



Town of Altavista

Town Council

Regular Meeting Agenda

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

Tuesday, August 8, 2017

7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Pledge of Allegiance
4. Approval of Agenda..... p. 1-2
5. Recognitions and Presentations

6. Public Comments

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.

7. Consent Agenda

- a. Approve minutes (Attachment #2a) p. 3 - 17
 - i. Council's Regular meeting July 11, 2017
 - ii. Council's Work Session July 25, 2017
- b. Acceptance of Monthly Financial Reports p. 18 - 20
(All except Check Register, provided under separate cover)
- c. Budget Amendments (Attachment #2c)p. 21 – 31
- d. VDH Grant Application – Emergency Electrical Power Engineering (Attachment #2d)p. 32 - 43

8. Public Hearing

- a. Text Amendment – Zoning Ordinance – Section 86-32, 86-192, 86-482, 86-483 – “Non Profit Facility” and “Personal Service Business” developmental standards (Attachment #3).....p. 44 – 51

9. New/Unfinished Business (20 minutes)

- a. Planning Commission Update/Request (Attachment #4)p. 52

10. Reports

- a. **Town Manager's Report (Attachment #5)**..... p. 53
- b. **Departmental Reports (Attachment #6)**.....p.54 – 67

11. Informational Items/Late Arriving Matters

- a. **Calendars (Attachment #7)**.....p.68 - 69
- b. **Correspondence**

12. Matters from Council**13. Closed Session (If necessary)**

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

Section 2.2-3711 (A)(7) regarding consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provisions of legal advice by such counsel.

14. Adjournment**UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar**

(All meetings are at Town Hall unless otherwise noted)

Tuesday, August 22, 2017 @ 5:00 p.m.	Town Council Work Session
Wednesday, August 30, 2017 (1:00 – 7:00 PM)	Town Council Strategic Planning Retreat (Train Station)
Tuesday, September 12, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, September 26, 2017 @ 5:00 p.m.	Town Council 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.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

Agenda Placement: | Consent Agenda |

Subject Title: | Minutes |

SUBJECT HIGHLIGHTS

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's regular meeting held July 11, 2017; and the Council's Work Session held on July 25, 2017. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

Staff recommendation, if applicable: Approval

Action(s) requested or suggested motion(s): Motion to approve the minutes of the July 11, 2017 Regular Meeting; and the July 25, 2017 Work Session.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Minutes (July 11, 2017 & July 25, 2017)**

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*

Regular Council Meeting—July 11, 2017

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 July 11, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. David Bayse, Altavista Ministerial Association, gave the invocation.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Timothy George
Mr. Jay Higginbotham
Mrs. Tanya Overbey

Council members
absent:

Mr. Tracy Emerson

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, Public Utilities Director
Mr. John Eller, Town Attorney
Miss Emelyn Gwynn
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox asked if there were any questions or changes to the agenda.

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

Motion carried:

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

5. Recognitions and Presentations
6. Public Comment

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

No one came forward.

7. Consent Agenda
 - a) Minutes- Regular Meeting June 13, 2017/Council’s Work Session June 27, 2017 –The Council approved the minutes of the Council meeting and Council Work Session meeting.
 - b) Monthly Finance Reports-Council approved the monthly reports
 - i. Invoices
 - ii. Revenues & Expenditures Report

Regular Council Meeting—July 11, 2017

- iii. Reserve Balance/Investment Report
- c) Budget Amendments
- d) Lynchburg Daily Bread Property Use Agreement
- e) AOT “So Long Summer” Event—Street Closing Request

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

Motion carried:

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

8. Public Hearing

a. Special Use Permit—102 Frazier Road—Bed and Breakfast

Mr. Witt addressed Council in regards to the request for a Bed and Breakfast at 102 Frazier Road. He advised this was a two-step process. Initially a Bed and Breakfast was not allowed to be operated by a tenant only the property owner living at the residence. After researching, other localities within the region allowed tenants to operate a Bed and Breakfast, Council (at the Planning Commission’s recommendation), changed the code to allow this. Mr. Joseph Davis filed a Special Use Permit to operate a Bed and Breakfast at 102 Frazier Road. Mr. Witt noted staff properly advertised the public hearing for the Planning Commission and the Council meeting. Mr. Witt added no one spoke for or against the requested use. It is the recommendation of the Planning Commission to approve the application with developmental standards with conditions set forth in Section 86-507 (a) of the Altavista Town Code. Mr. Witt stated the Planning Commission recommends approval because they felt this use was consistent with the Town Code, the cosmetic improvements would be beneficial to the area, a Bed and Breakfast will provide a service to the community, specifically Autumn Care families, and operation of a Bed and Breakfast by a tenant is in line with other Region 2000 communities.

Mayor Mattox opened the public hearing at 7:05 p.m. and asked if anyone would like to comment. No one came forward. Mayor Mattox closed the public hearing at 7:06 p.m.

Mr. George, seconded by Mrs. Brumfield, motioned to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Joseph Davis for 102 Frazier Road (84-A-2A) to include the developmental standards for a Bed and Breakfast contained in Section 86-507 of the Town Code.

Motion carried:

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

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9. New/Unfinished Business

a. Street/Alley Paving Award

Mr. Coggsdale advised at the June Town Council Work Session, Council reviewed staff's recommendation concerning street and alley paving which included the bids for the indicated work. This would also include paving at English Park that was included in the FY2018 Capital Improvement Plan. The cost of the paving will be split between Highway Funds (FY2017 Carryover and FY2018 Appropriated) and Town funds. He stated it is estimated that \$464,000 will be Highway Funds and up to \$66,650 is appropriated for the English Park paving as well as \$100,000 for the paving of alleys. The billing would be based on actual material and equipment used on the job. Mr. Coggsdale added it is staff's recommendation to award the paving, as outlined, to Lawhorne Brothers Paving.

Mr. George referred to some of the dead-end streets having no turnaround and asked if there are any long term plans to correct this.

Mayor Mattox asked that this item be added to a future work session; identifying the dead-end streets.

Mr. Higginbotham asked if streets and alleys have been identified that are in worst shape than others.

Mr. Garrett stated he had and was going around making the continuation of streets to be in the next cycle.

Mr. Higginbotham asked if the patching could be completed and overlaid this summer.

Mr. Garrett stated he plans to and will be meeting with the contractor once the paving plan is finalized.

Mrs. Overbey, seconded by Mr. George, motioned to approve the paving, as outlined, and award the contract to Lawhorne Brothers Paving.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Abstained
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Abstained
	Mrs. Tanya Overbey	Yes

b. Planning Commission Update/Request

Mr. Coggsdale advised at the June Town Council Work Session, Council was briefed on the Planning Commission's review of a requested use relating to "non-profit" organizations that was not listed as a permitted use in the Zoning Ordinance. After review, the Planning Commission requested a draft ordinance, which they then reviewed and conducted a public hearing on at their last meeting. The Planning Commission is requesting that the Town Council schedule a public hearing concerning the proposed text amendment for their Tuesday, August 8th meeting. Mr. Coggsdale presented Council with supporting information related to the request and a copy of the draft text amendment.

Mr. Higginbotham, seconded by Mr. George, motioned to schedule a public hearing for the Tuesday, August 8th regular Town Council meeting concerning the proposed text amendment to the Zoning Ordinance as outlined.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Timothy George	Yes

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Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

c. Purple Heart Community Designation

Mr. Coggsdale advised at the June Town Council Regular Meeting, Council heard a presentation about the Town being designated as a Purple Heart Community and it was further discussed at the June Work Session. Staff contacted Campbell County and they indicated that any items they did in association with the designation of being a Purple Heart Community were optional. They marked a parking space at the Citizen Services Building and provide tax relief to veterans. Mr. Coggsdale advised it is staff’s recommendation to adopt the resolution and seek designation as a Purple Heart Community, as long as there are no financial obligations and noted each year Purple Heart Day is observed on August 7th.

Mr. Coggsdale added last year, Council was approached about having a Purple Heart Monument located near the War Memorial. He presented Council with a diagram for review. The monument would have the following dimensions; the die (upper section) would be 4’ 8” x 8” x 4’ and the base would be 5’ x 1’ 2” x 8”. Staff sought permission to work with the appropriate individuals to have the monument placed at an agreed upon location.

Mr. Higginbotham, seconded by Mrs. Brumfield, motioned to adopt the resolution

Motion carried:

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

RESOLUTION

WHEREAS, the Town of Altavista has always supported its military veteran population, and
WHEREAS, the Purple Heart is the oldest military decoration in present use and was initially created as the Badge of Military Merit by General George Washington in 1782, and
WHEREAS, the Purple Heart was the first American service award or decoration made available to the common soldier and is specifically awarded to members of the United States Armed Forces who have been wounded or made the ultimate sacrifice in combat with a declared enemy of the United States of America, and
WHEREAS, the mission of the Military Order of the Purple Heart is to foster an environment of good will among the combat-wounded veteran members and their families, promote patriotism, support legislative initiatives, and most importantly – make sure that we never forget, and
WHEREAS, the Altavista area has a large, highly decorated veteran population, including many Purple Heart recipients, and
WHEREAS, The Town of Altavista appreciates the sacrifices that this region’s Purple Heart recipients have made in defending our freedoms and believes it is important that we acknowledge those veterans for their courage and sacrifice, and show them the honor and support that they have earned;
NOW, THEREFORE, BE IT RESOLVED THAT the Altavista Town Council does hereby proclaim the Town of Altavista as a Purple Heart Community and calls upon its sister localities in Region 2000 to adopt similar resolutions and to designate this metropolitan area as a Purple Heart Region in recognition of the service and sacrifice of its combat-wounded veterans and in deep appreciation for their service to this community and their country.

Adopted: _____

Certified: _____

Clerk of Council

It was the consensus of Council to allow staff to work with the appropriate persons in regards to installing a Purple Heart Monument near the War Memorial.

d. Council Strategic Planning Retreat Discussion

Mr. Coggsdale advised the Town Council Strategic Planning Retreat has been scheduled for Wednesday, August 30th at the Altavista Train Station. The retreat will begin at 1:00 p.m. and continue until 7:00 p.m. He added if Council decides not to include a dinner break then the ending time may be sooner. Mr. Kim Payne, former Lynchburg City Manager, will be facilitating the retreat.

Mr. Kim Payne, former Lynchburg City Manager, addressed Council noting this will be the third retreat he has facilitated since retirement. He stated his goal in the retreat is for Council to feel good about what has been accomplished on that date. Mr. Payne noted he will contact each Council member regarding the topics to be discussed at the retreat.

After discussing, it was decided that Mr. Payne would add a break time in the agenda to allow for snacks.

10. Reports

a. Town Manager's Report

Strategic Planning Retreat

Scheduled for Wednesday, August 30th at the Altavista Train Station.
Mr. Kim Payne will be facilitating the Retreat.

Staunton River RIFA

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
Staff working with Peed & Bortz on the Utility Assessment for this project.
Draft report due mid-July.

Broadband Planning Study

Staff working on additional information and implementation scenarios.
Staff reviewing funding options.

Campbell Avenue Drainage Project

Engineer preparing bid documents.
Staff evaluating funding options.

Rt. 43 Gateway Project (Streetscape/Utilities)

VDOT completing reviewing engineer contract. Once approved, engineer will begin the design phase of the project.
Staff evaluating funding options for the Utility portion of the project.

Water Plant Projects

Water Treatment Plant Electrical Updates project (Southern Air)
Submittals of electrical components at 85% review.
Work on site should begin in next two weeks.
SCADA Phase I project (Moore's Electric) completed.
Facility Assessment and Improvement Plan (FAIP)
Consultant meeting with staff on Water Treatment Plant and Distribution
Technical Review
Consultant reviewing Wastewater Treatment Plant and Collection information.

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Springs Fluoride Improvement Project
Equipment purchased – Reimbursement request sent to VDH
Engineering working on design plans.
Capital Improvement Projects
Clarifier Rebuild – Working on cost estimate for design drawings
Tandem Dump Truck – Ordered
Skid Steer - Getting bids on this item.
Abbott meter and vault – Working with staff to build vault.
Right of Way Clearing - working with contractor on removal of trees on Clarion
Tank lot and continuing annual clearing of right of ways/easements.

b. Departmental Reports

11. Informational Items/Late Arriving Matters

a. Calendars-July/August

12. Matters from Town Council

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

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

Motion carried:

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

Council went into closed session at 7:25 P.M.

