during the waterline project (Map attached). VDOT is considering whether to proceed with paving the other half of Main Street in this area at this time, it is on their schedule for 2018. Staff will update Council on this item during the meeting, if information is available.

Action(s) requested or suggested motion(s):

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? VDOT paving map; Town paving map

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Campbell County, VA

Legend

- Street Names
- Lot Numbers
- County Boundary
- HiddenRoadCenterline

VDOT
PAVING
AREA



Feet
0 200 400 600 800
1:9,028 / 1"=752 Feet

Title:

Date: 10/7/2016

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.

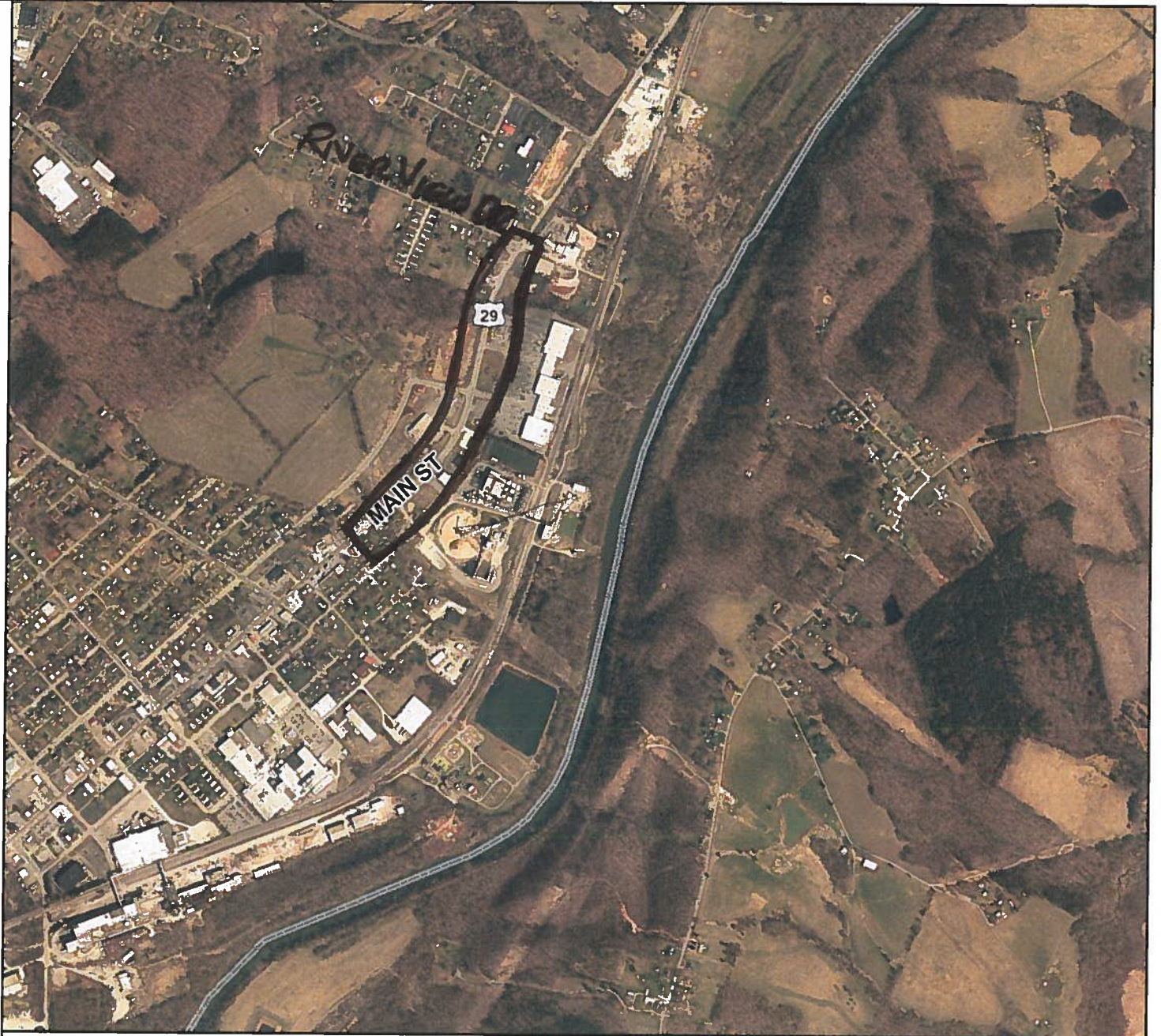
Campbell County, VA

Legend

- Street Names
- County Boundary
- HiddenRoadCenterline

Town
PAVING
AREA
* NORTH BOUND
LANE ONLY

Feet
0 500 1000 1500 2000
1:18,056 / 1"=1,505 Feet



Title:

Date: 10/7/2016

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, Virginia Regular Meeting Agenda Form

Meeting Date: October 11, 2016

Agenda Item: WWTP Emergency Overflow Pond PCB issue follow up

Summary: Staff forwarded to Council the request of Dr. Kevin Sowers, University of Maryland Baltimore County, in regard to assistance with the mixing of the sediment in his caissons at the EOP. Staff is reviewing the protocol that would need to be in place for this to be done in a safe manner for our employees. If feasible, it would be staff's recommendation to honor Dr. Sowers' request.

In addition, staff has researched the cost of the mulberry trees that were mentioned at the last Council Work Session and the cost was \$196.33 for ten (10) trees. If Council would like to proceed with replanting mulberry trees at the previous site, it may be worthwhile to sample the area and compare with the 2014 samples from Plot 7 prior to planting the trees to further establish a benchmark.

Also, attached is the email from DEQ regarding the outstanding questions in regard to sampling and disposal of sludge. These were items that we had previously requested from DEQ.

Action(s) requested or suggested motion(s):

Staff Review Record

Are there exhibits for this agenda item? Yes

List them in the order they should appear in packet? Email (Dr. Sowers); Email (DEQ)

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Waverly Coggsdale III

From: Kevin Sowers <sowers@umbc.edu>
Sent: Friday, October 07, 2016 9:44 AM
To: Waverly Coggsdale III
Subject: Re: EOP Project Update

Mr. Coggsdale-

I just wanted to follow up to find out how the reports were received by the Council.

Moving forward I think the caisson should be mixed again to see if this will continue to accelerate the degradation process. Since this does not involve adding new amendments to the caissons would this be something that the town could do? It would probably require no more than four hours work by one person. The pump is already at the site (last time I saw) and it would involve bringing out a generator and mixing the sediment in each caisson as we did the first time in 2015. We would plan on coming out in Spring next year (2 year post-treatment) to take more samples. From these we would determine the extent of degradation and whether mixing alone is adequate or if the amendments had some effect. At that time we might be able to model the extent of degradation that can be achieved for the entire pond as I described in the report. If this can be arranged I will send more specific instructions.

Thank you.

Kevin

Waverly Coggsdale III

From: Deppe, Russell (DEQ) <Russell.Deppe@deq.virginia.gov>
Sent: Thursday, October 06, 2016 4:00 PM
To: Waverly Coggsdale III
Cc: Anderson, Meade (DEQ); Evans, Chris (DEQ); Timmins, Rob (DEQ)
Subject: RE: Altavista Follow Up

Mr. Coggsdale,

In response to question A., pursuant to the "Altavista Wastewater Treatment Emergency Overflow Pond Human Health Risk Assessment" dated October 2010, a maximum PCB concentration of 50 ppm, based upon 95% UCL statistical calculations, is the targeted post cleanup remedial end point for the site. Therefore, a hotspot would not automatically mandate further remediation as long as the results of the UCL statistical calculation show a concentration that is less than 50 ppm.

In response to question B., pursuant to 9 VAC 20-81-630(D), PCB waste of with concentrations of less than 50 ppm is allowed by law to be disposed in a permitted Sanitary or Industrial landfill provided they have a liner and leachate collection system consistent with current regulations. Due to the nature of this material, even if it is below 50 ppm, it is recommended that Altavista make a special waste request with the landfill prior to disposal.

If excavation of remediated sludges takes place and the disposal sampling indicates the material is equal to or exceeds 50 ppm PCBs then the material may require disposal as PCB remediation waste and may require disposal at a special out of state facility.

Hopefully this adequately answers your questions. If you have any further questions please do not hesitate to contact me.

