



# Town of Altavista

## Town Council

### Regular Meeting Agenda

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

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Tuesday, February 14, 2017

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#### 7:00 PM Council Regular Meeting

1. Call to Order
2. Invocation
3. Approval of Agenda (p.1-2)
4. Recognitions and Presentations
  - a. Resolution presented to Charles Edwards recognizing his years of service on Town Council.
  - b. Planning Commission CY2017 Annual Report (Attachment #1) p. 3-6)
5. 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.*
6. Consent Agenda
  - a. Approve minutes (Attachment #2a) (p..7 – 25)
    - i. Council's regular meeting January 10, 2017
    - ii. Council's work session January 24, 2017
  - b. Acceptance of Monthly Financial Reports (Attachment #2b) (p.26-50)
  - c. Appointment of Walter Maddy to Altavista Economic Development Authority (Attachment #2c) (p.51)
  - d. Approve contract - annual auditing services for Robinson, Farmer, Cox Associates (Attachment #2d) (p.52– 53)
7. Public Hearing (None Scheduled)
8. New/Unfinished Business (20 minutes)
  - a. Consideration of Request of Campbell County for English Park (Attachment #3) (p. 54 – 57)
  - b. FY2018 Budget – Agency Funding Request Presentations (Attachment #4) (p.58 - 60)
  - c. Consideration of Rt. 29 Bridge Historic Mitigation options (Attachment #5) (p. 61- 74)
  - d. Consideration of Letter of Intent Staunton River RIFA (Attachment #6) (p. 75 – 76)

**8. New/Unfinished Business (Continued)**

- e. **Consideration of Police Department Requests (Attachment #7)** (p. 77- 84)
  - i. CIP Reallocation of remaining funds
  - ii. Police Command reorganization
- f. **Consideration of proposal for engineering evaluation/design services for Charlotte Avenue drainage issue (Attachment #8)** (p. 85 – 88)
- g. **Consideration of Virginia Technical Institute Request (Attachment #9)** (p. 89 - 97)
- h. **Consideration of renewal of Everbridge Notification System (Attachment #10)** (p. 98)
- i. **Consideration of 7<sup>th</sup> Street storm water issue (500 block) (Attachment #11)** (p. 99 – 103)

**9. Reports**

- a. **Town Manager's Report (Attachment #12)** (p. 104)
- b. **Departmental Reports (Attachment #13)** (p. 105 – 111)

**10. Informational Items/Late Arriving Matters**

- a. **Calendars (Attachment #14)** (p. 112 – 113)
- b. **Correspondence (Attachment #15)** (p. 114)
  - i. **Altavista EMS – “Let’s Be Prepared” letter**

**11. Matters from Council****12. Closed Session**

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

**13. Continue Meeting Until Thursday, February 23, 2017 @1:00 p.m. at The Willows****UPCOMING COUNCIL MEETINGS/ACTIVITIES -Calendar**

*(All meetings are at Town Hall unless otherwise noted)*

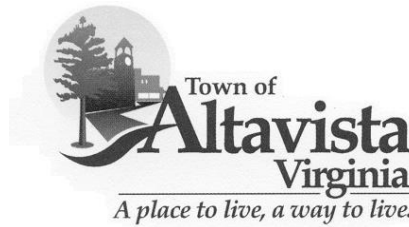
Tuesday, February 28, 2017 @ 5:00 p.m.	Town Council Work Session (Woodward & Curran presentation)
Tuesday, March 14, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, March 28, 2017 @ 5:00 p.m.	Town Council Work Session

*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.*

## Commissioners

John Jordan, Chairman  
John Woodson, Vice Chairman  
Laney Thompson  
Marvin Clements  
Tim George



## Town Planning Staff

Dan Witt

**Town of Altavista Planning Commission**  
**510 Seventh Street, PO Box 420**  
**Altavista, VA 24517**  
**(434) 369-5001 phone (434) 369-4369 fax**

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**February 14, 2017**

Dear Council Members,

The Altavista Planning Commission respectfully submits the attached annual report for its 2016 activities.

Part one of the report contains an overview of the meetings conducted and attendance of the members in 2016. This is followed by a summary of the progress made on the 2016 Work Plan. The third section contains an overview of the monthly meetings and the final section is the Work Plan the Commissioners have developed for themselves for 2017.

## Annual Report

### Summary of meetings in 2016:

- A total of 10 meetings:
  - Regular- 9
  - Joint work session with Town Council- 1
  - 3 Public Hearings: Zoning Change, Comp Plan, SUP
- Attendance at the meetings in 2016 was 82%.
- Zoning Permits Issued: 54

Year	Number Issued
2005	58
2006	92
2007	82
2008	81
2009	50
2010	61
2011	73
2012	57
2013	52
2014	57
2015	48
2016	54

## **The Planning Commission Work Plan Progress Report:**

The **2016 Work Plan Review** is listed below and includes the progress for each task listed:

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters. **The Commission conducted all necessary business and provided recommendations to Council in a timely manner.**
2. Actively work on Comp Plan goals assigned to the Planning Commission and complete the 5-year update. **The 5-year update was completed and a recommendation was presented to Town Council at their September meeting. With the exception of the chapter dealing with Transportation, which required additional work, the plan is in the hands of Council.**
3. Respond to requests by Town Council. **The one specific request was consideration of the Town Code, Section 86-702 (6), nonconforming uses specifically dealing with manufactured and mobile homes. The Commissioners recommended leaving the code as it is currently written.**
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted. **A full review with recommendations and updates is planned for 2017.**
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives. **No meeting was scheduled for the Regional Commissioners in 2016.**
7. Consider ways to identify and bring attention to Altavista's Downtown Historic District.

## **Summary of monthly meetings:**

**January:** Mr. Jerry Barbee was elected as Chairman and Mr. Jordan was elected as Vice Chairman. The 2015 annual report was reviewed with suggestions and corrections being added by the Commissioners.

**February:** A draft ordinance that would regulate chickens in town was considered. Minor changes to the size of the pen and coup were suggested and the setback was established. The annual report was approved for presentation to Town Council at their February meeting. The Commissioners continued working on the update to the Comprehensive Plan.

**March (February 29):** The meeting was cancelled as a result of Chairman Barbee's sudden resignation for personal reasons.

**April:** Mr. Jordan was elected Chairman and Mr. Woodson was elected Vice Chairman. A resolution honoring Mr. Barbee's years of service was adopted. Mrs. Thompson suggested that Mr. Marvin Clements and Mr. George suggested that Mr. Wayne Mitchell be considered to replace the vacant position on the commission. The update to the Comp Plan was continued.



**May:** Mr. Marvin Clements joined the Planning Commission. Work on updating the Comp Plan, chapters 4, 7 and 8, was the focus of this meeting.

**June:** Work on updating the Comp Plan continued with Chapters 4, 7 and 8. Mr. Jarvis assisted in updating Chapter 4, dealing with economic development. The update was completed except for spelling and grammatical corrections that Chairman Jordan and staff were tasked with completing.

**July:** An inquiry from Ashley Holloway to open a restaurant at 1104 Bedford Avenue was considered and discussed at length. The Commissioners directed staff to meet with Ms. Holloway to discuss the options and alternatives to her request.

An ordinance related to Mobile Home Parks as nonconforming uses was discussed as this matter was referred by Council. Because of the complexity of the matter, the Commissioners decided, after staff presented the information, to table the matter and continue the discussion at their August meeting.

**August:** A public hearing was conducted to hear input from the public on the update to the Comprehensive Plan. One citizen, Patricia Conner, spoke at the hearing. A recommendation for approval of the update was sent to the Council from the Commissioners.

The Commissioners considered Section 86-702 (6) of the Town Code as it relates to MHPs. After discussing this matter and considering the request from the owner of the Commonwealth MHP, the information from legal counsel, and the intent of the code when it was adopted, the Commissioners recommended that Town Council leave the code section as it is currently written.

**September:** Meeting Cancelled as there were no pressing matters.

**October:** A discussion for the presentation of the Comp Plan at the upcoming Council work session was discussed. The Commissioners discussed the code sections related to blighted and nuisance structures. Staff was asked to provide all code sections as they applied to these structures.

**November (October 31):** Meeting cancelled as there were no pressing matters.

**December:** A public hearing for a Special Use Permit for a used automobile dealership to be located at the corner of Main Street and Charlotte Avenue was held. The Commissioners recommended approval of the application to Town Council. The Commissioners reviewed the draft 2016 report for Council.

### Planning Commission 2017 Work Plan

1. Conduct regular business of the Commission, such as public hearings for special use permit or rezoning applications and other planning related matters.
2. Review and implement Comp Plan goals assigned to the Planning Commission.
3. Respond to requests by Town Council.
4. Periodically review the zoning ordinance for sections that may need to be amended, corrected, or deleted.
5. Encourage the youth in our community to become more involved in our local government by working with the local schools.
6. Meet biannually or as scheduled with other Planning Commissions in Region 2000 to share and coordinate local initiatives, which should occur in 2017.
7. Consider ways to identify and bring attention to Altavista's Downtown Historic District.

The Planning Commission is an advisory board to the Town Council. If Council would like to add items to the work plan, please provide this request to Chairman Jordan.

Thank you for the continued opportunity to serve the citizens of the Town of Altavista and Town Council.

John Jordan,

Date: February 14, 2017

*John Jordan*

Planning Commission Chairman



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **6a** |

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 January 10, 2017 and the Council's Work Session held on January 24, 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 January 10, 2017 Regular Meeting and the January 24, 2017 Work Session.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Minutes (January 10, 2017 & January 24, 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—January 10, 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 January 10, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Mr. Brett Witcher, Executive Director of Habitat for Humanity, gave the invocation.

Council members  
present:

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

Also present:

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

3. Mayor Mattox asked if there were any questions or changes to the agenda.

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

Motion carried:

VOTE:

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

Mrs. Overbey advised she would abstain from voting on the agenda and the consent agenda due to being new to Council.

4. Recognitions and Presentations

Mayor Mattox introduced and welcomed Mrs. Tanya Overbey who has been appointed to fill the unexpired term of Mr. Charles Edwards. Mayor Mattox requested staff prepare a resolution for Mr. Edwards to be presented at the February Town Council meeting.

- a. AVOCA Annual Report

Mr. Mike Hudson, Director of Avoca Museum, gave the annual report stating 2016 was a year of sufficient advances for the museum; noting the museum has expanded its educational programs. He commented the museum is a great gathering place for the community. Approximately 9,000 visitors attended the museum in 2016 for special events; from other parts of Virginia, 20 other states, Belgium, Canada, France, and Thailand. Mr. Hudson noted this year a discount will be offered to town residents who wish to hold their wedding at Avoca. The museum added \$100,000 to the local economy and positive exposure to the town. Avoca was featured in 15

## Regular Council Meeting—January 10, 2017

different medias last year and hosted 1,200 school children from different parts of Virginia. Mr. Hudson advised in 2016 Avoca had numerous building and beautification projects which have been completed. He stated it is his and the Board's commitment to not ask for funds from the town that is not needed and will not burden taxpayers with wasteful spending. Mr. Hudson advised several projects were completed with funds made available by the Timken Corporation and thanked them for their donation. Four new state of the art exhibits have been added to the galleries. Mr. Hudson advised Council of some past events and events planned for 2017. He thanked the volunteers who served the museum with a special thank you to Ms. Teresa Boyes, Special Events Coordinator, who makes sure the events are well organized and safe.