Notice was given that council was back in regular session 7:37 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

NOW, THEREFORE, BE IT RESOLVED 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.

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Motion carried:

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

14. Adjournment

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

The meeting was adjourned at 7:38 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION JULY 25, 2017

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 July 25, 2017 at 5:00 p.m.

Council members
present:

Mayor Michael Mattox
Mrs. Micki Brumfield
Mrs. Beverley Dalton
Mr. Tracy Emerson
Mr. Timothy George
Mrs. Tanya Overbey

Council members
absent:

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
Chief Mike Milnor, APD
Mr. David Garrett, Director of Public Works
Mr. John Eller, Town Attorney
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as presented.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Micki Brumfield	Yes
	Mrs. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

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

Mrs. Carol Day, 1403 Bedford Avenue, addressed Council and suggested Council consider making the tennis courts at the Bedford Avenue Park a parking lot for the park.

Mayor Mattox asked if anyone else would like to speak.

No one came forward.

4. Introductions and Special Presentations

5. Items for Discussion

- a. Bedford Avenue Park Discussion (Tennis Courts)

Mr. Coggsdale advised staff is seeking guidance from Town Council concerning the tennis courts at the Bedford Avenue Park. The Recreation Committee has discussed this and would like to see the tennis courts and the chain link fence removed and the area turned into an open space that would include a sidewalk connecting the handicap parking on Woodland Alley to the other areas of the park. He noted due to the poor condition of the courts and the need of costly repairs, staff believes this is a reasonable request. Recreation Committee members believe there are a sufficient

COUNCIL WORK SESSION JULY 25, 2017

number of tennis courts at the YMCA and High School. Mr. Coggsdale noted Mr. Garrett has provided the following information in regards to this request:

Demolition of the tennis courts would consist of removing the chain link fence, removal of the post, removal of the old black top by excavating, haul off and dispose of old blacktop, haul in dirt to fill and level area, seeding the area and cover with straw. After the demo work is complete, we would then consider installing a sidewalk that would start at the playground area on Bedford Ave. side and connect to the handicap parking area that is on Woodland Avenue off Myrtle Lane.

The budget cost for this project by a contractor are listed below:

- 1. Demo Tennis Courts - \$26,000.00*
- 2. Install new sidewalk - \$ 8,300.00*

Estimated Total - \$34,000.00

If the Town Forces were to be assigned this project;

- 1. Demo Tennis Courts - \$17,000.00*
- 2. Install new sidewalk - \$ 8,000.00*

Estimated Total - \$25,000.00

Mr. Coggsdale advised he has reached out to Ms. Mary Pascal, Campbell County Recreation, in regards to a demolition they completed and found the County paid out \$122,000 to completely replace four tennis courts in two different locations.

Mrs. Overbey advised she visited the park on this date and found variations in the surfaces and feared someone could fall. She felt doing nothing was not an option. She asked if the park was ADA compliant. She did not feel that it was. Mrs. Overbey noted Mr. Higginbotham has been in contact with her to advise residents have been in touch with him regarding the park. Their argument is if you are not a member of the YMCA, the tennis courts are not available and the ones at the High School are not available during the day.

Mrs. Brumfield advised she has checked with some folks who took three tennis courts in Ivy Hills and made six pickle ball courts. She stated some of her friends are interested in volunteering to repair the courts for pickle ball. Mrs. Brumfield stated she is not suggesting make the courts pickle ball and noted one court is for pickle ball but because of the cracks, it cannot be used. She stated if the tennis courts were repaired, this would give the pickle ball players somewhere to go to. Mrs. Brumfield stated you have to be a member of the YMCA to use the courts. She noted if someone is on the court and a Y member wants to play, then this person gives up their court to that individual. Mrs. Brumfield advised the School Board is in the process of passing something that would forbid the use of the tennis courts during the day. She noted the two courts at the Bedford Avenue Park are the only two that can be played at any time. She asked for time to check with the developer of the Ivy Hill Courts as to the cost. She wanted to see if this is something the town could do versus tearing them down. She stated she talked to 10 people on Myrtle Lane and one person said there was not a lot of people that played tennis at those courts. The others that she spoke to did not feel the courts should be torn up with grass and trees put there. The residents didn't want more space there for people to hang out. It also gives the Police Chief another area to police. She noted they have had to call the police to respond up at the park to remind people that the park closes at dusk.

Mr. George questioned who told that residents could not play on the school courts.

Mrs. Brumfield advised this information came from a School Board member.

Mr. George stated he was not sure about the school courts but one point that was made during the discussion of reworking the courts was the idea that they are open to the public. He noted two or three years ago, the Parks and Recreation Committee started looking at the courts and they were approached about pickle ball. The idea was to refurbish the court and make it usable; he noted this was

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done. Mr. George stated he hasn't noticed anyone using the court. He stated after all the work that was done to the court, it is in bad shape again. The Parks and Recreation Committee feels if the courts can't be maintained then they don't want them. The Committee felt it would be best to remove the courts and make it a green space. Mr. George noted there are five parks in town and three of which are meant to be neighborhood parks. He stated he is not opposed to redoing the tennis courts but none of the other parks have them and asked if Council wants to start putting them up elsewhere. He suggested asking whoever is in charge of the courts at the high school what the availability is. Mr. George stated he didn't see a lot of people playing tennis around here except at the YMCA.

Mrs. Dalton stated her first thought was this was the only set of courts town wide and noted she likes the idea of dual purpose. She felt there was not a consensus among Council at this point as to what to do with this project. The fact that the town doesn't have public tennis courts would lead her to believe this was the better place for them. She noted the handicap accessibility is a problem because of the geography of the lot; there are other parks in town that are handicap accessible. Mrs. Dalton stated she wasn't sure how the park could be amended to make it completely accessible.

Mr. Emerson stated he didn't have a strong opinion on this matter but appreciated the Recreation Committee's input. He felt this matter should be looked at further. He asked Mr. Garrett if a parking lot was put on the courts if it has a weight-bearing surface.

Mr. Garrett responded that he was not sure what was under the court surface.

Mayor Mattox related that he had played basketball there many times growing up. He asked if the town is at a liability as the park is and if it is closed to public use.

Mr. Coggsdale advised the park is not closed at this time.

Mayor Mattox wanted to know if there is a true liability where the town can be found negligent. He wants to make sure no one potentially gets hurt there. He stated he was hesitant on the parking because this would put parking beside a residential area. He asked the Chief of Police if there had been calls to this area.

Chief Milnor responded that he was unsure and would need to check.

Mayor Mattox felt the Police Department did a great job because most people were gone by dusk. He did not feel this area was necessarily a hang out. He noted he liked the idea of a parking lot but did not feel the entire area was needed for this.

Mrs. Day stated the parking lot would keep the kids from parking on the grass.

Mayor Mattox asked if the area was ADA compliant.

Mr. Witt did not feel it was.

Mrs. Brumfield suggested a sidewalk be placed between the water tower and the fence.

Mr. George stated it would be nice if the sidewalk were attached to the steps because during rain events, mud runs down the steps.

Mayor Mattox stated Council wants to spend the taxpayers' dollars for the greatest good and asked for \$60,000, but are there that many people using the courts or is there another purpose for it?

Mr. George did not feel folks would be opposed to the tennis courts, but in his opinion, he wanted them to look good.

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Mr. Coggsdale referred to a previous meeting in which Council decided neighborhood parks would be parks that you walk to, non-vehicular; and also decided to provide handicap parking. He noted the Leonard Coleman Park is truly a neighborhood park because no parking areas are available.

Mayor Mattox stated he would like to know if the School Board will be closing public access to the school tennis courts. Also is the town ADA compliant; if not, what will it take to become ADA compliant.

Mr. Emerson referred to the area beside the water tank and felt this was an ideal place for the Water Park.

Mr. George suggested if the courts are repaired, that there be one tennis court and one pickle ball court.

Mrs. Brumfield noted she has played the court before and the condition of the surface is bad.

Mr. George asked for a price to repair both courts.

Mr. Coggsdale stated he would contact Superintendent Robert Johnson, Campbell County Schools, in regards to the School tennis courts. He noted he and Mr. Garrett would look at the park to determine the safety issue.

Mr. Eller suggested signage that states "Rough surface, use at your own risk".

Mr. Garrett also suggested hot asphalt being poured into the cracks to remedy some of the unevenness.

Mayor Mattox asked the Chief if he would like to add anything.

Chief Milnor stated he was not aware of it being a huge problem.

Mr. George asked Chief Milnor to have an officer patrol this area on a regular basis.

Mr. Coggsdale advised he and the Chief are working on the parking situation and noted the present parking arrangement was decided on at a previous Council meeting.

Mrs. Overbey noted she has received a request for picnic table to be placed at this park.

b. Budget Amendments

Mr. Coggsdale presented Council with budget amendments that will be needed for actions taken during FY2017. The budget amendments are either associated with Council action, grant awards or items that are being covered through funds from different line items.

It was the consensus of Council to place this item on the August 11, 2017 Council meeting consent agenda.

c. Dead End Street/Turnarounds Discussion

Mr. Coggsdale advised at the July 11th Regular Town Council meeting the subject of dead end streets without turn arounds was brought up. He presented Staff with a package, which included a listing of dead-end streets and some alternatives that might be available. Mr. Coggsdale noted many of the dead-end streets are straight in and straight out. He mentioned he has received a complaint on Doss Street. Mr. Coggsdale stated some of the streets have a "Dead-end" sign on the street and suggested additional signage as a possibility.

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Mrs. Dalton stated the thoughts of the town placing a cul de sac at each dead end street would be costly and felt staff should take it on as it becomes problematic. She felt signage would help with the problem.

Mrs. Brumfield mentioned she grew up on a street with a cul de sac and there were constant issues with people hanging out there and littering.

Mayor Mattox stated he would be interested in seeing if something could be done with Doss Street.

Mr. George agreed with handling each street as complaints arise.

d. Park/Trails Master Planning Update/Discussion

Mr. Coggsdale advised previously Council indicated to staff that they would like to proceed with the process to procure professional assistance for master planning for English Park, Shreve Park and a Town-wide Trails system. He presented the draft Request for Proposals (RFP) that staff has developed.

Mr. George questioned what is being done at Shreve Park.

Mr. Coggsdale stated Shreve Park was included because there have been discussion of this being a possible Splash Park location.

It was the consensus of Council to move forward with procuring professional assistance for the master planning for English Park, Shreve Park and a Town wide Trails system.

After discussing, it was the consensus of Council that the committee will consist of Mr. George, staff and one other (who would be picked by Mr. George and staff).

Mr. Emerson asked if the County portion of the park has been transferred to the town.

Mr. Eller advised he is still waiting for the railroad to transfer the lease.

e. VDH Grant Application

Mr. Coggsdale presented staff with a draft VDH Grant application noting the Department of Utilities is seeking grant funds to assist with providing emergency power engineering and planning for Reynolds Springs, McMinnis Springs, Bedford Pump Station and the Staunton River Pump Station. The FY2017 Budget included \$65,000 for installation of manual switches for this purpose. He noted these funds could be used to match grant funds and assist in implementation.

It was the consensus of Council for the Department of Utilities to submit the VDH Grant application.

f. Buildings and Other

Mr. Coggsdale advised some Council members have expressed concerns about certain structures within the Town and if there are existing codes that staff could use to remedy these. He stated staff wants to make sure of the tools available to use at their discretion; he noted there are several code sections in place (Sections 21-1 and 21-2, Sections 34-31 & 32 and Sections 62-81 & 82). Mr. Coggsdale stated the ordinance does not only include animals, but structures as well as accumulated trash. For Sections 21-1 & 2 staff would identify 4-5 structures that fit the criteria contained in the code, prepare a report to present to Council, and request Council direct staff to give notice to the owners for removal, repair or to secure the structure. Only buildings 'which might endanger the public health or safety of the residents of town' would be included. He stated staff wants a process that works for Council.

Mayor Mattox stated there is already an ordinance in place that has been used and asked why a listing of four or five properties could not be compiled and staff move forward as before.