Regards,

Russell

Russell F. Deppe, Esq.
Land Protection Legal Advisor
Virginia Dept. of Environmental Quality
629 E. Main St.
Richmond, Virginia 23219
804-698-4251
russell.deppe@deq.virginia.gov
www.deq.virginia.gov



Town Manager's Report – For Month of September 2016

Main Street Waterline Project (Project 1B)

- Substantial Completion inspection scheduled for Tuesday, September 13th at 10 AM.
- Main Street is fully reopened to traffic.
- VDOT paving is scheduled to begin on Sunday, October 16th at 7:00 p.m.

Booker Building

- Photo documentation of building.
- USDA has been contacted in regard to possible “planning” grant.
- Met with Mr. Law to review building and renovation possibilities.
- Preliminary Report will be submitted to Council in October.

WWTP EOP – PCB Remediation

- Response received from DEQ in regard to sampling criteria and disposal of sediment.

YMCA Family Center Roof Replacement **COMPLETED**

Compensation/Classification Plan Study

- Kick off meetings with Department Heads and all employees conducted on August 2nd and 3rd.
- The process will take up to four (4) months.

Monthly Report to Council

Date: October 11, 2016
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: September 2016 Reporting

NOTE: Staff on vacation 1st two weeks or September

1. Zoning/Code Related Matters: September 2016 Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
7-Sep	043-16	Roy Floyd, 1513 Pine Grove Ct, Altavista	Accessory building on site
7-Sep	044-16	Kristin Ray, Raleigh NC	Renovations to relocate ABC store to 105 Clarion Road
28-Sep	045-16	IHM McBride Signs Lynchburg, VA	New State Farm Sign at 701 Broad Street

- Burn Permits issued to Grace Community Church and Scott Lowman.
- 2 grass notice violations sent out.

2. Site Plans Reviewed and/or Approved:

- None

3. Planning Commission (PC) Related:

- Completed October packets and staffed October meeting.

4. AOT Related

- Nothing noted.

5. ACTS Related

- Validated daily ridership and revenue for bus system (September) - see bus report.
- Rider tallies validated and submitted to DRPT.

6. Projects and Administrative Related:

- Updated GIC
- Continuing to deal with vulture complaints on several occasions in Moseley Heights. Using both pyrotechnics for dispersion and also killing some birds using the Federal permit that was issued.
- Continued working with Springsted on the Classification and Compensation Study project. The proposed classifications will be presented to staff for review by mid-October and a peer comparison survey will be requested during that same time frame.
- DCR notified staff of a grant award for purchase of the recreational easement and other soft costs.

- Dump truck, was re-advertised and sold.
- Completed TC reports for staff and ACTS and attended TC work session.
- Completed and submitted 2 VDOT Smart Scale applications for AES turn lane and access road and intersection of Lynch Mill and Clarion Roads.
- Attended Manager's/Assistant's luncheon in Lynchburg.
- Certified TOA August bank statements.
- Began work on the 2017 Town Calendar.
- Working with the Farmer family on sign at English Park.



To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: September 2016 Economic Development Update

Networking:

- Staff attended the Lynchburg Regional Alliance economic development marketing meeting.
- Staff attended working committees of the Altavista Chamber of Commerce.
- Staff attended VEDA conference.
- Staff attended meeting VTI Industrial leaders meeting.

Existing Business and Retention

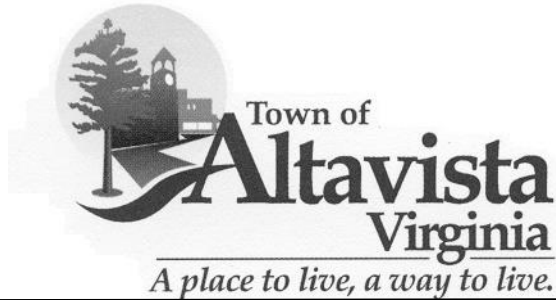
- Staff met with officials from BGF.
- Staff met officials from Abbott.
- Staff met with officials from Rage.
- Staff met with officials from the Standard.
- Staff met with officials at Altavista Instrumental and Controls.

Marketing

- Staff is developing new targeted sector marketing campaign for the craft beer industry.
- Staff continued marketing campaign with WKDE.