Mr. Higginbotham asked Mr. Hudson to what capacity was he.

Mr. Hudson stated he always has dreams for what can be done bigger and better noting his predecessor did a great job laying the framework. He advised a storage facility is needed and has been added to the five-year plan for consideration. He stated he can happily say he has looked at his list of objections for Avoca and all have been checked off. He has the fortunate task of identifying new things that can be done.

Mayor Mattox offered thanks to Mr. Hudson, the Board, his staff and the volunteers for their fine work.

### 5. Public Comment

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

No one came forward.

### 6. Consent Agenda

- a) Minutes- Regular Meeting December 13<sup>th</sup>, 2016/Called Meeting January 3<sup>rd</sup>, 2017  
–The Council approved the minutes of the Council meeting and Called meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the consent agenda as presented.

Motion carried:

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

### 7. Public Hearing

- a) Special Use Permit-Kidd's Family Properties, LLC-Used Car Lot

Mayor Mattox advised the purpose of this public hearing was to receive comment from the public in regards to a Special Use Permit request for a Used Car Lot at the Kidd's Family Properties.

Mr. Witt advised the county has not yet posted on their website but Mr. William Bulerin of 204 Prospect Road, Hurt, VA has purchased this property. Mr. Witt

## Regular Council Meeting—January 10, 2017

stated at their December 5, 2016 meeting the Planning Commission held a public hearing to get input from the public as they considered an application from Mr. Bulerin to operate a used car dealership on property he owns at 901 Main Street and 509 Charlotte Ave. This use, while located in the C2 General Commercial zoning district, requires the issuance of a special use permit. No one spoke for or against the proposed use at the Planning Commission hearing; Mr. Chad Shelton contacted staff, after receiving notice of the hearing, to voice his support of the request. Mr. Witt noted the Planning Commissioners voted 5-0 to recommend to Town Council approval of the special use permit application for property at 901 Main Street and 509 Charlotte Ave to be used for an automobile dealership with design guidelines set forth in Section 86-504 of the Town Code and with the following conditions:

1. All vehicles displayed for sale shall be in operating condition and have a valid inspection sticker.
2. No repair work or maintenance of vehicles shall be permitted outside the enclosed building.
3. All vehicles displayed shall be accessible at all times via aisles between rows of vehicles.
4. The number of automobiles displayed shall be limited to the number presented in the special use permit application (10).

Mr. Witt explained the Planning Commissioners provided the following as reasons for recommending approval of the application:

1. The use is consistent with the intent for the C2 zoning district- The C-2 (general commercial) district covers those areas of the community intended for the conduct of a wide variety of businesses to which the public requires direct and frequent access and is characterized by frequent vehicular and pedestrian traffic. This C-2 district is the major business district of the town which is the focal point of where a business can be successful and grow in the community.
2. Mr. Bulerin is commended for his entrepreneurial spirit and the expansion of his successful tire business at the same location.
3. This business provides healthy competition, which is supported by the Commissioners.
4. This business brings customers that also support other businesses within the Town, specifically the Main Street district.

Mr. Higginbotham asked why Mr. Bulerin is restricted on the number of vehicles on the lot.

Mr. Witt explained the restriction is due to the size of the lot. He is required to have three parking spaces for customers for the car and tire dealership. He noted this is also what Mr. Bulerin asked for.

Mayor Mattox opened the public hearing at 7:21 p.m. and asked if anyone would like to speak on the requested special use permit. No one came forward. Mayor Mattox closed the public hearing at 7:22 p.m.

Mr. Bulerin addressed Council and advised that 10 vehicles were the minimum needed to obtain his dealer's license.

Mrs. Brumfield noted Council is okay with the minimum of 10 vehicles but didn't want him to feel limited.

A motion was made by Mrs. Dalton, seconded by Mr. George, to grant the request of the special use permit for a "Used" car lot at 901 Main Street and 509 Charlotte Ave.

Regular Council Meeting—January 10, 2017

Motion carried:

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

Mayor Mattox thanked Mr. & Mrs. Bulerin for expanding their business in Altavista.

8. New/Unfinished Business

a. Consideration of Canoe Launch Property

Mr. Coggsdale advised the Town received the Virginia Land Conservation Fund Grant (VLCF) from the Virginia Department of Conservation and Recreation for the purchase and associated costs of the recreational easement. The total amount awarded was \$23,312.50 with the total project cost of \$46,625 (50/50 matching grant). To date the land has been surveyed, appraised, and the Phase I environmental study is pending. He noted the Town paid \$1,000 to the Dalton family when it entered into an Option Agreement in May 2015 and extended it in May 2016. This money will go towards the purchase of the easement, so the balance owed is \$39,000. The Town has also paid \$1,800 for the appraisal and \$1,025 for the survey. Based on the appraisal, the grant will reimburse \$17,500 towards the purchase of the easement and 50% for each of the other approved items. Once the land is under contract, staff plans to move forward with a contract for the design of the site.

A motion was made by Mrs. Dalton, seconded by Mr. George, to purchase the easement from the Dalton family.

Motion carried:

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

b. Consideration of Town Council Retreat

Mr. Coggsdale advised it has been 4+ years since the Town Council has engaged in a formal strategic planning process. He noted such a process is very instrumental in clarifying the Council's vision for the community and providing a clearer and more focused course of direction to the staff. An effective strategic planning process has the potential to strengthen the shared understanding and commitment of the Town's elected officials, employees, appointed boards and commissions and the community at large to the Council's vision and goals for the community. He stated staff has researched the process of strategic planning and analyzed examples of strategic plans from various communities across the country. Strategic plans vary in size and scope and commonly include:

- A vision statement for the community.
- A corresponding set of goals and strategies for achieving that vision. The underlying assumptions, based upon observed trends and conditions, may be highlighted to help explain and support the selected goals.

## Regular Council Meeting—January 10, 2017

- Measurable indicators that are central to determining if the desired vision is achieved.

Mr. Coggsdale stated staff is seeking from Council, their level of interest in conducting a Strategic Planning Retreat as a step toward creation of a Strategic Plan. Mr. Coggsdale stated if Council is agreeable, staff can work on drafting a possible timeline for the Retreat and potential costs.

Mayor Mattox stated only three members of the current Council (Dalton, Mattox and Higginbotham) were in attendance at the last retreat; the others had not been elected.

It was the consensus of Council to move forward with staff planning a Town Council Retreat and gathering the estimated cost.

Mr. Coggsdale asked Council members to start thinking about a timeframe that would work for them.

### c. ACTS Transportation Development Plan

Mr. Witt advised each year staff is required to provide an update on the Town's Transit Development Plan (TDP). This is part of the application process for receiving funds from the Department of Rail and Public Transportation (DRPT) 5311 grant funding. The TDP is a 5-year planning tool that staff uses for budgeting, both operations and CIP, while providing and/or expanding services. He noted this is the first year there was a decline in ridership; a statewide occurrence. Mr. Witt advised ridership is back up thanks to a generous donation that allowed for free fares from September to December. Mr. Witt reported the revenue hours for FY2016 totaled 3,013. The base hourly rate for operations is approximately \$28.11 with an actual annual operations expenditure of \$84,690. He noted he would be applying for the grant which has already been approved by Council. Mr. Witt mentioned he will be purchasing a new bus this year. He expressed appreciation for the bus system on behalf of the daily riders and what a blessing the bus is to them. Mr. Witt mentioned he has been asked what does the bus system actually cost the town. A random check of \$4,000 plus has been received from DRPT (excess funds) and has been put towards the town's match for this fiscal year. The approximate cost was \$5,000 for the bus to operate this year.

Mr. Emerson asked if this amount included the fare revenue.

Mr. Witt advised the budget does include the fare revenue.

Mr. George asked if the bus serviced Staunton River Family Physicians in Hurt.

Mr. Witt advised several citizens had requested this deviation; it was approved by DRPT. The fare is \$.50 to go to Hurt and \$1.00 to come back.

Mr. Emerson asked if it was a requirement for the town to charge a fee to ride the bus.

Mr. Witt responded it was not.

Mr. Emerson asked if it only cost \$5,000 to operate the bus why are the citizens being charged a fare fee.

Mr. Witt stated in his opinion the anonymous donation has provided free fares every year since the transit system has been in business for June through



## Regular Council Meeting—January 10, 2017

September which will extend for a full year of free fares this year (May through September). The .50 does not break anyone but gives them the opportunity to take ownership of the transit system.

Mr. Emerson felt there would be an increase in riders if the fare was free.

Mayor Mattox suggested this be looked at during the budget process.

Mr. Witt mentioned with the creation of ACTS there was discussion of Altavista being a hub. He stated he has not pushed this notion as no one has asked. He has attempted to partner with the Town of Hurt; they said thanks but no thanks. Council advised Mr. Witt he would need to find a partner to pay part of the grant which he has been unsuccessful.

Mr. Coggsdale suggested this be a topic for discussion at the Council Retreat.

Mrs. Dalton stated there are dividends to be paid by going regional even if the pilot program is on the town's dime.

Mr. Witt felt T.K.'s Taxi Service has bridged the need for traveling outside of town.

It was the consensus of Council to accept the Town's Transit Development Plan (TDP).

### d. Booker Building Update

Mr. Coggsdale advised previously staff submitted to Council a preliminary assessment of the Booker Building. In the preliminary assessment there are some questions that may be considered by Council in regard to the next steps for this potential project, the questions are listed below:

- Is the purpose to minimally renovate the structure to continue the current rental and use pattern?
- Does the past use of the building justify more than normal renovations/upgrades?
- Is the purpose to improve the facility to open up opportunities for additional rental and uses?
- Is the Council open to spending a significant amount of money on the building?
- Is there a different option? (i.e. new building, phased renovation, etc.)
- Are funds available to advance this Preliminary Assessment to a more advanced Planning Assessment?
- Are there groups in our community that would benefit from a renovated facility with more amenities?

Mr. Coggsdale added staff has reached out to the USDA, Lynchburg Office, in regard to any sources of planning grant funds for such projects.

Mayor Mattox suggested this topic be discussed at the Council Retreat and asked Council members to talk with fellow citizens to see what they would like in regards to renovations to the Booker Building.