COUNCIL WORK SESSION JULY 25, 2017

Mr. Coggsdale noted in the past there was an advocate on Council who took charge; he and Mr. Witt moved forward with the process.

Mrs. Dalton asked if there was a way to pre-inform Council of which properties have been identified.

Mayor Mattox asked Mr. Witt to update Council on how the previous process worked.

Mr. Witt advised he and Mr. Ronald Coleman (former Councilman) went out and identified several structures that were public nuisances. Council set aside \$10,000 for the remedy of these nuisances. He noted each case was positive as the property owners were receptive and willing to work with the Town. The ones that received the monies paid the town back at no interest over a three-year period. He found that many of the properties identified have “absent” landlords. Mr. Witt stated he didn’t want to present something to Council and they be surprised by it. Mr. Witt stated he would present Council with properties he has identified and noted he will gladly contact the property owners before sending out his nuisance letters.

Mayor Mattox felt it was a good idea to give the property owners options before sending out the nuisance letters.

Mr. George added the Planning Commission and the Council makes rules and from his perspective, he says enforce it. Staff does not need his permission to enforce the code. He stated if someone has a problem with it, they can address Council with it and Council can make a decision at that time.

Mrs. Dalton suggested if Council is made aware of these nuisance properties then when approached outside of Town staff, Council can address the situation appropriately. She felt a heads up would be nice but didn’t know what forum would be used.

Mr. Eller advised in the process the property owner is giving notice and asked to come to a Council meeting to explain why the property is not kept up. During the meeting, Council decides whether or not to declare the property a public nuisance, then staff moves forward to abate the situation. He noted Code Sections 21 and 22 gives this authority.

Mayor Mattox stated Council should be blind to the selection process. If staff has identified a piece of property that is a nuisance, that is when Council should be notified.

Mr. Witt stated he would like to identify three properties and present them to Council.

Mr. Emerson stated he agreed with Mayor Mattox and Mr. George, and did not need to be notified about any of them, bring them to Council and put them through the process and if they haven’t done what they are supposed to do he is for doing whatever comes next.

Mayor Mattox asked if Council is opposed to an Adhoc Committee.

Mr. Coggsdale asked if there is some consideration of confidential nature behind this.

Mayor Mattox stated Council does not want to embarrass anyone.

Mrs. Overbey pointed out the notification process is outlined in the code; she stated there is a code and told staff to enforce it.

Council was in agreement to follow the codes.

Mr. George referred to the old Lane Company building stating this was a public nuisance.

COUNCIL WORK SESSION JULY 25, 2017

Mr. Witt advised he is working with Campbell County building inspections on this property.

g. Project Updates

Mr. Coggsdale advised the Charlotte Avenue project is out to bid. He advised of a group wanting to refurbish Veteran markers at Green Hill Cemetery.

After discussing, Council determined the group needs to work directly with the plot owner and submit written approval to the town.

6. Public Comments

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

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

Mr. Emerson stated the Police Department has been staying off of the 29 bypass saying the State Police works the highway. He stated he has received calls that people have seen the officers sitting in the median cut through on the bypass. He did not feel there was anything that restricts the Town Officers from getting on Route 29 and writing tickets. He noted there are a lot of drugs coming into town and there is a chance of stopping them on the bypass. He asked Council to consider allowing the Chief to discuss this with the Commonwealth Attorney to see what the boundaries are and allowing the officers to do some enforcement on the bypass. There are DMV grants and DUI enforcement money. Mr. Emerson felt drugs were coming from the City of Danville and this may be an opportunity to keep some of the drugs from coming into the town.

Chief Milnor stated the boundary is 300 yards and then there is the mutual aid. He has had conversations with Campbell County Sheriff Steve Hutcherson and he is in agreement with allowing the town officers to work this area. Chief Milnor noted many of the DUIs are coming from Applebee's and the Wal-Mart Shopping Center area, going on the bypass and never coming into town.

It was the consensus of Council to allow the Chief of Police to discuss this with the Commonwealth Attorney to see what the boundaries are and allowing the officers to do some enforcement on the bypass.

7. Adjournment

Mayor Mattox adjourned the meeting at 6:35 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | **7b** |

Attachment #: | **2b** |

Agenda Placement: | Consent Agenda |
Subject Title: | Monthly Financial Reports |

SUBJECT HIGHLIGHTS

Attached are the following Financial Reports:

- Invoices paid during the month
- Revenue & Expenditure Reports (Provided separately)
- Reserve Balance/Investment Report (Provided separately)

Staff recommendation, if applicable: Acceptance

Action(s) requested or suggested motion(s): Motion to accept the monthly financial reports as presented.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Invoices,**

Department Head initials and comments, if applicable: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 01/2018
FROM: 07/01/2017 TO: 07/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36330	6	ALTAVISTA AREA YMCA	07/07/2017	25,000.00
36331	303	ALTAVISTA CHAMBER OF COMMERCE	07/07/2017	5,000.00
36332	7	ALTAVISTA INSURANCE & REAL EST	07/07/2017	3,722.00
36333	11	AVOCA	07/07/2017	17,775.00
36334	461	KATHI BOGERT	07/07/2017	862.68
36335	4	BOXLEY AGGREGATES	07/07/2017	899.58
36336	9999997	BROWNLOW, THOMAS	07/07/2017	59.10
36337	297	CARTER BANK & TRUST	07/07/2017	34,330.66
36338	32	CONTROL EQUIPMENT CO INC	07/07/2017	3,695.71
36339	9999997	DALTON, MATTHEW C	07/07/2017	63.75
36340	20	J JOHNSON ELLER JR	07/07/2017	2,060.00
36341	9999997	FABIAN, AARON & LEAH	07/07/2017	89.85
36342	9999997	MOYE, JEREMIAH D.	07/07/2017	91.04
36343	9999997	OPOKA, DANIEL JOSEPH	07/07/2017	83.48
36344	9999997	SANCHEZ, JAVIER E.	07/07/2017	4.16
36345	107	VIRGINIA MUNICIPAL LEAGUE	07/07/2017	2,010.00
36346	452	VML INSURANCE PROGRAMS	07/07/2017	29,184.75
36347	9999997	VOSSBERG, JOSHUA MICHAEL	07/07/2017	105.85
36348	9999997	WARE, CAMILLE C	07/07/2017	79.50
36349	591	BRAND ACCELERATION INC	07/14/2017	1,200.00
36350	294	BUSINESS CARD	07/14/2017	14,022.00
36351	583	CAMPBELL COUNTY PUBLIC LIBRARY	07/14/2017	902.86
36352	16	CAMPBELL COUNTY UTILITIES & SE	07/14/2017	9,575.68
36353	783	COUNTY WASTE	07/14/2017	345.55
36354	164	DMV	07/14/2017	360.00
36355	301	ENGLISH'S LLC	07/14/2017	881.81
36356	118	FERGUSON ENTERPRISES INC #75	07/14/2017	5,950.23
36357	50	GRETN A TIRE INC	07/14/2017	2,886.35
36358	138	MID ATLANTIC PRINTERS LTD	07/14/2017	940.00
36359	300	NAPA AUTO PARTS	07/14/2017	462.15
36360	454	O'REILLY AUTOMOTIVE INC	07/14/2017	1,048.23
36361	1	R EDWARD FIELDING INC	07/14/2017	1,200.00
36362	510	RIVER VALLEY RESOURCES LLC	07/14/2017	22.00
36363	627	SOUTHERN AIR INC	07/14/2017	14,063.85
36364	515	DALE TYREE JR	07/14/2017	4,650.00
36365	96	UNIVAR USA INC	07/14/2017	8,780.00
36366	110	VUPS INC	07/14/2017	134.40
36367	756	WAGeworks INC	07/14/2017	129.49
36368	700	WOODARD & CURRAN	07/14/2017	84,762.94
36369	116	XEROX CORP	07/14/2017	295.97
36370	170	ALTAVISTA ON TRACK	07/14/2017	1,250.00
36371	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/14/2017	36,735.00
36372	103	BEACON CREDIT UNION	07/14/2017	325.00
36373	581	BUSINESS SOLUTIONS INC	07/14/2017	500.00
36374	1	COMMUNITY DEVELOPMENT COUNCIL	07/14/2017	25.00
36375	512	ELECSYS INTNL CORPORATION	07/14/2017	417.00
36376	71	FAIRPOINT COMMUNICATIONS	07/14/2017	378.87
36377	38	FIRST NATIONAL BANK	07/14/2017	217,498.33
36378	639	GAY AND NEEL INC	07/14/2017	4,680.00
36379	57	ICMA RETIREMENT TRUST-457 #304	07/14/2017	675.00
36380	386	IDS SECURITY	07/14/2017	72.00

36381	58	INSTRUMENTATION SERVICES INC	07/14/2017	708.00
36382	566	INTEGRATED TECHNOLOGY GROUP IN	07/14/2017	2,850.00
36383	1	KARLEY STUMP	07/14/2017	97.80
36384	533	LYNN KIRBY	07/14/2017	1,920.00
36385	717	LYNCHBURG REGIONAL BUSINESS AL	07/14/2017	4,343.00
36386	154	MUNICIPAL CODE CORPORATION	07/14/2017	250.00
36387	67	ORKIN PEST CONTROL LLC	07/14/2017	286.16
36388	78	SUPERION LLC	07/14/2017	48,029.97
36389	85	TREASURER OF VA /CHILD SUPPORT	07/14/2017	553.15
36390	414	UNIVERSITY OF VA	07/14/2017	500.00
36391	501	VIRGINIA DEPT OF THE TREASURY	07/14/2017	893.00
36392	109	VIRGINIA RURAL WATER ASSOC	07/14/2017	350.00
36393	450	VIRGINIA'S REGION 2000	07/14/2017	1,045.00
36394	566	INTEGRATED TECHNOLOGY GROUP IN	07/24/2017	8,803.09
36395	758	TREASURER OF PITTSYLVANIA COUN	07/26/2017	248.32
36396	170	ALTAVISTA ON TRACK	07/28/2017	7,000.00
36397	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/28/2017	36,268.00
36398	103	BEACON CREDIT UNION	07/28/2017	325.00
36399	583	CAMPBELL COUNTY PUBLIC LIBRARY	07/28/2017	902.86
36400	36	DOMINION VIRGINIA POWER	07/28/2017	42,735.44
36401	122	FEREBEE-JOHNSON COMPANY INC	07/28/2017	793.31
36402	9999998	HALL, TABITHA	07/28/2017	150.00
36403	57	ICMA RETIREMENT TRUST-457 #304	07/28/2017	675.00
36404	1	JAMES MOORE	07/28/2017	38.95
36405	553	KOMPAN INC	07/28/2017	902.23
36406	717	LYNCHBURG REGIONAL BUSINESS AL	07/28/2017	345.98
36407	9999998	Miracle Revival Church	07/28/2017	150.00
36408	1	STANLEY BENNETT	07/28/2017	94.72
36409	1	TABITHA HALL	07/28/2017	100.00
36410	85	TREASURER OF VA /CHILD SUPPORT	07/28/2017	553.15
36411	35	TREASURER OF VA/VITA	07/28/2017	24.39
36412	101	VIRGINIA EMPLOYMENT COMMISSION	07/28/2017	1,004.37
36413	785	JOHN N WOODSON II	07/28/2017	453.10

NO. OF CHECKS:	84	TOTAL CHECKS	703,680.81
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Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | **7c** |

Attachment #: | **2c** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **Budget Amendments** |

SUBJECT HIGHLIGHTS

At the July Town Council Work Session, staff presented a list of budget amendments for Council's consideration. Following discussion, it was Council's consensus to place the budget amendments on the Consent Agenda for approval. The staff memo and budget amendments are attached.

Action(s) requested or suggested motion(s): Motion to approve the budget amendments as presented.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **Staff memo; and Budget Amendments**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable: *TCS*

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



Date: July 21, 2017
To: Mayor Mattox and Council members
FROM: Tobie Shelton
SUBJECT: Budget Amendments

The attached budget amendments are presented for your consideration. Adjusting the budget will bring these accounts into line and eliminate variances on the accounting report.