Develop Products

- Staff is continuing a dialogue with Hub-Scrap on the time line for clean-up of debris at the Lane site. Staff is working with officials from Hub Scrap on a possible redevelopment plan for the former Lane site.



David T. Garrett, Jr. Director of Public Works • P.O. Box 420, Altavista, VA 24517
Telephone: (434) 369-6050 • Fax: (434) 369-6981 • dtgarrett@altavistava.gov

Public Works / Utility Report September 2016

During the month of September, the Public Works / Utility Crews were busy with the following Maintenance, Repairs, and other assorted task.

These activities reflect the Town Wide Goals of Stewardship, Public Safety and Improving Customer Service as well as Improving Altavista's Environment and Image.

Work Orders in Progress 85
Work Orders Declined 37
Work Orders Closed 447

Utility Department - Water Distribution

○ Located Miss Utility Tickets-----	51
○ Water Turn On / Turn Off(s)-----	25
○ Read Monthly Meters-----	63
○ Read Quarterly Meters-----	1,191
○ Meters-----	103.50 Man Hours
○ Tanks-----	39.50 Man Hours
○ Work at Water Treatment Facility-----	6 Man Hours

Utility Department - Sewer Distribution:

○ Push Camera Footage-----	25 Feet
○ Sludge Hours to Landfill-----	18.50 Man Hours
○ Other Water & Sewer Utility Hours-----	328 Man Hours

Street Department:

- Litter Pick up-----19 Bags
- Weed Control-----50 Gallons
- Sweeping Streets-----36 Miles
- Storm Drain Footage-----190 Feet
- Asphalt Tonnage-----12.66 Tons
- Weekend Trucks-----3 Trucks
- Other Traffic Roadside Maintenance On Streets----- 305 Hours

Buildings & Grounds and Sanitation:

- Green Hill Cemetery – Burial-----1 Burial
- Brush Collected Stops-----174 Stops
- Brush Collected Loads-----7 Loads
- Bulk Collection Stops-----203 Stops
- Bulk Collection Tonnage-----18.43 Tons
- Solid Waste Tonnage-----81.71 Tons
- Labor Hours at Green Hill Cemetery to maintain Grave Sites-----59.50 Hours
- Maintain Park Buildings-----81.50 Man Hours
- Maintain Parks, Mowing, Flowers Beds, Weed Control-----279.50 Man Hours

Special Projects:

- N/A

Water Department Report:

Water Production:

- Water Plant: 70.09 million gallons of raw water treated.
- Water Plant: 66.26 million gallons of finished water delivered.
- McMinnis Spring: 7.87 million gallons of finished water treated.
- McMinnis Spring: average 271,167gallons per day and run time hours 17 a day.
- Reynolds Spring: 6.16 million gallons of finished water treated.
- Reynolds Spring: average 212,733 gallons per day and run time hours 12 a day.

Water Consumption From:

- Campbell County Utility and Service Authority: **15,856,104** Gallons

Water Sold:

- Town of Hurt **3,186,670** Gallons
- Dominion **19,049,400** Gallons

Water Plant Averages for July 2016:

- **Weekday: 20.3 hrs./ day of production**
2,426,364 gallons treated / day
- **Weekends: 17.8 hrs./ day of production**
2,088,750 gallons treated / day

Water Plant Projects:

- Flushed Out Filter Line 1-5
- Monthly samples completed
- Solids tank mixers repaired and installed.
- Dearing Ford Road tank maintenance complete, BACTs good and tank back in service
- New starter purchased for 1.5 MGD Finish pump. Installed, but still having a problem with pressure switch...to be tested/fixed in October.
- New #1 Raw Chlorine pump online and operational. #2 onsite and to be installed and new line run in October
- Standard Operating Procedure Book (ongoing)
- Job Hazard Analysis Book (ongoing, with good progress)
- Safety Manual (ongoing)

Wastewater Department Report

- IALR sampled switch grass test pots
- Public works mowed EOP
- Repaired Zero turn mower
- Replaced hydraulic cylinders on UV system Bank A
- Normal Monthly Work Session with Council
- Repaired Polyblend unit in Solids Handling
- Meeting with Abbott concerning discharge meter
- Main Pump Station pump replacement (CIP) 9/27/16
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance

Sludge Processed	108 wet tons
Gallons of Water Treated	58.97 MG

Plant Efficiency	
BOD Reduction	99%
TSS Reduction	97%

ACTS RIDER TALLY

September 2016 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
1-Sep				66	66	66		191	191
2-Sep				97	97	163		191	382
3-Sep				71	71	234		111	493
5-Sep	Labor Day No Bus Service			0	0	234			493
6-Sep				103	103	337		192	685
7-Sep				96	96	433		191	876
8-Sep				76	76	509		191	1067
9-Sep				94	94	603		189	1256
10-Sep				51	51	654		111	1367
12-Sep				103	103	757		195	1562
13-Sep				122	122	879		191	1753
14-Sep				81	81	960		193	1946
15-Sep				71	71	1031		190	2136
16-Sep				71	71	1102		189	2325
17-Sep				49	49	1151		111	2436
19-Sep				125	125	1276		193	2629
20-Sep				154	154	1430		194	2823
21-Sep				86	86	1516		193	3016
22-Sep				64	64	1580		191	3207
23-Sep				91	91	1671		191	3398
24-Sep				61	61	1732		112	3510
26-Sep				89	89	1821		194	3704
27-Sep				122	122	1943		192	3896
28-Sep				76	76	2019		190	4086
29-Sep				73	73	2092		190	4276
30-Sep				92	92	2184		189	4465
292 Hours	Total Riders to date: 6,229					Counter Sales	\$ 90.00		
	Total Revenue to Date \$ 90.00					Total Month Revenue	\$ 90.00		
	Days Run-	29.2	Average daily riders	74.8					
	Total days run	87.1			Average daily riders YTD	71.5	TOTAL MILES	13,747	

Main Street Coordinator September Monthly Report



Conferences and Presentations

- Attended Lynchburg Business Magazine 20 Under 40 event
- Attended Christmas Parade Meeting with the Chamber of Commerce
- Presented 616 Broad Street Feasibility Study at Town Council Work Session
- Attended Lunch to Learn session at SBDC on building strong board of directors for non-profits

Business Visits

- Met with Todd Beck from the Standard Insurance company
- Met with Commonwealth Vape Shop
- Met with Pretty Please On Broad who has hired an additional person
- Met with Main Street Shoppes
- Met with the new store Hyacinths
- Met with Altavista Appliance

AOT

- Held Pop Up Altavista classes, Sept. 6, Sept. 13, Sept. 27
- Coordinated with volunteers to prepare for scarecrow stroll
- Held monthly board meeting, Sept. 8
- Filled in VDOT application for Christmas Parade
- Met with Jamie Glass to put together work plan presentation\
- Presented sponsorship awards to NAPA auto parts and Miller's Jewelry Store for cruise in sponsorships

Economic Development

- Watched "10 Key Trends for Economic Development Websites" webinar

Marketing and Promotions

- Spoke with WLNI with the SBDC about Pop Up Altavista
- Scarecrow stroll promotion, wrote press release for The Altavista Journal

- Wrote article about Pop Up Altavista for the National Main Street Magazine

~ October 2016 ~						
◀ Sep 2016						Nov 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 First Saturday Trade Lot
2	3 Altavista On Track Scarecrow Stroll Begins Planning Commission 5:00 PM	4	5	6	7	8
9	10 Columbus Day	11 Council Meeting 7:00 PM	12	13	14	15
16	17	18	19	20	21	22
23	24	25 Council Work Session 5:00 PM Avoca Museum's Volunteer Dinner 6:00 PM	26	27	28 Avoca Museum Closes for Tours for 2015 Season	29
30	31 Halloween Planning Commission 5:00 pm	Notes:				

~ November 2016 ~						
◀ Oct 2016						Dec 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5 First Saturday Trade Lot
6	7	8 Election Day	9	10	11	12
13	14	15	16	17	18	19
20	21	22 Council Meeting/Work Session 5:00 PM	23	24 Thanksgiving Day Town Offices Closed AOT Giblet Jog	25 Black Friday Town Offices Closed	26 Chamber of Commerce Shop Small Saturday
27	28	29	30	Notes:		