Mr. Emerson felt Altavista on Track and other organizations should be involved in this process.

e. Consideration of Public Works Position Reallocation

Mr. Coggsdale reported staff has reviewed the employee allocation in the Public Works Department, as it related to the Utility Crew which is funded out of the Enterprise Fund. The Utility Crew is responsible for maintenance and repair of the utilities distribution (water) and collection (sewer) systems. Allocation of personnel was previously discussed with Council at the June Work Session and approved. With several recent vacancies in the Public Works Department, staff would like to hire a new Laborer for the Utility Crew, the previous employee was on the Building and Grounds Crew. This is in line with the approved employee allocation (June 28<sup>th</sup> Work Session) but will require that the funding source for the employee be changed from the General Fund to the Enterprise Fund. It is estimated that the cost, including all benefits, for the remainder of this fiscal year would be no more than \$19,000 and would be funded through the Enterprise Fund. Accordingly, there would be a like reduction in the Public Works budget (General Fund). These changes would also be incorporated in preparation of the FY2018 Budget.

A motion was made by Mrs. Dalton, seconded by Mrs. Overbey, that the funding for a Laborer positon (Utility Crew), estimated at \$19,000 for FY2017, be allocated in the Enterprise Fund budget.

Motion carried:

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

9. Reports

a. Town Manager’s Report

**Booker Building**

Preliminary Report submitted to Council in November.  
Contacted USDA regarding potential planning grant.

**WWTP EOP – PCB Remediation**

Council voted not to proceed with the Plot #7 Sampling or the University of Iowa request.

**Compensation/Classification Plan Study**

The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

**Broadband Planning Study**

The Study will be distributed to Council and the consultant will make a presentation at the January Work Session.

**Water Plant Projects**

Water Model/GIS Mapping – Delivery date of December 30, 2016  
Water Plant Electrical Upgrades – 90% plans submitted for review.

## Regular Council Meeting—January 10, 2017

SCADA*Check* – Working on scheduling a presentation to Town Council (Jan.or Feb. Work Session)

SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)

Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone

Mr. Higginbotham questioned the “grey” water.

Mr. Coggsdale advised he has been in contact with Mr. John Hylton with Dominion Virginia Power and he has turned this matter over to someone within his group. Mr. Hylton will have someone contact the town with an update.

Mrs. Brumfield asked about the pre-sediment tank.

Mr. Coggsdale stated that Mr. Fore was working on this matter.

Mr. Higginbotham asked about the drainage issue on Charlotte Avenue.

Mr. Coggsdale stated now that Main Street has been updated, staff can look at the drainage in that area.

### b. Departmental Reports

## 10. Informational Items/Late Arriving Matters

### a. Calendars-January/February

## 11. Matters from Town Council

Mr. Higginbotham referred to a comment made by Mr. Charles Edwards regarding the Machinery and Tools Tax and asked if that was being looked at.

Mr. Coggsdale advised this could be considered during the budget process.

Mrs. Brumfield stated she has been talking with the Town Manager in regards to drug testing for all employees.

Mr. Coggsdale advised this process is in place.

Mr. George stated the lines are being cleared going to McMinnis Springs and asked if the lines were going to be replaced.

Mr. Garrett advised there is a culvert that has washed out and they are clearing the area so it can be replaced.

Mayor Mattox noted Mr. Emerson has faithfully served on the Altavista on Track Board; he stated Mrs. Overbey has agreed to serve on this Board. Mayor Mattox appointed Mrs. Overbey to the Altavista on Track Board.

## 12. Closed Session

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

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

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

Motion carried:

Regular Council Meeting—January 10, 2017

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 7:58 P.M.  
Notice was given that council was back in regular session 8:05P.M.

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

CERTIFICATION OF CLOSED MEETING  
WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and  
  
WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the town council that such closed meeting was conducted in conformity with Virginia law;

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

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

13. Adjournment  
  
Mayor Mattox asked if there was anything else to bring before Council.  
  
The meeting was adjourned at 8:05 p.m.

\_\_\_\_\_  
Michael E. Mattox, Mayor

\_\_\_\_\_  
J. Waverly Coggsdale, III, Clerk

## COUNCIL WORK SESSION JANUARY 24, 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 January 24, 2017 at 5:00 p.m.

Council members  
present:

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

Also present:

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

1. Mayor Mattox called the meeting to order and presided.
2. A motion was made by Mr. Emerson, seconded by Mr. George, 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
	Mr. Jay Higginbotham	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.

Mr. Mitch Bernard, Avondale Drive, Altavista, addressed Council in regards to the Broadband proposal. He referred to a recent article in the *News and Advance* and read a portion: *The town of Appomattox and Nelson County are among the Virginia communities saying the "Virginia Broadband Deployment Act" not only will fail to live up to its name, but will prevent service from reaching people who need it. Robert J. Catron, who represents Roanoke's broadband authority, said "This bill provides a way for the cable companies to shake down localities for money to build out networks."* Stated by Nelson County's Administrator, Steve Carter, *"No matter how HB 2108 is presented as something positive for broadband services, such suggestions are nothing more than false propaganda," Nelson County Administrator Steve Carter said in an interview. "... This legislation is a complete deterrent to the progress local governments have and are making to provide their communities with broadband services."* Mr. Bernard brings this up not knowing what it has to do with the Town's plan but felt it was terrible to be subject to this monopoly within the town's limits adding he would like to see competition. He suggested Council make a statement and pass along to the newspaper to get the word out. He felt the proposed bill was another restriction.

Mayor Mattox thanked Mr. Bernard for the valuable information.

Council was presented with a packet of information on the proposed HB 2108 by Mr. Coggsdale.

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

No one came forward.

4. Introductions and Special Presentations

a. Altavista Broadband Planning Report-Design Nine, Inc.

Mr. Dennis Jarvis updated Council on the events leading up to tonight's presentation by Design Nine, Inc. and introduced Dr. Andrew Cohill, President of Design Nine, Inc.

Dr. Cohill presented Council with a PowerPoint noting they surveyed businesses and residents on existing assets. They looked at some of the technologies and strategies to improve better service. Looked at starter projects that were more respectful of the budget and the size of Altavista. Spent time with Mr. Jarvis and others in the town in regards to funding opportunities. Looked at if the town decides to spend some money on infrastructure, what does it mean in terms of a long term commitment, in terms of cost in operations. Dr. Cohill felt from a municipal and local government perspective, House Bill 2108 is a tragedy for local communities. One of the outcomes of this study is not for the town of Altavista to go into the retail business for internet and compete with the private sector. He stated a single high performance fiber wireless network would let all the service providers share the network with competition and competitive pricing for services. He stated what he would like for Altavista and any community in Virginia to have is the opportunity for distributive ownership infrastructure. He noted Altavista has the advantage of several internet providers having a presence in the town. In terms of recommendations, they are looking at modest investments by the town to help get fiber into the Main Street area and the development area that would attract more businesses and create more jobs, making the properties more valuable. He referred to Altavista Controls stating they are writing software for some of the largest companies in the world which has to be distributed via the internet. They are limited because of the high cost of moving their product in code to their customers all over the world. He felt there were opportunities for the town to make some investments that would help companies such as Altavista Controls and attract other companies to the area. Business relocation consultants advise fiber availability and competitive pricing for fiber is on the short list when looking for businesses relocation. Dr. Cohill noted for the size of the community the responses to the survey were good; 92% interested in better internet services with 71% working from their homes. He presented a listing of comments from residents which were mostly dissatisfaction with their internet service. They reached out to the businesses and their comments included Comcast wanting to charge \$30,000 to bring a fiber line less than a block to their business. Dr. Cohill stated their recommendation is that the town install fiber lines to some of the downtown businesses and lease access to Comcast, Lumos, or MBC to recover some of the expense.

Mr. Higginbotham questioned what the cost would be.

Dr. Cohill stated cost analysis is in the report. He has spoken with the Town Manager and Mr. Jarvis who feels this is something the town may be able to do. The core of the project is the fiber "starter project" in the downtown area which would make existing downtown buildings more attractive to entrepreneurs and startup businesses. He explained a "meet me" box would be installed in the downtown area, fiber would

## COUNCIL WORK SESSION JANUARY 24, 2017

be ran in the alleys to the “meet me” box and into the backs of the buildings. Businesses would then be able to hook to these fiber connections. Dr. Cohill presented a map of the proposed fiber route for the town. He mentioned if this project can be tied to job creation or job retention, CDBG would be the best option for possible funding.

Mr. George asked where the fiber would be coming from.

Dr. Cohill responded the CenturyLink office is located on 7<sup>th</sup> Street and he would recommend putting the “meet me” box in that vicinity.

Mr. George asked if this connection would be available to the schools.

Dr. Cohill stated the schools have it already; this is not part of their recommendation with the starter project.

Mr. Higginbotham asked if this is installed with directional bore.

Dr. Cohill stated it would either be directional boring or slot cutting (micro-trenching).

Mr. Higginbotham asked about the cost estimates.

Dr. Cohill responded it is approximately \$20 per foot.

Mr. Higginbotham asked for the cost of materials and labor.

Dr. Cohill stated he did not have the numbers in front of him but generally labor is 50% to 60% of the cost; materials are fairly inexpensive.

Mrs. Dalton questioned where the fiber cables are now.

Dr. Cohill stated Lumos cables are behind the library; MBC, because they are connected to the schools, is in town but has not been extended.

Mayor Mattox asked if there would be competition or would there still be a monopoly.

Dr. Cohill stated this is why they are not recommending approaching the schools now because MBC is already there. The competition for the downtown area would be the telephone company and the cable company. There would be more competition. He stated one company would need to be identified that would say yes if this is built, they would like to come on and provide services. He was confident that Lumos would be interested.

Mayor Mattox asked if he had any historical data on the cost savings to the customer.

Dr. Cohill stated for the same amount of money the customer might get five to six times the bandwidth. The business sector is not as interested in cutting cost as they are wanting the bandwidth. It's about getting the bandwidth at an affordable price.

Mrs. Overbey questioned the residential portion of the proposal stating it looks like devices would be installed on poles that would provide WI-FI to residential areas around those poles. It said it would support 20-40 simultaneous connections and asked if that means 20-40 households or devices.

Dr. Cohill stated this would refer to devices.

Mrs. Brumfield asked if this would do away with a router in the home.

Dr. Cohill replied it could eliminate the router. The town can make it easier to bring in some wireless internet service providers by allowing them to put their equipment

## COUNCIL WORK SESSION JANUARY 24, 2017

on poles. The town would not want to be in the business of running wireless radios but would want to partner with a wireless service provider.

Mrs. Brumfield asked if this is all safe.

Dr. Cohill responded as long as good passwords are used; it is not as secure as fiber or some type of landline cable.

Mrs. Overbey asked if the town would receive leasing fees from the company leasing the pole.

Dr. Cohill stated wireless internet is a tough business because the radios are fairly inexpensive but they are outside and subjected to weather extremes. The profit margin in wireless is low. It might be possible to get a modest lease fee for access. There needs to be a friendly negotiation with a wireless internet provider. If too much is charged, they will not come to town. He noted the biggest mistake seen with other communities is towns trying to charge the same fees to wireless providers as fiber providers.

Mr. Higginbotham noted Main Street was just torn up and repaved and asked if conduit was installed at this time.

Dr. Cohill stated you would want the cable to come in the back of the building with the other utilities; running fiber down Main street would increase the cost.