- Southern Air Contract – Pay App #1; Electrical Upgrades \$15,600
(Council approval: March 14, 2017)
- Operation Costs for parks and Booker Building \$500
- DMV Safety Grant \$8,500
- Replacement of HVAC unit at SRML \$3,800
- Transfer of state awarded Transit Funds \$4,200
- Engineering fees associated with electrical upgrades \$2,850
At WTP; Task Order 13
(Council approval: September 13, 2016)



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Wastewater Department Replace / Machinery & Equipment 050-5010-701.81-40	\$ 15,600.00	
Transfer In from Reserves 050-0000-361.01-00		\$ 15,600.00

Summary

To appropriate \$15,600 to cover application for payment #1 in FY 2017 for electrical upgrades by Southern Air Inc. The remaining cost of the project will be expensed in FY 2018. Council approved to award the Water Treatment Plant Electrical Upgrade Project to Southern Air Inc on March 14, 2017.

Budget Impact

This will result in a net increase to the budget of \$15,600. Funding for this project is set aside in Reserves in the full amount.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017

Regular Council Meeting—March 14, 2017

Chief Milnor noted that he and Campbell County Sheriff Steve Hutcherson has discussed the Liberty University Range and the county may be interested in using the town's range before using Liberty's range.

Mr. Emerson noted Campbell County Sheriff's Office has tried to put ranges in two or three places; nobody wants to hear the noise. If this range is in place, it will take 3 to 5 minutes to get there. The condition of the range is fair but needs some work. The ability to go to the town's range in 3 to 5 minutes, qualify and back in 20 minutes would not happen using the Liberty University range. He stated Liberty University is doing the county a favor by allowing them to use the range but the county and town would have to work on Liberty's schedule. Mr. Emerson felt if Council could appropriate the funds for the range, they should.

Mr. Higginbotham asked what the \$10,000 is for.

Chief Milnor stated the \$10,000 is for grading, graveling and to expand the range from a 25-yard range to a 100-yard range. There is no structure in the proposed budget line item. He noted a classroom has been added to the Capital Improvements Plan two years out.

c. Consideration of WTP Electrical Improvement Bids

Mr. Coggsdale advised the Water Treatment Plant (WTP) Electrical Upgrades Project was sent out to bid with bids received and opened on March 2nd. Woodard & Curran completed the design for this project. He noted Woodard & Curran recommends award of this project to the lowest responsible and responsive bidder, Southern Air, Inc. The Town has funding for this project set aside (earmarked) in Reserves in the full amount and staff recommends approval of contractor and the amount of \$430,500 (includes 5% contingency) The actual bid amount is \$410,000.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to award the Water Treatment Plant Electrical Upgrades Project to Southern Air, Inc. for \$410,000 with a 5% contingency provided.

Mr. Higginbotham asked if this was "Design Build".

Mr. Coggsdale advised they had a set of plans.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes

Regular Council Meeting—March 14, 2017

Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	Yes

d. Consideration of SCADA Phase 1 Bids

Mr. Coggsdale advised the Town's engineer, Woodard & Curran, solicited the Water Department's SCADA Phase I Project to three bidders as a small purchase. Per the correspondence from Woodard & Curran, they recommend that the project not be awarded to the "lowest bidder" due to their assertion that that bidder was not "responsive" concerning components of the project. He presented Council with a memo from Woodward & Curran providing an analysis of the bids and recommends that the project be awarded to Moore's Electrical & Mechanical for \$13,326.

Mr. Higginbotham asked Mr. Fore did he agree with Woodard & Curran's recommendation.

Mr. Fore advised that he does agree.

Mr. Emerson, seconded by Mrs. Dalton, motioned to award the Water Department SCADA Phase I Project to Moore's Electrical & Mechanical for \$13,326.

Motion carried:

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

e. Consideration of Woodward & Curran Proposal for Utility Facility Assessment & Improvement Plan

Mr. Coggsdale advised at last month's Town Council Work Session, Woodard & Curran provided an update on ongoing projects. In addition, they proposed a "comprehensive review of the Town's utility facilities"; as well as conducting a review of project funding through a rate study. Council asked that staff work with the engineer on the proposal and bring it back for further consideration. Council was presented with three proposals; one relating to Water Facilities (\$85,000); one relating to the Wastewater Facilities (\$80,000); and one related to the Rate Study (\$30,000).

Mr. Coggsdale noted staff had previously included in the FY2018 Draft Budget funding of \$30,000 for a Rate Study and stated if it is Council's desire to move the proposals forward, it can either do so at this time or consider the funding in



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works Department Miscellaneous Reimbursement - Pavilion Rentals 010-4104-602.50-34	\$ 200.00	
Public Works Department Heating Services - Booker Building 010-4104-602.50-34	\$ 160.00	
Public Works Department Electrical Services - Recreational 010-4104-602.50-02	\$ 140.00	
Rental of Property - Booker Building 010-0000-331.01-02		\$ 500.00

Summary

To appropriate \$500 to various operational costs associated with parks and Booker Building. Funds were used from the surplus of revenue from Booker Building rentals.

Budget Impact

This will result in a net increase to the budget of \$500.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department DMV Grant / Overtime 010-3101-501.10-06	\$ 6,550.00	
Police Department DMV Grant / Equipment Purchase 010-3101-501.50-81	\$ 1,950.00	
State / VDOT PD Grant 010-0000-341.12-00		\$ 8,500.00

Summary

To appropriate \$8,500 to cover costs pertaining to hours worked and equipment purchased associated with the DMV Safety Grant awarded to the Town. *Purchased equipment needed for breath alcohol testing.

Budget Impact

This will result in a net increase to the budget of \$8,500. There is an offsetting revenue to cover the expense.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Public Works Department		
Repairs & Maintenance - Library		
010-4108-601.60-04	\$ 3,800.00	
Miscellaneous Revenue		
010-0000-351.04-00		\$ 3,800.00

Summary

To appropriate \$3,800 to cover costs for replacing HVAC unit at Staunton River Memorial Library.

Budget Impact

This will result in a net increase to the budget of \$3,800. There is an offsetting revenue to cover the replacement.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the General Fund, as follows:

Account

Miscellaneous Revenue

010-0000-351.04-00	\$ 4,200.00
--------------------	-------------

Transfer In / Reserves

010-0000-361.01-00	\$ 4,200.00
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Summary

To appropriate \$4,200 of state awarded funds to be used for FY 17's Town match. These funds were awarded a few years back and were earmarked in reserves.

Budget Impact

These funds have been earmarked in reserves for several years to cover expenses associated with ACTS.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017



TOWN OF ALTAVISTA

BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2017:

Section 1. To amend the Enterprise Fund, as follows:

Account

Eater Department
WTP Electrical Upgrade
050-5010-701.81-40

\$ 2,850.00

Transfer In / Reserves
050-0000-361.01-00

\$ 2,850.00

Summary

To appropriate \$2,850 for engineering fees associated with the electrical evaluation of the WTP (Task Order 13 Approved September 13, 2016).

Budget Impact

This will result in a net increase to the budget of \$2,850. Funding for this project is set aside in Reserves in the full amount.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 8th day of August 2017

Regular Council Meeting—September 13, 2016

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.

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



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | **7d** |

Attachment #: | **2d** |

Agenda Placement: | **Consent Agenda** |

Subject Title: | **VDH Grant Application** |

SUBJECT HIGHLIGHTS

At the July Town Council Work Session, staff presented a draft application for a VDH Grant. The grant would assist the Town in equipping several utility facilities with provisions for emergency back-up power (generators). Following discussion, it was Council's consensus to proceed with the grant application. The draft grant application is attached.

Action(s) requested or suggested motion(s): Motion to authorize staff to apply for the VDH Grant as outlined.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet? **VDH Grant application**

Department Head initials and comments, if applicable: *TWF*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

RETURN APPLICATION TO:
Virginia Department of Health
Office of Drinking Water
109 Governor Street, 6th Floor
Richmond, VA 23219
(Voice: 804-864-7501)
(FAX: 804-864-7521)

VIRGINIA DEPARTMENT OF HEALTH (VDH)
OFFICE OF DRINKING WATER (ODW)
DIVISION OF CAPACITY DEVELOPMENT

NOTE: Submit two
complete and signed
applications and two copies
of all required attachments.

APPLICATION FOR PLANNING & DESIGN FUNDS

Application also available at:

<http://www.vdh.virginia.gov/drinking-water/office-of-drinking-water/financial-construction/drinking-water-funding-program-details/>

Year-Round Submittals Accepted

PROJECT NAME: [Altavista Emergency Electrical Power Needs, Engineering Designs](#)

Section A: Submittal Information

WATERWORKS OWNER INFORMATION

1. Legal Owner(s) of Waterworks: [Town of Altavista](#)
2. Address: [PO Box 420, Altavista Virginia 24517](#)
3. Phone: [434-369-5001](#)
4. Alternate Phone: [434-841-4978](#)
5. Fax Number: [434-369-6981](#)
6. Email Address: TWFore@altavistava.gov

APPLICATION PREPARER INFORMATION

1. Firm / Individual Name: [Town of Altavista](#)
2. Address: [PO Box 420, Altavista Virginia 24517](#)
3. Contact Person: [Tom Fore](#)
4. Telephone Number: [434-841-4978](#)
5. Alternate Phone Number: [434-324-7251](#)
6. Email Address: TWFore@altavistava.gov
7. Fax Number: [434-369-6981](#)

Section B: Preliminary Questions

1. Waterworks Information
 - a. Name of Waterworks making the application: [Town of Altavista](#)
 - b. PWSID: [5031050](#)
 - c. City / County: [Town of Altavista, Campbell & Pittsylvania Counties](#)
2. Is the Waterworks existing or proposed?
☒ Existing ☐ Proposed: When will the proposed system begin serving water to the public? _____
3. What is the Waterworks type?
☒ Community ☐ Non-Profit Non-Transient Non-Community (NTNC)
If Non-Profit NTNC, attach proof of non-profit status.
4. Who owns the Waterworks?

☒ Municipality (Town/County) ☐ Service Authority ☐ Non-Profit Entity ☐ Private Entity

Note: State or Federally-Owned Waterworks are not eligible for funding through this program.

5. Are multiple owners involved in this project?

☒ No ☐ Yes

If Yes, list all owners and provide documentation of the legal arrangement between the owners (e.g., agreement, joint resolution, or contract) :

Owner Name	Waterworks / Utility Represented	PWSIDs Represented

6. Waterworks name, PWSID, and the service population that will be affected by this project:

a. Name: [Town of Altavista](#) PWSID: [5031050](#) Population: [3450](#)

b. Name: [Town of Hurt](#) PWSID: [5143246](#) Population: [1276](#)

c. Name: [Grit Road Water Supply](#) PWSID: [5143214](#) Population: [187](#)

d. Name: _____ PWSID: _____ Population: _____

Note: Projects affecting a service population of greater than 10,000 consumers are not eligible for this funding program. See instructions for details.

7. Has the Waterworks been debarred or suspended from applying for state or federal funds?

☒ No ☐ Yes *If Yes, the Waterworks is not eligible for funding through this program.*

8. Has a controlling board, council, corporate officer, etc. approved this application?

☒ Yes: Attach Resolution or Letter of Intent ☐ No *If No, explain:* _____

Section C: Project Summary

1. Name of Proposed Project: [Altavista Emergency Electrical Power Needs, Engineering Designs](#)

2. Location of Project: [Town of Altavista, Campbell and Pittsylvania Counties](#)(i.e. locality, city, county)

3. Type of Project:

☐ Preliminary Engineering Report (Planning); *Brief Description:* _____

☒ Plans & Specifications (Design); *Brief Description:* [Design plans & specifications to have a redundant power supply for four critical pumping facilities](#)

☐ Source Evaluation/Replacement/Addition; *Brief Description:* _____

☐ Distribution Evaluation; *Brief Description:* _____

☐ Leak Detection; *Brief Description:* _____

☐ Well Abandonment; *Brief Description:* _____

☐ Consolidation; *Brief Description:* _____

☐ Other; *Brief Description:* _____

Section D: Issues Addressed by Project

The chart in this section includes project issues which may or may not be addressed by the project. Answer “Yes/No or NA” should be answered for each “Issue to be addressed.” A “Yes” response indicates the project addresses that particular issue. For any issue which will be addressed by the project provide a brief description in Column 4 and attach documentation. Provide the name of the attachment in the “Attachment Name” column.

NOTE: Supporting documentation for any issue marked “Yes” (in table below) is required. Failure to provide documentation will result in the application being incomplete.

	Yes/No or NA	Issue to be addressed	Brief Description of issue including dates	Attachment Name
Acute Health	No	System under formal enforcement action, Commissioner Declared Health Hazard, or Emergency Declaration		
	No	Surface Water Treatment Rule violations		
	No	Revised Total Coliform Rule violations (PMCL)		
	No	Nitrate violations		
	No	Continuing Boil Water Notices		
Chronic Health	No	Formal Enforcement Actions or Commissioner’s Letter		
	No	Lead and Copper Action Level exceedances		
	No	Primary Maximum Contaminant Level (PMCL) violations		
Public Health	No	Inadequate Treatment		
	No	Inadequate Source quality		
	No	Inadequate Source quantity		
	Yes	Inadequate Storage and/or Pressure	Lost Pump Station to Power Failure 3/1/2017	Attachment A
	No	Preventing conditions that favor the entrance of contaminants into the distribution system, including water loss $\geq 40\%$ in a defined pressure zone		
	No	Documented inadequate well condition		

Section E: Detailed Project Description, Costs, and Timeline

1. Describe, in detail, the problem(s) that the project will address and/or solve: (1.) Reynold Springs Planning and Design Project: To maintain pressure and service to Tardy MT. RD. from Reynolds Spring to Dearing Ford Tank. This system can be supplied by Campbell County Utilities Service Authority currently in an outage provided that the Authority has no emergencies of their own. It is the Town's desire to be prepared for the outages by having a standby generator at the Reynold Spring Facility (2.) The McMinnis Spring Planning and Design Project: To maintain pressure to the Town's low pressure zone once Bedford Tank is full when the altitude valve closes. The McMinnis Spring assists with meeting the pressure demands in the system from 2:00 AM to 6:00 AM when the plant is off line. (3.) The Bedford Pump Station Planning and Design Project: This Station currently provides water to a high pressure zone. The Station pumps out of the low pressure zone to the high pressure zone to fill the Melinda Tank. If there is a loss of power the only way to fill the Melinda Tank is to manually open a valve between the Dearing Ford Tank and the Melinda Tank. This Station Currently has no primary cut off switch to work on main starter controls and we have to call the electrical supplier to cut off primary feed in order to work on any electrical problems within the Station. (4.) Staunton River Pump Station Planning and Design Project: The Station provides the water treatment plant up to 3.0 MGD flow. The Station does have emergency pump connections at this time and has been utilized twice in the past three years. The Station is in the flood plane so to install a generator at the site will require additional planning.
2. Explain (if applicable) noncompliance with primary drinking water standards and how they are relevant to the project scope: _____
3. Describe short-term benefits of the completed project: Detailed cost estimate with the designed plans for the Town's CIP program.
4. Describe long-term benefits of the completed project: The long term benefits when the Town installs the generators at all four sites the Town will be able to sustain water to its customers during a major power outage.
5. Describe the consumer population that will be affected by the project: All Consumers in four jurisdictions, (Campbell County, Town of Altavista, Town of Hurt and Grit Road water supply) The residential population of the Town and the other jurisdictions is nearly 5000 in residential population, Within the Town there is a High School, Elementary School, senior citizens care facility, dialysis facility, dental care facilities, urgent care facilities, restaurants, retail shopping, light and heavy Industry. Two of the Town's Industries use the entire plants capacity over twenty hours of operation occasionally now.
6. If new connections are projected to be added to the waterworks, does the Waterworks have user agreements in-place to ensure the connections will be made in the context of the project?
☐ Yes ☐ No ☒ No new connections will be added with this project
If Yes, attach a copy of the user agreements: _____
If No, explain: _____
7. If this project is needed before future improvements can be made at the waterworks, describe the timing and connection between the Planning & Design Funding activities and future modifications/construction/etc. at the waterworks: _____

8. Will this project address a problem that, if left unaddressed, is highly likely to worsen and put water service/quality/quantity at risk? (Meaning: Is it pro-active?) ☐ No ☒ Yes *If Yes, describe the situation and how funding this project now will prevent future escalation of the problem:* By funding this project the Town can move forward with a set of plans to either Install generators at all sites or design drawings to Install switch gear plugs for temporary generators that could be brought in temporarily. The Town Council has expressed concern with not having Generators at these sites and has made a Capital Improvement investment into funding this project.
9. Additional relevant information: During the month of March the perfect storm occurred which left the river pump station without power for 24 hours. The water plant had power but no water from the pump station. The Town also experienced a major structure fire in Town that night. On the day of March 1, 2017 at approximately 1:00 p.m., the Altavista Water Treatment Plant lost power supplying to the river pump station at Staunton River. This pump station is what supplies the water treatment plant with water to treat and supply to the town customers. Dominion power was notified and they sent some workers to check the line in response to the power failure. Because of no power to the river pumps, the water treatment plant had to be shut down and the storage tank levels were already lower than optimal level. The town has four storage tanks, but only two of these tanks are supplied directly by the plant. Those two tanks are Bedford Tank and Clarion Tank. The minimum fire protection levels for these two tanks are as follows; Bedford Tank-20.0 feet and Clarion Tank-50.0 feet. At the time of shutdown, only Bedford tank was at the minimum fire protection level but Clarion Tank level was only at 38.9 feet due to its geographical location in accordance with Abbott Laboratories. Abbott laboratories is connected to the system and the average withdrawal rate for them from the town is 1200 gpm. The interconnection with CCUSA was turned on at approximately 12:50 p.m. and after the power failure they were notified that the interconnection would be on for longer than expected due to the power failure. CCUSA was asked to go and open up the valve at the interconnection so that the town could get as much water from CCUSA as possible. At approximately 3:00 p.m., the interconnection valve was opened 100% and the town was receiving 1500-1550 gpm from CCUSA. Water Management Solutions was called and an emergency back-up pump was called in for the river but would take around 3 hours to arrive on site. Dominion power notified the water plant that it would be the next day before they could repair the power line supplying the river pump station due to weather conditions and low light conditions, for them it would be a safety issue. At approximately 6:35 p.m., the emergency pump was connected and the plant was back online but was running at a limited capacity due to the emergency pump not supplying a sufficient amount of water. The Staunton River pump station during normal operation will pump approximately 2,015 gpm and the emergency back-up pump would only pump out approximately 1,223 gpm. The plant could only run two of its four finished water pumps due to this lack of supply coming into the plant. CCUSA was called and told that they could throttle the interconnection valve back meanwhile Water Management Solutions called in for a different pump that should pump more water. At approximately 10:30 p.m. the second pump arrived on site and the water plant was shut down so that the second pump could be installed in place of the first pump. At approximately 11:00 p.m. the second pump was installed and the plant was brought back online, but even the second pump could not pump a sufficient amount of water, even though the second pump was pumping more it was still only pumping around 1,305 gpm. At the limited capacity of the Altavista Water Treatment Plant and the CCUSA interconnection the current demand from Abbott laboratories and the rest of the town was being met but there was no head-way being made on the levels in the storage tanks in town. Second shift was to stay at the plant for an additional 4 hours longer than normal operating time to keep the water flowing. At approximately 2:30 a.m. a fire broke out in one of the local businesses on 7th street in town. The fire department arrived on scene and began to work on extinguishing the fire. At 2:50 a.m. Campbell County

dispatch called the water treatment plant staff asking for the supply of more water to help extinguish the fire on 7th street. The plant staff made a call to CCUSA for them to please go back to the interconnection valve and re-open it to 100% capacity due to the water plant being limited to the amount of water it could pump out because of the emergency pump not supplying a sufficient amount of water to the plant. At approximately 3:15 a.m. Campbell County dispatch called the water plant again, this time they wanted the staff to place a call to the Altavista Fire Chief. The fire chief asked if there was anyway the water plant could supply any more water to help fight the fire. The determination was made and the staff told the fire chief that they could push water to them for approximately 45 minutes before they would have to throttle back again to refill the clearwell. The chief agreed and a third pump was activated at the plant to push more water but this created the issue of discharging from the clear well at a rate more than the filters and emergency pump could supply. After the 45 minutes had elapsed, the Altavista Fire Chief was notified that the plant could no longer push at the much-needed capacity. The issue was not with the supply of water but more to do with the supply of pressure to the hydrants in that area. The fire department could not fill the firetrucks up quick enough to push water onto the fire. The water treatment plant staff told the Altavista Fire Chief that the issue was due to a lack of supply coming into the plant and therefore the much-needed supply could not be pushed out of the plant and the plant staff notified the fire chief of the most probable hydrant locations that would supply more pressure. At approximately 6:00 a.m., the fire was under control but not completely out. At approximately 12:15 p.m. on March 2 2017, the power was restored to the Staunton River pump station and the Water Treatment Plant was able to run at full capacity yet again.

Section F: Proposed Financing

PART 1: Calculation of Funding Request:

Refer to “Table 2: Calculation of Funding Request” in the Instructions to determine the following:

Total Cost of Project	\$ 0000000
Amount Requested from VDH	\$ 1xxxxxxxxx
Local Match Amount	\$ 000xxxxx
Outside Funding	\$

PART 2: Outside Funding

In the two tables below, document non-VDH funding sources, amounts, and status. If funds have been secured, that amount should be reflected in Table 1 on Line 2. If Additional non-VDH Funding is necessary (Line 12), reflect efforts to secure that additional funding in this section as well. “Status of Funding” should be sufficiently descriptive as to describe the current state of the funding source.

Outside Funds Secured or In-Process of being Secured

GRANT FUNDS:

Source of Funds (Name of Entity)	Amount	Status of Funding
	\$	
	\$	
	\$	

LOAN FUNDS:

Source of Funds (Name of Entity)	Amount	Status of Funding
	\$	
	\$	
	\$	

PART 3: Complete Exhibit A

Exhibit A brings together project scope, timeline, expenses and funding. Exhibit A includes a summary of all key activities, expenses, and the timeline associated with the project. Failure to include a complete Exhibit A will result in the Application being rejected. The financial portion of Exhibit A should already be filled out. After completing Section E and F (Parts 1 & 2), complete:

Exhibit A: Summary of Project, Including Timeline and Expenses.

Section G: Connections & Population

Complete the following table:

	Waterworks Connections		Population Served		% of Connections Metered	
	Current	Future*	Current	Future	Current	Future
Total Number	1716	1716	4913	4913	100	100
Residential	1530	1530				
Non-Residential	186	186				
Describe which connections will be affected by this Project:						

*"Future" in the chart above represents projections following the *completion* of the project.

Section H: Water Rates & Fees

1. Describe or attach the current rate schedule: In Town Water: \$2.18 per 1,000 Gallons (Business/Residential) \$2.14 per 1,000 Gallons (Industrial) Out of Town \$4.36 per 1,000 Gallons (Business/Residential) \$4.28 per 1,000 Gallons (Industrial)
2. When were the rates last adjusted? 07/01/2015 Describe the adjustment: 5% increase in rates
3. What is the connection fee for water? \$ \$ 350.00
4. What is the availability fee for water? \$ 0
5. Average Residential monthly water bill: \$ Residential customers are billed quarterly. A minimum residential quarterly bill is \$10.90. Because bills are based on consumption, average bills vary
6. Median Household Income (MHI) for County or the smallest Census tract or tracts that contain the project area: \$ \$31,776.00; Source of data: US Census Bureau (Provide project specific income survey data for those projects not large enough to be identifiable via census information.)
7. Provide details regarding customer billing:
Frequency? ☒ Monthly ☒ Quarterly ☒ Other: Residential customers are billed quarterly and businesses/industries are billed monthly
Charges based On? ☒ Metered Usage ☐ Fee/Service Charge ☐ Other: _____
If based on usage, frequency of meter reading? ☒ Monthly ☒ Quarterly ☐ Other: _____
If "Other" is selected for any question above, explain: Residential customers are read quarterly and businesses/industries are read monthly
8. Are billing / meter reading procedures the same for residential and non-residential service connections?
☒ Yes ☐ No If No, Explain: _____
9. Will completion of the proposed project prompt a change in water rates, fees, billing, or meter reading?
☒ No ☐ Yes If Yes, Explain: _____

Section I: Sustainability

1. Percent (%) Water Loss: _____
If Project addresses water loss, documentation of water loss must be attached.
2. Does the Waterworks have a current Asset Management Plan? ☐ No ☒ Yes
If Yes, briefly describe the AMP and specify when it was updated: 1. The Town recently hired a mechanics position to begin the process of building an asset inventory on the facility as well as the distribution system and input the assets into a asset program. 2.The Town has also just finished with a mapping system with its Engineering firm to identify assets in the distribution system that will assist the mechanic with asset inventory and then a follow up preventative maintenance program. 3. Finally the Town has a consulting engineering firm working on a Facility Assessment Improvement Plan that looks at its Immediated, 5 year, 20 year and future expansion needs followed up wih a rate study.
3. Does the Waterworks have a Reserve fund? ☐ No ☒ Yes
If No, explain how emergency expenses are handled: _____
If Yes, briefly describe what Reserves are maintained: Unrestricted Cash for the Water Utility Fund should be a minimum of 50% of Total Water Fund Expenditures.