Mr. Higginbotham asked if someone damages the fiber cable is the town responsible.

Dr. Cohill responded if someone damages the cable, their insurance would cover the cost of repairs.

Mr. Higginbotham asked Dr. Cohill if he had an estimate of what repair would cost.

Dr. Cohill stated it is based on the number of fiber strands; downtown, 144 strand cable would likely be installed. The repair on that would likely be \$5,000 to \$7,000.

Mrs. Brumfield asked Dr. Cohill if he recommended directional boring or slot cutting (micro-trenching).

Dr. Cohill stated if Council decides to move forward, they would bring in some construction firms and get their recommendations and also talk with Public Works to see what utilities are in the alley and the depth noting one is no better than the other just two different techniques to get the cable in the ground.

Mr. Emerson asked if Abbott Laboratories, Moore's Electric, Bennett Mechanical, are interested in this service.

Dr. Cohill advised they spoke to Abbott Laboratories and they indicated they had everything they needed. He suggested extending the fiber in that direction if the downtown goes well.

Mrs. Dalton asked if the building that houses The Standard is served by fiber optic cable.

Mr. Jarvis stated The Standard has the necessary structure they have because they contracted with an internet provider. For a small company such an investment can be cost prohibitive. The question is how can the town tap into the fiber optic cable cost effectively. Mid-Atlantic provided the backbone. He stated this would be an alternative for the small businesses and citizens.

Mayor Mattox stated Council is not looking at this as a revenue tool but for economic development and improvement for the quality of life for the citizens.



## COUNCIL WORK SESSION JANUARY 24, 2017

Mr. George asked what the cost might be.

Mr. Coggsdale reminded Council this study covers the downtown Main Street area.

Mr. Jarvis advised the cost was in the Altavista Broadband Study Results handout. The presented map is a starting point; an option for Council to consider. This is a conception, an initial blush of what could happen if the Town constructed the fiber and installed a “meet me” box. This could be positive for Altavista Controls and English Hardware. He felt Abbott Laboratories and BGF are happy where they are at.

Mayor Mattox felt it was the consensus of Council to investigate this further and start looking at grant availability.

Mr. Coggsdale asked Dr. Cohill in his experience what is the next step.

Dr. Cohill stated generally funding is identified and the \$334,000 estimate includes the area outlined on the map noting this could be scaled back. If Council is interested in this project, grants and other sources of funding need to be looked at.

Mr. Jarvis noted staff has identified and it was approved by Council in the Capital Improvement Plan as a place holder a wireless initiative for the downtown.

Mrs. Dalton suggested some due diligence be done along the area that has the greater probability of attracting the businesses that would use the fiber optic cable. She asked if there was a way to phase this in.

Mr. Jarvis stated in a recent EDA meeting it was brought out that people are looking for bandwidth and then the cost. If the bandwidth is not there, they are not going to lease/purchase the home. The buildings on Main and Broad Street are the catalyst of what can be if the bandwidth is available.

Mr. Coggsdale asked if the logical next step would be to bring in the fiber contractors.

Dr. Cohill felt the next step would be to look at the layout presented by Design Nine, Inc. and give them feedback on what is the minimum that would be useful from an economic development perspective. He stated the fiber contractors will want to know how many buildings you are going to pass and how many customers can they expect. He noted residential wireless will not support economic development in the same way.

Mrs. Dalton suggested Council and staff keep this front and center as a priority. She felt this has ramification and suggested this be a topic of discussion at the Council Retreat.

Mayor Mattox felt Council agreed on the concept but would like some options and cost associated with the options. He asked would it be easier to complete the entire area while the contractors are here. The goal is to have available internet for the young people who are our future.

Mrs. Brumfield asked if the map is split three times and the contractor has to come in three times would it be more cost effective to do the entire thing at one time.

Dr. Cohill stated it is always less expensive to have a bigger job.

Mrs. Dalton stated what Council wants to do is drive economic development; what are the possibilities. We are willing to make an investment that has a return. It is easier to make a decision when it is quantified.

b. Classification and Compensation Study-Springsted Incorporated

Mr. Coggsdale introduced Ms. Ann Antonsen, Vice President and Consultant of Springsted, who conducted a Classification and Compensation Study for the Town of Altavista.

Ms. Antonsen presented Council with a power point presentation. She advised the purposes identified for conducting the study is the town wants to respond to changing marketing conditions and supports the Town's efforts to attract and retain quality employees. The town recognizes employees' duties change over time along with the services provided changes over time. To provide a system that provides internal equity and consistency among similar positions. The town wants to ensure that salaries are externally competitive with comparable employers in appropriate labor markets. She explained why local governments conduct these studies noting to ensure that compensation and benefits for employees are equitable and competitive in the labor market, that an employee's position descriptions are up-to-date; salary compression issues are addressed (noting there was an increase in salary compression during the recession), that federal regulations are met and that jobs are treated in a fair manner and their rankings and pay are based upon a rational system of evaluation. This study aids in reducing employee turnover.

Ms. Antonsen advised the best practices for the classification and compensation study involves conducting the studies every five to seven years. Organizations will do these less often if there is an economic downturn or recession or done more often if they are having difficulty recruiting employees or large turnover. Many communities recognize their classification and compensation systems are in need of assessment and updating due to changes in job responsibilities of employees and a shifting labor market. Ms. Antonsen stated Springsted looked at providing a fair and equitable compensation to employees in an increasingly competitive and changing labor market. They looked at maintaining a competitive pay structure that takes into consideration the Town's fiscal resources. They also looked at ensuring that employee compensation is based on individual performance that meets or exceeds expectations and reflects changing economic conditions also provide consistent administration of pay policies and procedures among all Town departments.

Ms. Antonsen reviewed with Council the Town's objectives which are to attract and retain qualified workers; to provide equitable and competitive salaries for all workers of the town; to develop a salary structure that provides for internal equity and ensures external competitiveness with other municipalities; to provide a fair method of annually evaluating employees' performance and provide for a merit pay increase when appropriate and to review current compensation practices and policies and develop recommendations for ongoing administration and maintenance of the proposed classification and compensation plan. She reviewed with Council their method of study and then gave the study's findings as: the town's salary levels are significantly lower than the average salary rates paid in comparable regional organizations; internal pay relationship inequities exist within the town, the current pay plan is recommended to be updated in order to develop consistency and to maintain competitiveness; and, policies regarding maintenance should be evaluated.

Ms. Antonsen advised 19 Benchmark Communities were selected for participation with 12 responding to help with developing the recommendations for the town. She advised they have developed an open range system which provides a minimum, midpoint and maximum salary consistent with the survey reports and contains 35 pay grades with a 5% separation between grades and a minimum to maximum spread of 60%. Job evaluation is something that is common in both public and private sector; the tool that organizations use to determine where a position should fit within their compensation plan. She referred to SAFE (Systematic Analysis and Factor Evaluation System) and explained this is a system developed for use in the public sector and has been tested in Federal Court under an EEOC claim and found to be an equitable method of evaluating and validating position placement. Ms. Antonsen advised they are still fine tuning some of the position placement and some of the options but presented Council with some implementation options. She noted once

## COUNCIL WORK SESSION JANUARY 24, 2017

recommendations are finalized they would come back to Council to look at approving the study recommendations. She stated they recommend establishing guidelines for base adjustments, adjust pay ranges and wages of employees and adjustments that recognize individual employee performance annually. Ms. Antonsen stated they conducted a very comprehensive fringe benefits review noting the town's holiday and annual leave is below average, sick leave is above the survey average. Pension, retirement and life insurance is consistent with the survey respondents. With Health Insurance, the Town pays, on average, a higher premium amount for employees/spouse and employee and 1 child, and is below the survey average for contributions at all levels except family coverage. The deferred compensation is consistent with survey respondents. Ms. Antonsen noted the power point was just an overview of the written report which has more detail. In conclusion if Council adopts the report's recommendation it would provide a fairer and more equitable compensation package to employees in a competitive and changing labor market, improve opportunities to reduce turnover among current employees and to recruit quality replacements, when needed; proved compensation that addresses internal equity and external market competitiveness and establishes a market position that is fiscally responsible with public resources.

Mr. Emerson asked if Council comes up with an option that they would like to explore, how long would it take to implement the option.

Mr. Coggsdale stated the shortest term would be the next budget process, July 1. Some organizations take multiple years to achieve the goal.

Mr. Emerson stated in his opinion he did not think it should take years to implement this study but should bring these items up to speed as soon as possible.

Mrs. Dalton stated she was delighted that Council now has a tool that the Town Manager can use to recommend back to Council to pay people fairly and make decisions about compensation based on facts. Council has been making decisions on compensation based on erroneous things and this will allow for decisions to be made based on facts. She did not feel Council would go to the maximum compensation but should be off the floor of minimum.

Mrs. Overbey was in agreement with Mrs. Dalton that it was good to have a working paper now and agreed with Mr. Emerson that everyone should at least be at the minimum and as funding allows do better.

Mr. Higginbotham advised he has gone through the report extensively and stated he has four concerns with the data. He stated there were 19 localities listed and did not feel that apples to apples were being compared and asked how Abbott Laboratories fit into the survey.

Mr. Coggsdale noted Abbott Laboratories didn't respond to the survey.

Mr. Higginbotham asked why they would be asked.

Mr. Coggsdale offered because the town competes with them for employees.

Ms. Antonsen stated it is based on location and competition for employees. This is one of the factors that is taken into consideration when selecting the marketing group.

Mr. Higginbotham referred to the town of Ashland and stated they have a population twice the size of Altavista and is north of Richmond with the household median being slightly over Altavista's. The housing value is \$178,000 with Altavista's being \$112,000. He said everybody wants a pay increase; he felt Council had fiduciary duty to put in the pot comparable localities. He did not feel that Ashland, Woodstock, or Christiansburg were comparable. He noted Farmville has two colleges and a population of eight thousand. Mr. Higginbotham felt the process was good but there had to be good data going into it to have good data coming out.

## COUNCIL WORK SESSION JANUARY 24, 2017

Mr. Emerson asked Mr. Higginbotham if Altavista could be a college town on the outskirts of Liberty University.

Mr. Higginbotham stated he did not consider Altavista as a college town.

Mr. Emerson noted the town of Ashland is not northern Virginia.

Mr. Higginbotham stated the median housing is \$188,000 in Woodstock, \$112, 000 in Altavista. He agreed with Mrs. Dalton that Altavista does have the cost of living going for it, but that Roanoke was the lowest in the state if not nationwide. Mr. Higginbotham stated he had a listing of towns that have similar housing values, similar household incomes and similar populations. He stated he would like to see these compared to the town of Altavista. He stated he did understand Altavista is competing with what Chatham, Gretna and Lynchburg are paying their employees.

Mr. Emerson noted the Peer Group study from four years ago used these same Benchmark Communities.

Mrs. Dalton stated this study is a tool to be used and is not perfect. She suggested asking Springsted to rework some data; we are not trying to be absolute in any form. Mrs. Dalton stated she agreed the better the data going in, the better the data coming out but some of the small communities don't have utilities like the Town of Altavista.

Mr. Higginbotham stated they do have a Police Force and Administration.

Mrs. Dalton felt it was not bad to have the bigger communities in the mix as this is a working tool for Council.

Mr. Higginbotham noted the Town of Blackstone was comparable to the town of Altavista but there was no data from them.

Mr. George noted the City of Lynchburg did not respond but is competition for the town of Altavista; Campbell and Bedford Counties are all competition for the town. He stated he was in agreement with the majority of Council; he would like to see the employees paid fairly and for it to be done soon than later.

Mrs. Brumfield stated her concern was the cost of the turnover and referred to employees being trained and then going elsewhere to work. Why can't the town of Altavista be the one that people want to come work at. The longer a person works at a location the more valuable they are.

Mrs. Dalton felt Mrs. Brumfield's comments were a piece of the town manager's puzzle, how to hire and retain quality employees, and it is his job to figure out what might be fair compensation for them. He will be coming to Council for a figure to plug into the budget as the budget is built. The facts need to drive decisions made in regards to compensation.

Mrs. Brumfield asked how many of the employees participate in the health insurance program.

Mrs. Shelton advised approximately 90% participation for 62 full time employees.

Mr. Emerson noted in the past few months Council has gone into closed session to discuss salaries for a couple of positions which tells him the salaries are not where they need to be.

Mr. Higginbotham asked Ms. Antonsen how long it would take to rerun the numbers.

Ms. Antonsen offered it would take a short period of time.

Mr. Coggsdale asked if there was a little bit of a tradeoff because Altavista does compete with Lynchburg and their numbers are not included in the study.

## COUNCIL WORK SESSION JANUARY 24, 2017

Ms. Antonsen stated sometimes you have to bring in large communities because of the services they provide: noting utility services is a difficult recruitment area.

Mayor Mattox asked Ms. Antonsen to run some new numbers. He noted Altavista is a conservative community but is a service oriented community and the goal is to provide the best services to the citizens. To do this, it takes great people.

Mayor Mattox thanked Ms. Antonsen for her presentation.

Mr. Coggsdale thanked Mr. Jarvis for the Broadband initiative and Mr. Witt for the Classification and Compensation study and all the hard work and effort involved.

### 5. Items for Discussion

Mayor Mattox asked if there was anything on Dr. West's building.

Mr. Coggsdale advised he and Mr. Garrett met with the consulting engineers and has received a letter with options to consider which he will be forwarding to Council.

### 6. Public Comments

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

No one came forward.

Mr. George asked Mr. Garrett if he was still working on the various Parks and Recreation items.

Mr. Garrett advised most have been submitted to Mr. Witt to place in the Capital Improvement Plan.

Mr. Higginbotham asked if there was any progress on how to tackle the Charlotte Avenue drainage problem and asked Mr. Garrett if this is something he wants to do or put out to bid.

Mr. Garrett stated his recommendation is to have the consultants look at it to see what it will take to tie into the existing lines; then there will be some budget numbers for Council to consider. Mr. Garrett stated he would like to put this out to bid.

Mayor Mattox thanked the Department Heads for the good work done the previous year and for all that they do.

Mr. Higginbotham asked about the "grey water" for Dominion Virginia Power.

Mr. Coggsdale advised he has had a brief conversation with Mr. Emmett Toms, Dominion Virginia Power, who will be providing him with a report.

Mayor Mattox thanked Mr. Coggsdale for the work he has done this past year.

### 7. Adjournment

Mayor Mattox adjourned the meeting at 7:18 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **6b** |

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
- Reserve Balance/Investment Report

**Staff recommendation, if applicable:** Acceptance

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

### **Staff Review Record**

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

List them in the order they should appear in packet? **Invoices, Revenue & Expenditure Reports, Reserve Balance/Investment Report**

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 07/2017

FROM: 01/01/2017 TO: 01/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
35704	6	ALTAVISTA AREA YMCA	01/06/2017	25,000.00
35705	303	ALTAVISTA CHAMBER OF COMMERCE	01/06/2017	5,000.00
35706	170	ALTAVISTA ON TRACK	01/06/2017	1,250.00
35707	11	AVOCA	01/06/2017	14,275.00
35708	12	BRENNTAG MID-SOUTH INC	01/06/2017	3,935.68
35709	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/06/2017	902.86
35710	28	COLUMBIA GAS	01/06/2017	1,680.67
35711	569	DIAMOND PAPER CO INC	01/06/2017	1,522.90
35712	164	DMV	01/06/2017	185.00
35713	20	J JOHNSON ELLER JR	01/06/2017	2,000.00
35714	71	FAIRPOINT COMMUNICATIONS	01/06/2017	362.47
35715	1	FIRST BAPTIST CHURCH OF GRETN	01/06/2017	50.00
35716	52	HACH COMPANY	01/06/2017	582.36
35717	761	HALLMARK PROPERTIES INC	01/06/2017	1,800.00
35718	9999997	HANCOCK, CHRISTOPHER LEE	01/06/2017	108.20
35719	566	INTEGRATED TECHNOLOGY GROUP IN	01/06/2017	3,890.38
35720	760	INTOXIMETERS INC	01/06/2017	1,950.00
35721	9999997	MALTZ, JESSICA LANE	01/06/2017	71.17
35722	250	OVERHEAD DOOR COMPANY	01/06/2017	198.00
35723	9999997	PAYNE, ALPHONSO	01/06/2017	93.20
35724	72	PHYSICIANS TREATMENT CENTER	01/06/2017	625.00
35725	665	SELECT AIR MECHANICAL ELECTRIC	01/06/2017	130.00
35726	80	SOUTHSIDE ELECTRIC COOP	01/06/2017	1,093.41
35727	96	UNIVAR USA INC	01/06/2017	10,948.56
35728	587	US POSTAL SERVICE (POSTAGE BY	01/06/2017	1,500.00
35729	593	VA GOVT FINANCE OFFICERS' ASSO	01/06/2017	35.00
35730	1	ZACHARY FORE	01/06/2017	100.00
35731	103	BEACON CREDIT UNION	01/13/2017	385.00
35732	461	KATHI BOGERT	01/13/2017	862.68
35733	4	BOXLEY AGGREGATES	01/13/2017	989.54
35734	197	CAMPBELL COUNTY DEPT OF RECREA	01/13/2017	1,000.00
35735	32	CONTROL EQUIPMENT CO INC	01/13/2017	331.86
35736	526	DAVENPORT ENERGY INC	01/13/2017	112.12
35737	9999998	DELAPPE, DENNIS	01/13/2017	150.00
35738	301	ENGLISH'S LLC	01/13/2017	278.36
35739	118	FERGUSON ENTERPRISES INC #75	01/13/2017	6,186.14
35740	38	FIRST NATIONAL BANK	01/13/2017	52,246.14
35741	119	FOSTER ELECTRIC CO INC	01/13/2017	1,597.85
35742	57	ICMA RETIREMENT TRUST-457 #304	01/13/2017	675.00
35743	533	LYNN KIRBY	01/13/2017	225.00
35744	9999999	KNEPPER KENT & LIZA	01/13/2017	50.88
35745	300	NAPA AUTO PARTS	01/13/2017	950.18
35746	454	O'REILLY AUTOMOTIVE INC	01/13/2017	639.72
35747	67	ORKIN PEST CONTROL LLC	01/13/2017	269.34
35748	9999999	PANNELL KATIE	01/13/2017	80.80
35749	9999999	PERROW EDGAR JAMES TURNER	01/13/2017	14.40
35750	758	PITTSYLVANIA COUNTY TREASURER	01/13/2017	280.42
35751	9999999	RADER MELISSA REDLINGER	01/13/2017	24.27
35752	379	REI CONSULTANTS INC	01/13/2017	4,125.42
35753	211	E WAYNE SLOOP PHD PC	01/13/2017	120.00
35754	9999997	TILLERY, AMELIUS COLEMAN	01/13/2017	10.09
35755	85	TREASURER OF VA /CHILD SUPPORT	01/13/2017	253.15

35756	35	TREASURER OF VA/VITA	01/13/2017	18.12
35757	9999997	TUCKER, BRENDA	01/13/2017	81.13
35758	92	UNIFIRST CORP	01/13/2017	2,382.69
35759	95	UNITED WAY OF CENTRAL VA	01/13/2017	84.00
35760	110	VUPS INC	01/13/2017	46.20
35761	756	WAGeworks INC	01/13/2017	146.56
35762	9999997	WITT, KATHERINE MEGAN ROSE	01/13/2017	93.20
35763	9999997	WOLFE, CANDACE	01/13/2017	59.10
35764	700	WOODARD & CURRAN	01/13/2017	43,907.09
35765	6	ALTAVISTA AREA YMCA	01/20/2017	5,000.00
35766	84	ALTAVISTA JOURNAL	01/20/2017	205.13
35767	294	BUSINESS CARD	01/20/2017	14,597.75
35768	9999997	C MATTHEW FARISS	01/20/2017	5.40
35769	16	CAMPBELL COUNTY UTILITIES & SE	01/20/2017	2,997.76
35770	335	CNA SURETY	01/20/2017	225.00
35771	36	DOMINION VIRGINIA POWER	01/20/2017	51,489.42
35772	9999997	ERK, JESSICA R	01/20/2017	40.46
35773	1	JAMES MOORE	01/20/2017	85.94
35774	172	LLOYD ELECTRIC COMPANY INC	01/20/2017	3,523.58
35775	117	SPS VAR LLC	01/20/2017	4,460.00
35776	186	THE NEWS & ADVANCE	01/20/2017	1,384.00
35777	124	TREASURER OF VA	01/20/2017	600.00
35778	90	TREASURERS ASSOC OF VA	01/20/2017	175.00
35779	601	VACORP	01/20/2017	134.43
35780	101	VIRGINIA EMPLOYMENT COMMISSION	01/20/2017	2,343.53
35781	9	AFLAC	01/27/2017	2,014.65
35782	39	ALL POINTS EAP & ORGANIZATIONA	01/27/2017	771.88
35783	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/27/2017	34,519.00
35784	103	BEACON CREDIT UNION	01/27/2017	385.00
35785	675	BKT UNIFORMS	01/27/2017	1,314.48
35786	12	BRENNTAG MID-SOUTH INC	01/27/2017	2,337.91
35787	693	BUILDING BLOCKS OF VA INC	01/27/2017	4,800.00
35788	19	CARTER MACHINERY CO INC	01/27/2017	2,115.01
35789	574	CHRISTOPHER MICALÉ, TRUSTEE	01/27/2017	125.00
35790	631	COMMERCIAL GLASS & PLASTICS IN	01/27/2017	154.44
35791	41	FISHER SCIENTIFIC	01/27/2017	2,325.59
35792	50	GRETNÁ TIRE INC	01/27/2017	986.66
35793	52	HACH COMPANY	01/27/2017	1,838.33
35794	622	HEYWARD SERVICES INC	01/27/2017	3,165.33
35795	57	ICMA RETIREMENT TRUST-457 #304	01/27/2017	675.00
35796	644	INSTITUTE FOR ADVANCED LEARNIN	01/27/2017	4,636.19
35797	58	INSTRUMENTATION SERVICES INC	01/27/2017	708.00
35798	9999997	JONES, AMANDA C	01/27/2017	44.35
35799	476	LBM OFFICE SOLUTIONS INC	01/27/2017	82.32
35800	680	MCI COMM SERVICE	01/27/2017	32.14
35801	423	NTELOS	01/27/2017	907.96
35802	758	PITTSYLVANIA COUNTY TREASURER	01/27/2017	113.60
35803	759	RISK MANAGEMENT OF VIRGINIA	01/27/2017	300.00
35804	80	SOUTHSIDE ELECTRIC COOP	01/27/2017	1,055.52
35805	124	TREASURER OF VA	01/27/2017	80.00
35806	85	TREASURER OF VA /CHILD SUPPORT	01/27/2017	253.15
35807	642	TREASURER OF VIRGINIA TECH	01/27/2017	25.00
35808	658	WKDE-FM	01/27/2017	215.00
35809	116	XEROX CORP	01/27/2017	250.61
35810	636	XYLEM DEWATERING SOLUTIONS INC	01/27/2017	2,206.88