4. Does the Waterworks have a detailed Budget? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent budget: [ATTACHED](#)

5. Does the Waterworks have Audited Financial Statements or a CAFR? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent document: _____

6. Does the Waterworks complete periodic water audits? ☐ No ☒ Yes

If No, explain: _____

If Yes, attach a copy of the most recent water audit: [The Town just began a water audit in January for water loss so it is limited in historical information but we will continue the audits as we gather information going forward.](#)

DRAFT

Section J: Application Certification

Sharing of Application Information:

VDH may share information from this application with other funding entities in an effort to improve sharing of information, partnerships, and assisting you in seeking other funding opportunities.

Do you have any objections? ☐ Yes, I object. ☒ No, I have no objections.

Application Certification:

Submittal of this application is only a starting point for discussion and is not a binding agreement on either party.

Incomplete information may result in the delay or rejection of the application request.

The undersigned authorized representative of the waterworks making application certifies that the information contained herein and the attached statements and exhibits are true, correct, and complete to the best of their knowledge and belief. The undersigned agrees to clarify or supplement information pertaining to this application upon request. The undersigned recognizes that the information contained herein may be subject to state Freedom of Information Act requirements. **The undersigned acknowledges that a part of any interest required on a closed loan can be used by VDH to support the drinking water program.**

NAME and TITLE: _____

ORGANIZATION: _____

SIGNATURE: _____ DATE: _____

Reminders:

Submit all attachments, documentation, and necessary forms. VDH will consider up to three applications submitted through the Planning and Design Funding Application process in any funding year. However, due to the significant number of applicants, funding offers will be limited to a maximum of two active funding offers per Public Water System Identification Number per funding year. These funds are intended to assist waterworks owners with future submittals for construction funds. As such, the scope of projects submitted for funding through the Planning & Design Funding Program shall not be broken into smaller, separate projects for the same single distribution system.

All recipients must comply with the Virginia Public Procurement Act, our program requirements, and procurement procedural guidelines. Priority for assistance is increased when other participants and funding sources are documented as being secured.

EXHIBIT A

SUMMARY OF PROJECT, INCLUDING TIMELINE AND EXPENSES

Applicant: _____

Project Number: PF - _____

Project: _____

Please provide a summary of the key activities associated with this project and their purpose:

The following budget should reflect all eligible costs associated with the project.

ACTIVITY	ESTIMATED COST	START DATE	PROJECTED COMPLETION DATE
TOTAL Project Cost = Outside Funding Secured = Local Match Required = VDH Funding Requested =	\$ _____ (\$ _____) (\$ _____) \$ _____	Additional Comments:	

VDH reserves the right to bypass the planning fund application and withdraw funding if the above schedule is not met.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | **8a** |

Attachment #: | **3** |

Agenda Placement: | **Public Hearing** |

Subject Title: | **Zoning Ordinance Text Amendment – “Non-profit Facility” and “Personal Service Business” developmental standards** |

SUBJECT HIGHLIGHTS

Attached for your review and consideration are proposed ordinance amendments that define, allows and creates developmental standards for a “Non-profit Facility” and an amendment that clarifies the development standards for “Personal Service Business” in R-2 Districts.

The Planning Commission held a public hearing on June 26th on the proposed Zoning Ordinance Text Amendments. Following discussion, the Planning Commission voted unanimously to recommend the changes as presented. A brief description of each amendment follows:

- Section 86-32 adding a definition for a Non-profit facility use type;
- Section 86-192 adding a Non-profit facility as a permitted use (Civic use type) in the R-2 zoning district with the issuance of a Special Use Permit;
- Section 86-192 (5) adding a reference that a Personal Service Business has specific developmental standards
- Section 86-482 adding developmental standards for a Non-profit facility; and
- Section 86-482 adding development standards for a Personal Service Business located in an R-2 zoning district.

Tonight Town Council will conduct a public hearing on the proposed Zoning Ordinance Text Amendments and consider the Planning Commission’s recommendation. Following discussion, Council may:

- Defer Action;
- Make a Motion to approve the proposed Zoning Ordinance Text Amendments as recommended (or modified); or
- Make a Motion to deny approval of the proposed Zoning Ordinance Text Amendments.



Town of Altavista, Virginia Regular Meeting Agenda Form

Staff recommendation, if applicable: Staff recommends that Town Council approve the Zoning Ordinance Text Amendments pursuant to the Planning Commission's recommendation.

Staff Review Record

Are there exhibits for this agenda item? **YES**

List them in the order they should appear in packet: Proposed Zoning Ordinance Text Amendments

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*

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, by adding the definition of "non-profit facility".

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained to add a new use type definition as follows:

Sec. 86-32. Use types.

Non-profit facility means a building owned or controlled by a non-profit organization holding an exemption under Internal Revenue Code Section 501(c) said exempt status to be evidenced by a currently valid exemption letter from the Internal Revenue Service. Such non-profit organization shall be in good standing with the Internal Revenue Service in all respects.

All other use type definitions in Sec. 86-32 remain unchanged.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to repeal, amend and re-ordain Section 86-192 of the Code of the Town of Altavista, 1968, relating to permitted uses in the R-2 medium-density residential district.

Be it ordained by the Town Council of the Town of Altavista:

1. That Section 86-192 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

Sec. 86-192. - Permitted uses.

The following uses are permitted by right or by special use permit in the R-2 medium-density residential district, subject to all other applicable requirements contained in this chapter. A special use permit is required where indicated. Certain uses are subject to additional, modified or more stringent standards as indicated.

(1) *Agricultural use types.*

(None)

(2) *Residential use types.*

Accessory apartment. Subject to Sec. 86-453

Community garden. Special use permit required.

Duplex. No Guidelines listed in Code

Family day care home. Subject to Sec 86-477

Group home. Subject to Virginia Code 15.2-2291

Home garden.

Home occupation. Subject to Sec. 86-454

Manufactured home, emergency. Subject to Sec. 86-455

Multi-family dwelling—Consisting of three or fewer units

Multi-family dwelling—Consisting of more than three units. Subject to Sec. 86-458. Special use permit required.

Single-family dwelling, attached. Subject to Sec. 86-459

Single-family dwelling, detached. Subject to Sec. 86-596

Temporary family health care structures. Subject to Sec. 86-460

Townhouse. Subject to Sec. 86-461

(3) *Civic use types.*

Assisted care residence. No Guidelines listed in Code – regulated by State of Virginia.

Cemetery. Special use permit required.

Club. Subject to Sec 86-473. Special use permit required.

Community recreation. Subject to Sec. 86-474

Crisis center. Special use permit required.

Cultural service.

Educational facilities, primary/secondary. Special use permit required

Governmental service. Special use permit required.

Guidance service. Special use permit required.

Halfway house. Special use permit required.

Life care facility. Special use permit required.

Non-profit facility. Subject to Sec. 86-482. Special use permit required.

Nursing home. Special use permit required.

Public parks and recreational areas. Special use permit required.

Religious assembly. Subject to Sec. 86-479. Special use permit required.

Safety service.

Utility service, minor.

(4) *Office use types.*

(None)

(5) *Commercial use types.*

Bed and breakfast. Subject to Sec. 86-507. Special use permit required.

Day care center. Subject to Sec. 86-510. Special use permit required.

Golf course. Special use permit required.

Personal service business. Subject to Sec. 86-483. Special use permit required.

(6) *Industrial use types.*

Recycling center. Special use permit required.

(7) *Miscellaneous use types.*

Amateur radio tower. Subject to Sec. 86-542

Satellite dish antenna one meter or less in diameter or measured diagonally.

Satellite dish antenna in excess of one meter in diameter or measured diagonally. Subject to Sec. 86-544.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-482 relating to non-profit facility.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-482 be added to the Code of the Town of Altavista as follows:

Sec. 86-482. Non-profit facility.

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a non-profit facility.

(b) All activities conducted within the building or anywhere on the property shall be consistent with the purposes stated in the charter of the non-profit organization.

(c) No outside storage of equipment or materials.

(d) All parking shall be off-street --with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

(e) Signage shall comply with the following requirements:

1. Lighting may be internal or external. Internal lighting must not be so bright as to distract passing motorists and no light therefrom will carry on to adjacent properties. External lighting must be directed entirely on the sign structure and no light therefrom will carry on to adjacent properties.

2. All lighting must be on a timer so that it goes off by 9:00 p.m. each evening.

3. All lighting must be approved by the zoning administrator prior to installation.

4. Identification signs: 24 square feet maximum.

5. Temporary banners shall not exceed 40 square feet.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.

An Ordinance to add to the Code of the Town of Altavista, 1968, a new Section 86-483 relating to personal service business in R-2 District.

Be it ordained by the Town Council of the Town of Altavista:

1. That a new Section 86-483 be added to the Code of the Town of Altavista as follows:

Sec. 86-483. Personal Service Business in R-2 District.

(a) No building which has been used as a residence at any time prior to the effective date of this ordinance shall be permitted to be used as a personal service business.

(b) No tattoo parlors or body piercing establishments shall be permitted.

(c) There shall be no outside display other than one unlighted sign not to exceed four square feet, or storage of equipment or materials associated with the business.

(d) No more than one vehicle with the business name on it may be parked so as to be visible from the street or from adjoining property and no vehicle which is to be parked so as to be visible from the street or from adjoining property may contain signage in excess of ten square feet for the entire vehicle.

(e) All parking shall be off-street –with the maximum number of vehicles to be determined by the Zoning Administrator in consultation with the Planning Commission and provided for in the Special Use Permit.

2. This Ordinance shall become effective immediately upon passage by the Town Council of the Town of Altavista.



Town of Altavista, Virginia Regular Meeting Agenda Form

Meeting Date: August 8, 2017

Agenda Item #: | 9a |

Attachment #: | 4 |

Agenda Placement: | New/Unfinished Business |

Subject Title: | Planning Commission Update/Request |

SUBJECT HIGHLIGHTS

The Planning Commission is conducting a public hearing on a Special Use Permit application for 902 Main Street on Monday, August 7, 2017. The application requests consideration of a “Major Auto Repair” facility at the address indicated, which is in the C-2 Commercial District.

As the Planning Commission meeting is the day before the Council Meeting, staff will give a verbal update at Council’s meeting. If the Planning Commission makes a recommendation, staff will ask Council to consider scheduling their public hearing at their September meeting. In no recommendation if forthcoming, no action will be sought.

Action(s) requested or suggested motion(s): Per update and 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: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Town Manager's Report – For Month of July 2017



Strategic Planning Retreat

- Scheduled for Wednesday, August 30th at the Altavista Train Station.
- Mr. Kim Payne will be facilitating the Retreat.

Staunton River RIFA

- Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
- Staff working with Peed & Bortz on the Utility Assessment for this project. Draft report due August 7th.

Broadband Planning Study

- Staff working on additional information and implementation scenarios.
- Staff reviewing funding options.
- Reviewing “peer communities” regarding implementation.

Campbell Avenue Drainage Project

- Engineer preparing bid documents.
- Staff evaluating funding options.
- Pre-bid meeting held on August 2, 2017, bids due August 17, 2017.