NO. OF CHECKS: 107

TOTAL CHECKS

353,672.71



Town of Altavista  
FY 2017 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Property Taxes - Real Property	207,300	207,300	843	0	209,939	101	209,900
Public Service - Real & Personal	99,600	99,600	0	0	99,636	100	99,600
Personal Property	210,000	210,000	1,588	1	146,845	70	210,000
Personal Property - PPTRA	100,000	100,000	80,305	80	84,465	84	100,000
Machinery & Tools	1,550,000	1,550,000	0	0	1,628,566	105	1,629,000
Mobile Homes - Current	500	500	0	0	158	32	500
Penalties - All Taxes	5,500	5,500	395	7	1,988	36	5,500
Interest - All Taxes	3,000	3,000	89	3	994	33	3,000
Local Sales & Use Taxes	155,000	155,000	14,577	9	68,665	44	164,500
Local Electric and Gas Taxes	110,000	110,000	9,751	9	56,897	52	110,000
Local Motor Vehicle License Tax	43,000	43,000	1,557	4	35,531	83	43,000
Local Bank Stock Taxes	155,000	155,000	0	0	0	0	155,000
Local Hotel & Motel Taxes	88,000	88,000	5,316	6	57,943	66	99,000
Local Meal Taxes	882,000	882,000	80,022	9	470,265	53	908,000
Container Rental Fees	1,100	1,100	1,100	100	1,100	100	1,100
Communications Tax	40,000	40,000	3,245	8	16,132	40	40,000
Transit Passenger Revenue	6,000	6,000	586	10	696	12	6,000
Local Cigarette Tax	150,000	150,000	11,625	8	85,901	57	150,000
Business License Fees/Contractors	3,500	3,500	15	0	15	0	3,500
Business License Fees/Retail Services	57,500	57,500	848	1	2,782	5	57,500
Business License Fees/Financial/RE/Prof.	4,000	4,000	32	1	32	1	4,000
Business License Fees/Repairs & Person Svcs	9,500	9,500	284	3	1,277	13	9,500
Business License Fees/Wholesale Businesses	750	750	0	0	0	0	750
Business License Fees/Utilities	4,000	4,000	0	0	0	0	4,000

Town of Altavista  
FY 2017 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Business License Fees/Hotels	1,000	1,000	0	0	0	0	1,000
Permits - Sign	1,000	1,000	40	4	440	44	1,000
Fines & Forfeitures - Court	8,000	8,000	1,533	19	10,981	137	9,400
Parking Fines	500	500	90	18	310	62	500
Interest and Interest Income	56,000	56,000	2,827	5	17,969	32	70,000
Rents - Rental of General Property	1,000	1,000	0	0	350	35	1,000
Rents - Pavilion Rentals	3,000	3,000	100	3	1,025	34	3,000
Rents - Booker Building Rentals	4,000	4,000	400	10	2,775	69	4,000
Rents - Rental of Real Property	70,000	70,000	4,326	6	29,872	43	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	18,600	18,600	0	0	16,665	90	16,700
State DCJS Grant	80,000	80,000	0	0	41,364	52	82,700
State Rental Taxes	1,100	1,100	37	3	37	3	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	46,000	0	0	10,076	22	46,000
State/VDOT Contract Services	3,000	3,000	2,588	86	2,588	86	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	23,172	166	23,200
Campbell County Grants	32,100	32,100	0	0	32,100	100	32,100
Litter Grant	2,000	2,000	0	0	1,928	96	1,900
Fuel - Fire Dept. (Paid by CC)	3,300	3,300	0	0	0	0	3,300
VDOT TEA 21 Grant	342,650	342,650	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	50,100	50,100	154	0	19,986	40	50,100
Federal/Byrne Justice Grant	0	0	2,672	0	2,672	0	2,670
Misc. - Sale of Supplies & Materials	15,000	15,000	0	0	16,843	112	16,800
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	9,775	0	9,800

Town of Altavista  
FY 2017 Revenue Report  
58% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2017 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	300	300	0	0	6	2	300
Miscellaneous	25,000	25,000	664	3	37,746	151	37,100
Reimbursement of Insurance Claim	0	550	0	0	2,283	0	2,300
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Timken Foundation Grant	0	0	0	0	55,000	0	55,000
Donations	0	0	0	0	1,552	0	15,500
Transfer In from General Fund (C.I.P.)	344,700	344,700	0	0	0	0	344,700
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	0	86,700	0	0	0	0	86,700
	<b><u>4,972,600</u></b>	<b><u>5,094,850</u></b>	<b><u>227,611</u></b>	<b><u>4</u></b>	<b><u>3,307,341</u></b>	<b><u>65</u></b>	<b><u>5,004,220</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2017  
58% of Year Lapsed

	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	6,157,750	6,296,100	461,085	7	3,211,637	51	6,278,050
Debt Service	445,450	445,450	52,246	0	369,596	0	445,450
CIP	4,185,200	4,280,700	47,860	1	1,632,756	38	4,280,700
Transfer Out to General Fund Reserve	4,000	4,000	0	0	0	0	4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<b><u>10,882,400</u></b>	<b><u>11,116,250</u></b>	<b><u>561,192</u></b>	<b><u>5</u></b>	<b><u>5,246,488</u></b>	<b><u>47</u></b>	<b><u>11,098,200</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2017  
58% of Year Lapsed

	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2017 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	25,900	25,900	1,855	7	15,146	58	25,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>25,900</u>	<u>25,900</u>	<u>1,855</u>	<u>7</u>	<u>15,146</u>	<u>58</u>	<u>25,900</u>
Administration							
Operations	765,500	790,500	49,040	6	469,870	59	790,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>
Administration - TOTAL:	<u>795,500</u>	<u>820,500</u>	<u>49,040</u>	<u>6</u>	<u>469,870</u>	<u>57</u>	<u>820,500</u>
Non-Departmental							
Operations	378,900	379,450	37,374	10	252,578	67	379,450
Transfer Out to Cemetery Fund	-28,750	-28,750	0	0	0	0	-28,750
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-4,000	-4,000	0	0	0	0	-4,000
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	-32,500	50	-65,000
Operations w/o Transfers Out	<u>281,150</u>	<u>281,700</u>	<u>37,374</u>	<u>13</u>	<u>220,078</u>	<u>78</u>	<u>281,700</u>
Non-Departmental - TOTAL:	<u>281,150</u>	<u>281,700</u>	<u>37,374</u>	<u>13</u>	<u>220,078</u>	<u>78</u>	<u>281,700</u>
Public Safety							
Operations	958,800	961,050	63,915	7	478,397	50	943,000
Debt Service	0	0	0	0	0	0	0
CIP	<u>55,650</u>	<u>55,650</u>	<u>0</u>	<u>0</u>	<u>36,486</u>	<u>66</u>	<u>55,650</u>
Public Safety - TOTAL:	<u>1,014,450</u>	<u>1,016,700</u>	<u>63,915</u>	<u>6</u>	<u>514,883</u>	<u>51</u>	<u>998,650</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2017  
58% of Year Lapsed

	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,036,800	1,086,750	78,935	7	586,194	54	1,086,750
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,423,950</u>	<u>1,423,950</u>	<u>0</u>	<u>0</u>	<u>217,144</u>	<u>15</u>	<u>1,423,950</u>
Public Works - TOTAL:	<u>2,483,950</u>	<u>2,533,900</u>	<u>78,935</u>	<u>3</u>	<u>822,562</u>	<u>32</u>	<u>2,533,900</u>
Economic Development							
Operations	156,350	200,850	16,161	8	111,301	55	200,850
CIP	<u>14,000</u>	<u>14,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,000</u>
Economic Development - TOTAL:	<u>170,350</u>	<u>214,850</u>	<u>16,161</u>	<u>8</u>	<u>111,301</u>	<u>52</u>	<u>214,850</u>
Transit System							
Operations	99,050	99,050	7,907	8	49,472	50	99,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>4,500</u>	<u>4,500</u>	<u>0</u>	<u>0</u>	<u>4,500</u>	<u>100</u>	<u>4,500</u>
Transit System - TOTAL:	<u>103,550</u>	<u>103,550</u>	<u>7,907</u>	<u>8</u>	<u>53,972</u>	<u>52</u>	<u>103,550</u>
GENERAL FUND TOTALS							
Operations	3,323,550	3,445,800	255,186	7	1,930,459	56	3,427,750
Debt Service	23,200	23,200	0	0	19,224	0	23,200
CIP	<u>1,528,100</u>	<u>1,528,100</u>	<u>0</u>	<u>0</u>	<u>258,130</u>	<u>181</u>	<u>1,528,100</u>
GENERAL FUND - GRAND TOTAL:	<u>4,874,850</u>	<u>4,997,100</u>	<u>255,186</u>	<u>5</u>	<u>2,207,813</u>	<u>44</u>	<u>4,979,050</u>

Town of Altavista  
Council / Planning Commission  
FY 2017 Expenditure Report  
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	21,000	
Other Employee Benefits			0	0	0	0		
Services	0	0	0	0	0	0	0	
Other Charges	4,900	4,900	106	2	2,901	59	4,900	
Materials & Supplies	0	0	0	0	0	0	0	
Capital Outlay	0	0	0	0	0	0	0	
<b>Total Expenditures</b>	<b>25,900</b>	<b>25,900</b>	<b>1,855</b>	<b>7</b>	<b>15,146</b>	<b>58</b>	<b>25,900</b>	