Rt. 43 Gateway Project (Streetscape/Utilities)

- VDOT completing reviewing engineer contract. Once approved, engineer will begin the design phase of the project.
- Staff evaluating funding options for the Utility portion of the project.

English Park

- Railroad deed being forwarded to Town.
- RFP for Master Planning (Park and Trails) has been issued.

Water Plant Projects

- Water Treatment Plant Electrical Updates project (Southern Air)
 - Submittals of electrical components at 85% review.
 - Work on site should begin in next two weeks.
- Facility Assessment and Improvement Plan (FAIP)
 - Staff has met with Consultant on Water Treatment Plant and Distribution Technical Review
 - Staff meeting with Consultant on Wastewater Treatment Plant and Collection Technical Review
- Springs Fluoride Improvement Project – Ongoing
- Abbott meter and vault – Working with staff to build vault.
- Right of Way Clearing - working with contractor on removal of trees on Clarion Tank lot and continuing annual clearing of right of ways/easements.



To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: July 2017 Economic Development Update

Upcoming evets:

- **SEDC Annual Conference Charlotte, NC 08.20-08.22.17**
- **Junior Achievement Planning session 08.08.17**
- **LRBA Economic Vibe Breakfast 08.24.17**
- **IEDC Webinar Housing and Economic Development 08.17.17**

Networking:

- Director met with economic development officials from Pittsylvania County, City of Danville.
- Director met with the LRBA RED Team.
- Director met with Secretary of Commerce and Trade Haymore.
- Director met with staff of Senator Marc Warner's office.
- Director attended Region 2000 Workforce Investment Board meeting.
- Staff met with VEDP staff on new working plan.

Existing Business and Retention

- Director met with officials from VTI.
- Director met with officials from Graham Packing.
- Director met with officials from Rage Plastics.
- Director met with officials from AIC.
- Director met with officials from Moore's Electrical.

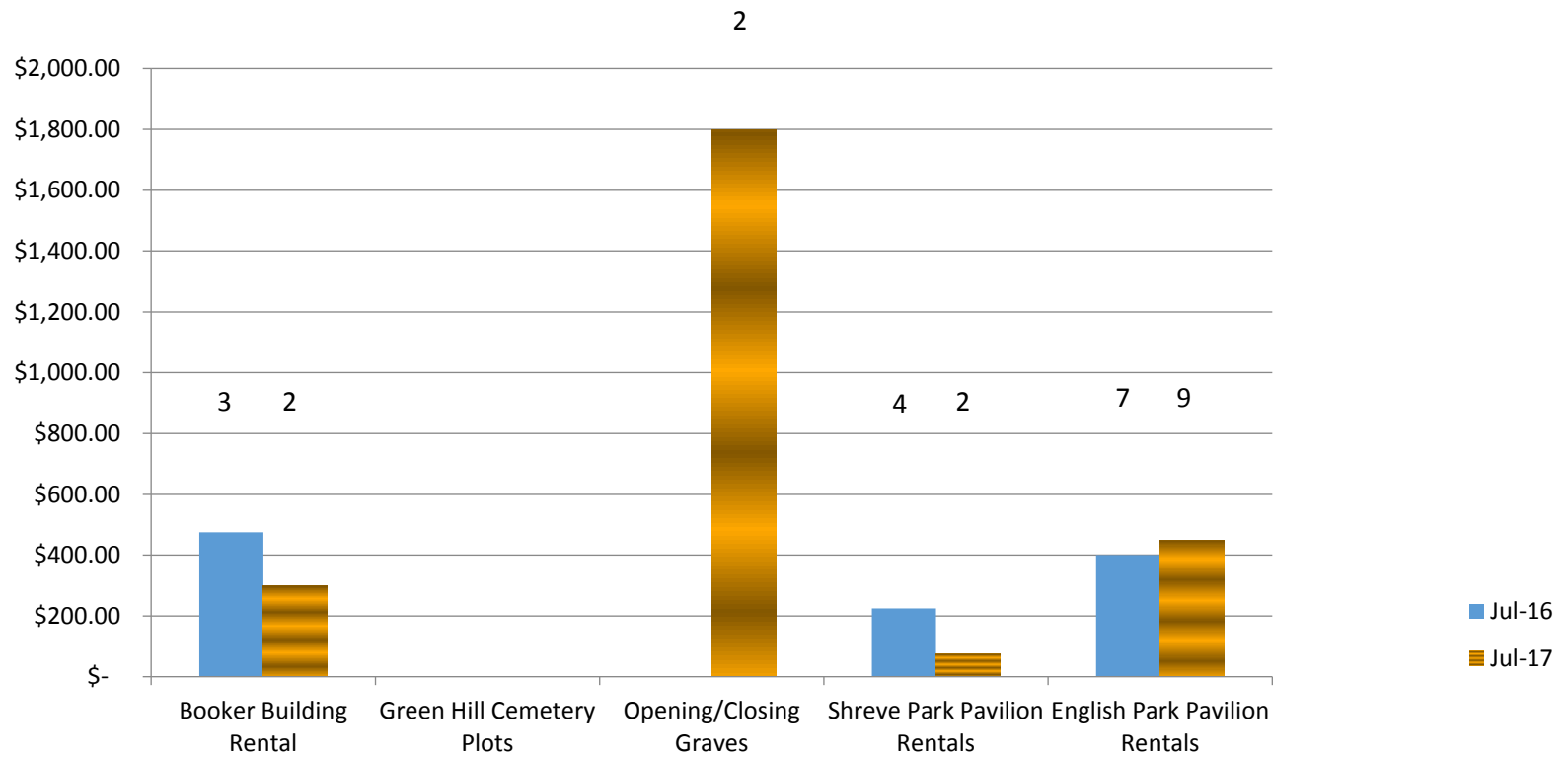
Marketing

- Director developed VEDP marketing visits and participation.
- Director mailed tourism brochures to regional visitor's centers.
- Director developing advertising for Virginia Craft Beer publication.
- Director renewed sponsorship of Altavista High school athletics for RLF program.

Develop Products

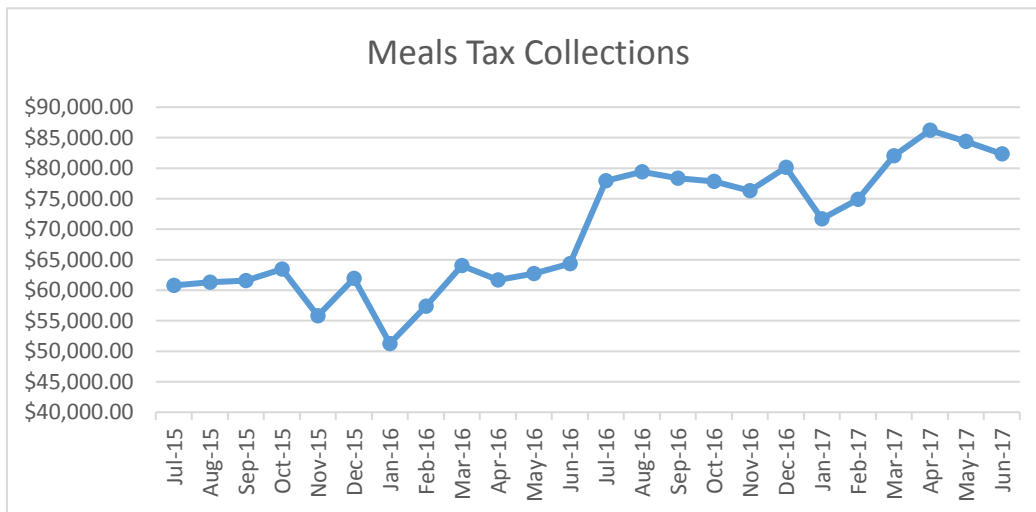
- Second draft of RIFA articles of incorporation delivered to the office.

~ ADMINISTRATION ~



**TOWN OF ALTAVISTA
MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>		
May-15	\$66,308.00		
Jun-15	\$64,146.00		
Jul-15	\$60,786.00		
Aug-15	\$61,309.00		
Sep-15	\$61,560.00		
Oct-15	\$63,460.00		
Nov-15	\$55,798.00		
Dec-15	\$61,928.00		
Jan-16	\$51,250.00		
Feb-16	\$57,390.00		
Mar-16	\$64,020.00		
Apr-16	\$61,664.00		
May-16	\$62,702.00		
Jun-16	\$64,356.00		
Jul-16	\$77,934.00		
Aug-16	\$79,415.00		
Sep-16	\$78,369.00		
Oct-16	\$77,843.00		
Nov-16	\$76,293.74		<u>YTD Total</u>
Dec-16	\$80,126.95	<i>FY2016</i>	\$726,223.00
Jan-17	\$71,669.47	<i>FY2017</i>	\$951,518.71
Feb-17	\$74,876.88	<i>Increase</i>	\$225,295.71
Mar-17	\$82,040.84	<i>Note: Rate Increased</i>	
Apr-17	\$86,217.44	<i>Budgeted:</i>	\$882,000.00
May-17	\$84,409.32	<i>+/-</i>	\$69,518.71
Jun-17	\$82,323.07		



**Town of Altavista
Local Sales Tax**

Jul-15	\$14,073
Aug-15	\$12,947
Sep-15	\$13,681
Oct-15	\$13,337
Nov-15	\$13,481
Dec-15	\$15,473
Jan-16	\$12,926
Feb-16	\$12,265
Mar-16	\$14,634
Apr-16	\$13,503
May-16	\$13,734
Jun-16	\$14,657
Jul-16	\$12,782
Aug-16	\$14,083
Sep-16	\$13,446
Oct-16	\$13,776
Nov-16	\$14,578
Dec-16	\$16,055
Jan-17	\$11,598
Feb-17	\$12,485
Mar-17	\$15,699
Apr-17	\$13,372
May-17	\$14,150

Fiscal Year 2016

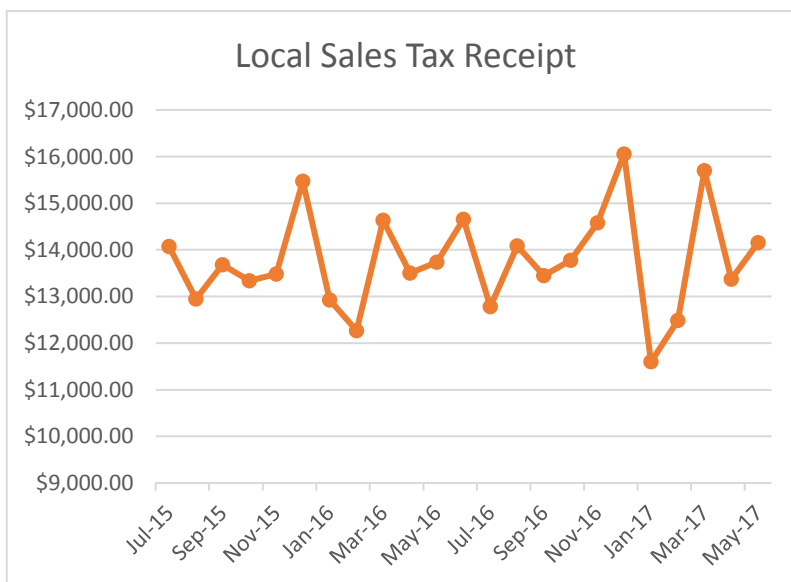
Month to Date: \$150,054

Month Average: \$13,641

Fiscal Year 2017

Month to Date: \$152,024

Month Average: \$13,820



Altavista Police Department

Monthly Report

July 2017

I have attached the monthly report for July 2017. I have included the newly reworked Mission and Vision Statements as well as the new Core Values. These are being integrated into our policies and procedures.

In addition to the statistics attached, I would also like to inform Council that we plan to have our bicycle patrols back in place by early fall. Officer Justin Wyatt and Sgt. Mike Abbot will be attending a 40-hour bike patrol certification class in September. Bedford Police Chief Todd Foreman is offering this to us free of charge. This will certify our program and officers under DCJS.

Officers are also being more proactive in identifying code violations within town limits and addressing them proactively in an attempt to clean up problem areas in town. This includes inoperable vehicle statutes. In addition, any type of derelict or abandoned building situations noticed by officers will be forwarded to command staff for proper referral.