Town of Altavista  
Administration  
FY 2017 Expenditure Report  
58% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2017 Adopted Budget</u></b>	<b><u>FY 2017 Amended Budget</u></b>	<b><u>FY 2017 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2017 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	415,250	415,250	28,051	7	238,118	57	415,250
Other Employee Benefits	18,500	18,500	3,802	21	12,024	65	18,500
Services	173,150	198,150	11,977	6	133,632	67	198,150
Other Charges	126,300	126,300	3,806	3	71,274	56	126,300
Materials & Supplies	32,300	32,300	1,403	4	14,821	46	32,300
Capital Outlay	30,000	30,000	0	0	0	0	30,000
<b>Total Expenditures</b>	<b>795,500</b>	<b>820,500</b>	<b>49,040</b>	<b>6</b>	<b>469,870</b>	<b>57</b>	<b>820,500</b>



Town of Altavista  
Non-Departmental  
FY 2017 Expenditure Report  
58% of Year Lapsed

	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
010-9101-801.50-32 Other Charges - Misc.	112,650	112,650	5,000	4	81,598	72	112,650
<i>Campbell County Treasurer</i>	60,700	60,700	0	0	60,291	0	60,700
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center Annual Payment</i>	6,000	6,000	0	0	6,000	100	6,000
<i>Altavista Chamber of Commerce Quarterly Payments</i>	20,000	20,000	5,000	25	15,000	75	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding Annual Payment</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance Annual Payment</i>	350	350	0	0	307	88	350
010-9101-801.50-61 Contribution - Altavista EMS Annual Payment	10,000	10,000	0	0	10,000	0	10,000
010-9101-801.50-62 Contribution - Senior Center Annual Payment	1,000	1,000	1,000	100	1,000	100	1,000
010-9101-801.50-63 Economic Development Incentives	19,500	19,500	0	0	19,500	100	19,500
010-9101-801.50-70 Contribution - YMCA Recreation Program Qtrly Payments	100,000	100,000	25,000	25	75,000	75	100,000
010-9101-801.50-72 Contribution - Altavista Fire Co.	11,000	11,000	0	0	10,076	92	11,000
010-9101-801.50-73 Contribution - Avoca Quarterly Payments	18,700	18,700	4,675	25	14,025	75	18,700
010-9101-801.50-74 Contribution - Altavista On Track (MS) Qtrly Payments	5,000	5,000	1,250	25	3,750	75	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>277,850</b>	<b>277,850</b>	<b>36,925</b>	<b>13</b>	<b>214,949</b>	<b>77</b>	<b>277,850</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
010-9102-801.50-96 Insurance Claim	0	550	0	0	3,863	0	550
010-9102-801.60-06 Fuel - Fire Company	3,300	3,300	449	14	1,267	38	3,300
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>3,300</b>	<b>3,850</b>	<b>449</b>	<b>12</b>	<b>5,129</b>	<b>133</b>	<b>3,850</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>281,150</b>	<b>281,700</b>	<b>37,374</b>	<b>13</b>	<b>220,078</b>	<b>78</b>	<b>281,700</b>
<b>TRANSFER OUT</b>							
010-9102-802.70-01 Transfer Out - Cemetery Fund	28,750	28,750	0	0	0	0	28,750
010-9102-802.70-02 Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
010-9102-802.70-04 Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2017 Expenditure Report  
58% of Year Lapsed

	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
010-9102-802.70-05 Transfer Out - General Fund Reserve	4,000	4,000	0	0	0	0	4,000
010-9102-802.70-06 Transfer Out - CIF	0	0	0	0	0	0	0
010-9102-802.70-07 Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	32,500	50	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>97,750</b>	<b>97,750</b>	<b>0</b>	<b>0</b>	<b>32,500</b>	<b>33</b>	<b>97,750</b>
<b><u>DEBT SERVICE</u></b>							
010-9104-801.90-02 Debt Service - Principal	0	0	0	0	0	0	0
010-9104-801.90-04 Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL</b>	<b>378,900</b>	<b>379,450</b>	<b>37,374</b>	<b>10</b>	<b>252,578</b>	<b>67</b>	<b>379,450</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>281,150</b>	<b>281,700</b>	<b>37,374</b>	<b>13</b>	<b>220,078</b>	<b>78</b>	<b>281,700</b>

Town of Altavista  
Public Safety  
FY 2017 Expenditure Report  
58% of Year Lapsed

	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2017 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>PUBLIC SAFETY - FUND 10</u></b>							
Wages & Benefits	824,200	824,200	53,652	7	422,358	51	824,200
Other Employee Benefits	0	0	0	0	0	0	0
Services	33,400	33,400	921	3	3,109	9	13,400
Other Charges	39,200	39,200	4,530	12	22,307	57	41,150
Materials & Supplies	62,000	64,250	4,813	7	30,623	48	64,250
Capital Outlay	55,650	55,650	0	0	36,486	66	55,650
<b>Total Expenditures</b>	<b>1,014,450</b>	<b>1,016,700</b>	<b>63,915</b>	<b>6</b>	<b>514,883</b>	<b>51</b>	<b>998,650</b>

Town of Altavista  
Public Works  
FY 2017 Expenditure Report  
58% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2017 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	710,100	710,100	48,072	7	367,372	52	710,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	8,600	8,600	583	7	4,658	54	8,600
Other Charges	26,700	26,700	2,642	10	12,443	47	26,700
Materials & Supplies	291,400	341,350	27,639	8	201,721	59	341,350
Debt Service	23,200	23,200	0	0	19,224	0	23,200
Capital Outlay	1,423,950	1,423,950	0	0	217,144	15	1,423,950
<b>Total Expenditures</b>	<b>2,483,950</b>	<b>2,533,900</b>	<b>78,935</b>	<b>3</b>	<b>822,562</b>	<b>32</b>	<b>2,533,900</b>

Town of Altavista  
Economic Development  
FY 2017 Expenditure Report  
58% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017</u>	<u>YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	101,000	101,000	7,823	8	59,548	59	101,000	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	20,000	64,500	5,215	8	43,602	68	64,500	
Other Charges	31,150	31,150	2,804	9	7,457	24	31,150	
Materials & Supplies	4,200	4,200	319	8	695	17	4,200	
Capital Outlay	14,000	14,000	0	0	0	0	14,000	
<b>Total Expenditures</b>	<b>170,350</b>	<b>214,850</b>	<b>16,161</b>	<b>8</b>	<b>111,301</b>	<b>52</b>	<b>214,850</b>	

Town of Altavista  
Transit System  
FY 2017 Expenditure Report  
58% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<b>FY 2017 Adopted Budget</b>	<b>FY 2017 Amended Budget</b>	<b>FY 2017 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2017 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	69,100	69,100	4,682	7	37,983	55	69,100
Services	2,550	2,550	0	0	0	0	2,550
Other Charges	3,950	3,950	61	2	1,834	46	3,950
Materials & Supplies	23,450	23,450	3,163	13	9,655	41	23,450
Capital Outlay	4,500	4,500	0	0	4,500	100	4,500
<b>Total Expenditures</b>	<b>103,550</b>	<b>103,550</b>	<b>7,907</b>	<b>8</b>	<b>53,972</b>	<b>52</b>	<b>103,550</b>

Town of Altavista  
FY 2017 Revenue Report  
58% of Year Lapsed

Enterprise Fund Revenue	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	11,000	11,000	381	3	2,799	25	4,500
Water Charges - Industrial	1,360,000	1,360,000	154,001	11	788,127	58	1,600,000
Water Charges - Business/Residential	294,000	294,000	4,670	2	109,507	37	294,000
Water Charges - Outside Community	124,000	124,000	9,020	7	76,851	62	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	0	0	162	0	4,930	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	113,919	10	657,265	58	1,132,000
Sewer Charges - Business/Residential	291,000	291,000	5,341	2	108,541	37	291,000
Sewer Charges - Outside Community	1,700	1,700	375	22	1,015	60	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	1,000	19	5,200
Sewer Charges - Sewer Surcharges	60,000	60,000	18,085	30	70,518	118	142,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,402	28	4,121	82	5,300
Misc. Cash Discounts	0	0	2	0	2	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,285	5	11,179	45	20,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	178,900	178,900	0	0	0	0	178,900
Transfer In from Reserves	1,715,000	1,810,500	0	0	0	0	1,810,500
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>5,205,800</u></b>	<b><u>5,301,300</u></b>	<b><u>308,643</u></b>	<b><u>6</u></b>	<b><u>1,835,854</u></b>	<b><u>35</u></b>	<b><u>5,628,100</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2017  
58% of Year Lapsed

	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,176,000	1,176,000	104,077	9	631,274	54	1,176,000
Debt Service	422,250	422,250	52,246	0	350,372	0	422,250
CIP	2,289,600	2,356,700	47,860	2	1,253,313	53	2,356,700
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Water Department - TOTAL:	<u>3,887,850</u>	<u>3,954,950</u>	<u>204,184</u>	<u>5</u>	<u>2,234,959</u>	<u>57</u>	<u>3,954,950</u>
Wastewater Department							
Operations	1,175,450	1,175,450	87,912	7	532,286	45	1,175,450
Debt Service	0	0	0	0	0	0	0
CIP	142,500	170,900	0	0	69,294	41	170,900
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>1,317,950</u>	<u>1,346,350</u>	<u>87,912</u>	<u>7</u>	<u>601,580</u>	<u>45</u>	<u>1,346,350</u>
ENTERPRISE FUND TOTAL							
Operations	2,351,450	2,351,450	191,990	8	1,163,560	49	2,351,450
Debt Service	422,250	422,250	52,246	0	350,372	0	422,250
CIP	2,432,100	2,527,600	47,860	2	1,322,607	52	2,527,600
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>5,205,800</u>	<u>5,301,300</u>	<u>292,096</u>	<u>6</u>	<u>2,836,539</u>	<u>54</u>	<u>5,301,300</u>



Town of Altavista  
Water Department  
FY 2017 Expenditure Report  
58% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	570,400	570,400	46,686	8	317,502	56	570,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	234,500	234,500	5,856	2	75,070	32	234,500
Other Charges	163,850	163,850	17,323	11	96,203	59	163,850
Materials & Supplies	207,250	207,250	34,213	17	142,498	69	207,250
Debt Service	422,250	422,250	52,246	0	350,372	0	422,250
Capital Outlay	2,289,600	2,356,700	47,860	2	1,253,313	53	2,356,700
Transfer Out to Reserves	0	0					0
<b>Total Expenditures</b>	<b>3,887,850</b>	<b>3,954,950</b>	<b>204,184</b>	<b>5</b>	<b>2,234,959</b>	<b>57</b>	<b>3,954,950</b>

Town of Altavista  
Wastewater Department  
FY 2017 Expenditure Report  
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017	YTD	YTD % of Budget	YTD Projections
Wages & Benefits	676,500	676,500	41,466	6	309,903	46	676,500	
Other Employee Benefits	0	0	0	0	0	0	0	
Services	16,450	16,450	6,751	41	13,640	83	16,450	
Other Charges	312,300	312,300	28,906	9	151,521	49	312,300	
Materials & Supplies	170,200	170,200	10,790	6	57,223	34	170,200	
Debt Service	0	0	0	0	0	0	0	
Capital Outlay	142,500	170,900	0	0	69,294	41	170,900	
Transfer Out	0	0					0	
Total Expenditures	1,317,950	1,346,350	87,912	7	601,580	45	1,346,350	