Altavista Police Department Mission Statement

It is the mission of the Altavista Police Department to protect and serve the citizens of our town with fair, impartial and empathetic enforcement of the law. We strive to both prevent and reduce the incidence of crime, thereby enhancing public safety and improving the quality of life for our diverse community. We pledge to conduct ourselves with the highest professional, moral and ethical standards in order to establish and maintain public confidence and trust in our police department.

Vision Statement

The Altavista Police Department will continue to grow, adapt and evolve as needed to provide the highest level of service and protection to the citizens and visitors of our community.

With this vision in mind, we will equip our officers with the knowledge, training, tools, staffing and opportunities to meet and exceed both present and future needs of the Town. We also will work in cooperation with and as a part of our community to proactively identify and address needed areas of improvement in law enforcement services.

It is our vision to be forward-thinking with plans to improve our Department based on the specific needs of the community. We will always strive to be proactive in crime prevention and to provide a safe environment in Altavista.

Core Values

Trust: *We pledge to maintain the public trust in this, THEIR police department.*

Honor: *We will never lose sight of the honor that we hold to serve this great community.*

Respect: *We hold great respect for all of our diverse community and citizens.*

Integrity: *We always have the utmost integrity and truth in all of our actions and duties.*

Professionalism: *We will select the best candidates and obtain the best training, allowing us to hold ourselves to the highest standards of professionalism.*

Altavista Police Department
Monthly Report

Date: March 2017	June	July
Uniform Traffic Summons Issued	21	16
Traffic Stops	96	24
DUI	1	1
Collisions Investigated (TREDS)	2	5
Motorist Aides	10	17
Criminal Arrests "Misdemeanor"	11	11
Criminal Arrests "Felony"	3	
Warrants Executed	2	9
Incidents Addressed (Calls for Service)	385	406
Incidents, Offenses Reportable in RMS	29	40
BOLO'S (Be on Look Out)	7	11
Follow-Up Investigation	80	38
Citizen Contacts	2033	1961
Businesses, Residences Check "Foot Patrols"	659	544
Directed Patrol Hours	456.5	415.5
School Checks	44	17
Alarm Responses	20	18
Court Hours	10	6
Training Hours	3	7.59
Special Assignment Hours	5	3
ECO/TDO	3	3
ECO/TDO Hours	7	7.5
Investigation Hours	70.5	42.25
Bike Patrol Hours		

IBR Offense Counts 7/1/2017-7/31/2017 Altavista Police Department

2	13A-Aggravated Assault
7	13B-Simple Assault
2	23D-Theft From Building
6	23F-Theft From Motor Vehicle
2	23H-All Other Larceny
1	240-Motor Vehicle Theft
1	250-Counterfeiting/Forgery
6	290-Destruction/Damage/Vandalism of Property
1	520-Weapon Law Violations
1	90D-Driving Under the Influence
1	90E-Drunkenness
3	90F-Family Offenses, Nonviolent
1	90I-Runaway
16	90Z-All Other Offenses
	1 CONT-Contribute to the delique
	1 CPSC-Child Protective Service
	1 DOAD-DOA
	2 DRVS-Drive Suspended
	3 ECOO-Emergency Caretake Order
	1 FALS-File False Police Report
	2 INFO-Police Information Only
	1 RESI-Resisting Arrest
	2 SEAR-Search Warrant
	1 VPRO-Violate Protective Order
	1 WELF-Check Welfare
	0 Unclassified 90Z

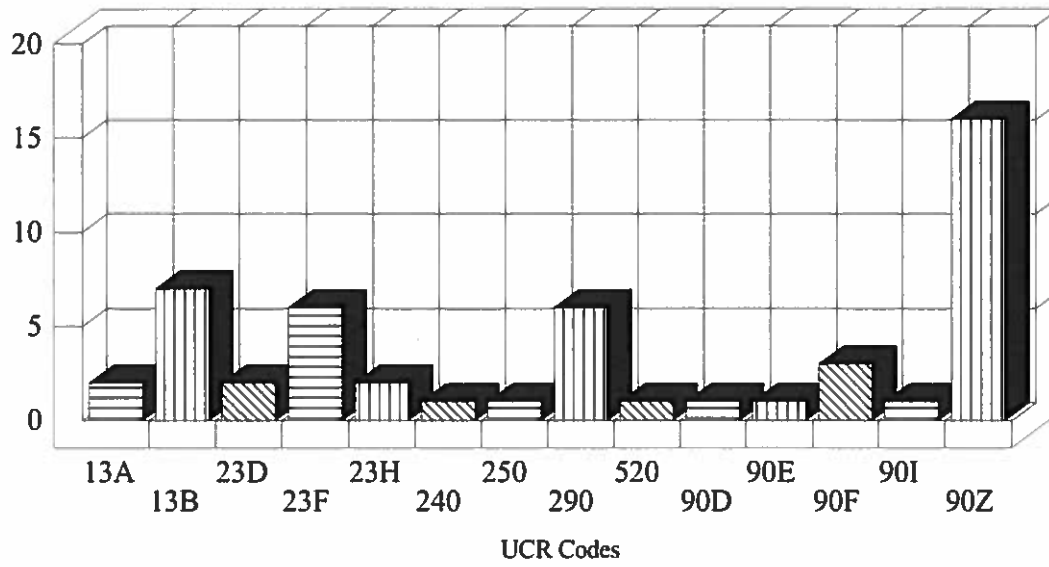
50	Total Offenses Reported
46	Total Incidents Reported

IBR Workload Counts 7/1/2017-7/31/2017 Altavista Police Department

17	0114	Weaver, Svetla
2	0874	Penn, Gary
3	1361	Wyatt, Justin
7	1983	Osborne, Donald
4	2543	Tosh, Austin
7	3274	Caveness, Seth
1	5844	Rigney, Larry
4	6206	Rea, Jarrett J.
3	7124	Williams, J. Allen
14	8139	Noyes, Jordan
1	mary	Hall, Mary

63	Total Incidents
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Altavista Police Department - IBR Offense Counts 7/1/2017-7/31/2017



Data compiled as of:

7/31/2017 10:59:50 AM

13A-Aggravated Assault
13B-Simple Assault
23D-Theft From Building

Print

Exit

Monthly Report to Council

Date: August 8, 2017
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: July 2017 Reporting

NOTE- 1 week vacation in July.

1. Zoning/Code Related Matters: March Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME & ADDRESS</u>	<u>REASON FOR PERMIT</u>
10-Jul	027-17	Ashley Holloway, 1104 Bedford Ave	Home Occupation, Preparation of food goods- sale off site and online
20-Jul	028-17	Image Brite, Carroll Ave, Lynchburg	Sign Replacement PCM, 107 Ogden Road
31-Jul	029-17	Lockwood Sign Art, Charlotte, NC	Sign for Moore's, Elec. 101 Edgewood Ave

- In operable vehicles have been removed from B&D Auto but there are pending matters with the State Police and DMV. Staff is also working with the business owner to clean up nuisance items, batteries, tires, gas tanks, car parts.
- Multiple grass notices sent out.
- Reviewed and provided feedback regarding addressing errors at the request of Campbell County for homes on Doss and Hillcrest.
- Completed notifications and advertising for special use permit application from Mr. Timith Payne to operate a 'major auto repair' to be located at 902 Main Street.
- Responded to citizen complaint regarding trucks, both chip and others, on Bedford Avenue. Spoke with Dominion representative regarding chip trucks.
- Weeds creating line of sight issues in 1000 block of Park Avenue. This was in the r/w and PW crew used mow trim to knock the weeds down.
- Issued violation notice for 1019 Park Street for operations of a mechanic shop in a residential district.
- Met with Gary McIver for update on the demolition permit for Lane buildings. The property is in compliance with the permit and the demolition crew is waiting for engineered drawings for how to safely remove the remaining structure from the building it is attached to.

2. Site Plans Reviewed and/or Approved:

- Reviewed and approved survey to adjust lot line for H4H lots on Amherst Avenue.
- Reviewed survey for property on Frazier road. Minor changes were requested and made by the surveyor.

3. **Planning Commission (PC) Related:**
 - Prepared packet for August meeting. The Commissioners to hold a public hearing regarding major auto repair at 902 Main Street.
 - Drafted a recommendation for Town Council.
4. **AOT Related**
 - Nothing noted.
5. **ACTS Related**
 - Validated daily ridership and revenue for bus system (July) - see bus report.
 - Daily riders tallied.
 - Registered Charles for CTAV conference and received an RTAP grant to pay for the trip.
 - Ordered new bus from Sonny Merryman. The bus is expected to be delivered in late November or early December.
 - Quarterly review from DRPT completed via conference call. Met with mechanics over documentation for maintenance of vehicles.
6. **Projects and Administrative Related:**
 - Updated GIC.
 - Certified June bank statements.
 - Surplus items, two PD cars auctioned on govdeals.com, sold, and paid for with 1 picked up.
 - Developed urban archery packets for upcoming season.
 - Completed and advertised RFP for park and trails master plan.
 - Started working on personal work plan and goals for upcoming year.
 - Interview by News Advance for Altavista article in Discover Lynchburg Magazine.
 - **Route 43 Streetscape and Utility Project**
 - Waiting of VDOT to give approval to move forward with design.
 - **Canoe Launch Site**
 - A design is expected any day for review and approval. Met on site with surveyors to move ramp downstream to prevent scouring. This will be incorporated into the design.
 - **Personnel Policy Manual**
 - Staff continued reviewing chapters from the draft policy manual.
 - **VDOT Main Street Bridge Replacement**
 - VDOT discovered confusion over the ownership of 308 Main Street. Staff researched and helped clear up this matter. VDOT will be negotiating in the near future for easement and right of way purchase.

ACTS RIDER TALLY

July 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
1-Jul						73	73	73	111	111
3-Jul						98	98	171	192	303
4-Jul	Independence Day					0	0	171	0	303
5-Jul						78	78	249	192	495
6-Jul						64	64	313	191	686
7-Jul						74	74	387	189	875
8-Jul						38	38	425	112	987
10-Jul						88	88	513	192	1179
11-Jul						69	69	582	192	1371
12-Jul						66	66	648	193	1564
13-Jul						73	73	721	190	1754
14-Jul						101	101	822	189	1943
15-Jul						53	53	875	109	2052
17-Jul						77	77	952	192	2244
18-Jul						73	73	1025	192	2436
19-Jul						66	66	1091	191	2627
20-Jul						60	60	1151	189	2816
21-Jul						82	82	1233	188	3004
22-Jul						49	49	1282	115	3119
24-Jul						82	82	1364	194	3313
25-Jul						66	66	1430	192	3505
26-Jul						60	60	1490	191	3696
27-Jul						34	34	1524	185	3881
28-Jul						96	96	1620	178	4059
29-Jul						51	51	1671	110	4169
31-Jul						101	101	1772	195	4364
275 Hours	<u>Total Riders to date:</u>		1,772					<u>Counter Sales</u>		
	<u>Total Revenue to Date</u>		\$ -					<u>Total Month Revenue</u>	\$ -	
	Days Run-	27.5	Average daily riders		64.4					
	<u>Total days run</u>	27.5					<u>Average daily riders YTD</u>	64.4	<u>TOTAL MILES</u>	4,364

Annual Ridership Tally FY2013—FY2018

[illegible]

August 2017						
◀ Jul 2017						Sep 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Avoca Members' Picnic	2	3	4	5
6	7 Purple Heart Day	8 Council Meeting 7:00 PM	9	10	11	12
13	14	15	16	17	18 Food Truck Fest Broad Street 5:30 – 8:00 PM	19 Chamber of Commerce Score "Fore" Education Golf Tournament
20	21	22 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	23	24	25 Chamber of Commerce TGIF 6-9:00 PM	26
27	28	29 Altavista Night Out 5:00 to 8:00 PM Shreve Park	30 Strategic Planning Retreat 1:00 to 7:00 PM Train Station	31	Notes:	

September 2017						
◀ Aug 2017						Oct 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 Labor Day Town Offices Closed No ACTS Bus	5 Planning Commission 5:00 PM	6	7	8	9
10 Grandparent's Day	11	12 Council Meeting 7:00 PM	13	14 Altavista on Track 10-Year Anniversary 5:30 to 7:00 p.m.	15	16
17	18	19	20	21	22	23
24	25	26 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	27	28	29	30