Town of Altavista  
Fund Expenditure Totals  
FY 2017  
58% of Year Lapsed

	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	451,000	467,100	12,731	3	100,915	22	467,100
CIP	<u>225,000</u>	<u>225,000</u>	<u>0</u>	<u>0</u>	<u>52,018</u>	<u>23</u>	<u>225,000</u>
State/Hwy Water Department - TOTAL:	<u>676,000</u>	<u>692,100</u>	<u>12,731</u>	<u>2</u>	<u>152,933</u>	<u>22</u>	<u>692,100</u>

	<b>FY 2017 Adopted <u>Budget</u></b>	<b>FY 2017 Amended <u>Budget</u></b>	<b>FY 2017 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2017 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	31,750	31,750	1,178	4	16,703	53	31,750
CIP	0	0					0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>56,750</u>	<u>56,750</u>	<u>1,178</u>	<u>2</u>	<u>16,703</u>	<u>29</u>	<u>56,750</u>

Town of Altavista  
FY 2017 State/Highway Fund  
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2017 Adopted Budget	FY 2017 Amended Budget	FY 2017 MTD	MTD % of Budget	FY 2017 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway Maintenance	650,000	650,000	0	0	338,864	52	650,000
Street & Highway Maintenance/Carry Over	26,000	26,000	0	0	0	0	26,000
Street & Highway Maintenance/Cash Discount	0	0	2	0	3.65	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	16,100	0	0	0	0	16,100
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b><u>676,000</u></b>	<b><u>692,100</u></b>	<b><u>2</u></b>	<b><u>0</u></b>	<b><u>338,868</u></b>	<b><u>49</u></b>	<b><u>692,100</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	81	0	2,373	5	48,200
Maintenance - Pavement	150,000	150,000	0	0	7,325	5	150,000
Maintenance - Traffic Control Devices	56,800	56,800	4,155	7	31,620	56	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	72,100	3,791	5	6,335	9	72,100
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,256	3	24,673	49	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	3,447	4	28,588	36	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>451,000</u></b>	<b><u>467,100</u></b>	<b><u>12,731</u></b>	<b><u>3</u></b>	<b><u>100,915</u></b>	<b><u>22</u></b>	<b><u>467,100</u></b>
Improvements Other Than Buildings - New	225,000	225,000	0	0	52,018	23	225,000
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>225,000</u></b>	<b><u>225,000</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>52,018</u></b>	<b><u>23</u></b>	<b><u>225,000</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>676,000</u></b>	<b><u>692,100</u></b>	<b><u>12,731</u></b>	<b><u>2</u></b>	<b><u>152,933</u></b>	<b><u>22</u></b>	<b><u>692,100</u></b>

Town of Altavista  
FY 2017 Cemetery Fund  
58% of Year Lapsed

Cemetery Fund - Fund 90	<u>FY 2017 Adopted Budget</u>	<u>FY 2017 Amended Budget</u>	<u>FY 2017 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2017 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	2,700	18	9,950	66	15,000
Interest/Interest Income	9,000	9,000	162	2	5,112	57	9,000
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	1,950	49	4,000
Miscellaneous/Misc.	0	0	0	0	0	0	0
Transfer In From General Fund	<u>28,750</u>	<u>28,750</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,750</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>56,750</b></u>	<u><b>56,750</b></u>	<u><b>2,862</b></u>	<u><b>5</b></u>	<u><b>17,012</b></u>	<u><b>30</b></u>	<u><b>56,750</b></u>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,500	9,500	738	8	4,761	50	9,500
Salaries and Wages/Overtime	800	800	142	18	696	87	800
Benefits/FICA	800	800	65	8	392	49	800
Benefits/VRS	1,100	1,100	88	8	558	51	1,100
Benefits/Medical Insurance is pre-paid	1,400	1,400	136	10	861	61	1,400
Benefits/Group Life	150	150	10	7	64	43	150
Other Charges/Misc. Reimb.	0	0	0	0	150	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	0	0	9,222	51	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	0	0					0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<u><b>56,750</b></u>	<u><b>56,750</b></u>	<u><b>1,178</b></u>	<u><b>2</b></u>	<u><b>16,703</b></u>	<u><b>29</b></u>	<u><b>56,750</b></u>

FY 2017 Cemetery Fund as of January 31, 2017

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 17,737,513.17**

Balance as of January 31, 2017

**Non-Specific**

Green Hill Cemetery	574,664.02	
General Fund Reserves		
Capital Improvement Program Reserves		3,492,821.65
Altavista EDA Funding	278,743.99 *	
	278,743.99	
Enterprise Fund Reserves		
Capital Improvement Program Reserves		225,734.49
PCB Remediation	577,818.83	
Community Improvement Reserve	0.00	
Police Federal	2,893.32	
Police State	20,701.27	
Public Funds Money Market Accounts		11,799,728.74
Operating Checking Account (Reconciled Balance)	764,406.86	

**DESIGNATED FUNDS 2,219,228.29**

Reserve Policy Funds (This figure changes annually w/audit)	15,518,284.88
	-6,663,417.00
<b>UNDESIGNATED FUNDS</b>	<b>8,854,867.88</b>

	<b>General</b>	<b>Enterprise</b>	<b>Total</b>
<b>Policy \$</b>	5,202,534	1,460,883	6,663,417

NOTES:	Earmarked for Final Downtown Map-21 Project	-77,600.00
	Earmarked for remaining Downtown May-21 Project	-44,000.00
	ED rem balance of \$35,000(website and marketing)	-6,240.00
	FY 2015 Highway Carryover of Funds	-543,260.20
	Earmarked for AOT No Interest Loan Program	-40,000.00
	"Pop-Up" Altavista Funding	-10,000.00
	Accrued Liability	-153,155.86
	FY 14 Tank Maintenance	-50,000.00
	FY15 Projected Carryover Needs	-140,000.00
	FY 16 Projected Carryover Needs	-224,900.00
	Transit Funding	-4,209.00
	Funds for Project 1A - Bedford Waterline Improvement.	
	Remaining funds will be used to cover Construction Admin	
	for Proj 1B Main St.	-85,356.23
Apprvd 9/22/15	Concept presented at work session for improvements to	
	electrical at WTP and construction of new bldg to house	-1,041,859.80
	electric panels	
Apprvd 5/10/16	Survey of canoe launch property	-850.00
4/26/2016	Consensus of Council to obligate a min for the purchase of	-40,000.00
	site for canoe launch	
6/14/2016	Canoe Launch to get site ready	-39,500.00
6/14/2016	Paving parking area of the park on Woodland Ave; included	-4,000.00
	w Myrtle Lane paving	
	Funds for Project 1B - Main Street Waterline Improvement	-82,481.88
	Dominion Service Line	-86,834.47
	Transfer of excess funds from Operating Acct. to MM	-1,455,000.00
Budget	Earmarked for Pole Building (020-CIP item)	-75,000.00
Budget	Earmarked for repl. of 1999 dump truck (CIP Item)	-85,500.00
Budget	Earmarked for repl. of 2004 Street Sweeper (CIP Item)	-50,000.00
	Broadband Grant Funds for study	-30,000.00
	Timken Grant for Canoe Launch	-55,000.00
	<b>UNDESIGNATED RESERVE FUND BALANCE</b>	<b>4,430,120.44</b>



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **6c** |

Attachment #: | **2c** |

**Agenda Placement:** | **Consent Agenda** |

**Subject Title:** | **Appointment to the Altavista Economic Development Authority (AEDA)** |

### **SUBJECT HIGHLIGHTS**

Appointment of Mr. Walter Maddy to the Altavista Economic Development Authority. The term would run until November 2020. This appointment will replace Mr. Mike Towler, who did not wish to be reappointed.

Other members of the AEDA:

Mark Younkin  
Beverley Dalton  
Todd Hall

Bill Gillespie  
Wayne Mitchell  
Tyke Tenney

**Staff recommendation, if applicable:** Approve

**Action(s) requested or suggested motion(s):** Motion to appoint Walter Maddy to serve on the AEDA for a term ending November 2020.

### **Staff Review Record**

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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: *TCS*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **6c** |

Attachment #: | **2d** |

**Agenda Placement:** | **Consent Agenda** |  
**Subject Title:** | **Annual audit Services Contract** |

### **SUBJECT HIGHLIGHTS**

Staff has sought proposals from firms interested in providing annual audit services to the Town. Attached is a memorandum setting forth the proposals received and the recommendation from staff. The proposal seeks a three-year initial contract with the right to renew for up to two additional 1 year terms.

Robinson, Farmer, Cox Associates

- \$18,437 (years 1 & 2)
- \$18,990 (year 3 - 3% increase)
- No additional charge if a single audit (Federal Grant funds) is needed

Brown, Edwards, and Company, LLP

- \$21,500 (year 1)
- \$22,100 (year 2 – 3% increase)
- \$22,800 (year 3 – 3% increase)
- \$2,500 additional, if a single audit (Federal Grant funds) is needed

**Staff recommendation, if applicable:** Approve contract with Robinson, Farmer, Cox Associates

**Action(s) requested or suggested motion(s):** Motion to approve the contract with Robinson, Farmer, Cox Associates, as outlined, for the original three-year contract and the right to renew for two 1 year additional terms.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Staff Memo**

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*





To: Mayor Mattox and Members of Council  
From: Tobie Shelton  
Date: February 7, 2017  
Re: Firm Selection for Auditing Services

---

The Town solicited proposals for Auditing Services in November 2016. Two proposals were submitted. Those firms were Robinson, Farmer, Cox Associates, our current auditor and Brown, Edwards and Company, L.L.P., our previous auditor.

Both firms have extensive local government experience and clean peer reviews. Staff has found both firms to be knowledgeable, extremely thorough and excellent to work with.

In the selection process for professional services, performance is a driving factor. Both firms received high marks in performance, which lead staff to look at price. Both firms offered non-binding estimates. Robinson, Farmer, Cox Associates offered a cost of \$18,437 for both years one and two, matching the cost of our most recent audit, with a 3% increase in year three (\$18,990). Should the Town need a single audit performed due to the amount of Federal Grant money received there will be no additional charge. Brown, Edwards, and Company, L.L.P. offered a cost of \$21,500 for year one plus an additional \$2,500 should the Town need a single audit performed due to the amount of Federal Grant money received with a 3% increase in both years two and three; \$22,100 and \$22,800 respectively.

Based on the evaluation criteria we used in the selection process; audit approach, skill and experience, reputation, references and the ability to meet our timeline, staff ranked the two firms the same. However, based on price, Robinson, Farmer, Cox Associates offered the lesser cost of the two.

Staff recommends Robinson, Farmer, Cox Associates for audit services for the next three years with the option to renew for an additional two years.

Thank you.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

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

Attachment #: | 3 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | Request of Campbell County for Conveyance of English Park |

### **SUBJECT HIGHLIGHTS**

Council has been considering whether to make a request of Campbell County in regard to the conveyance of their English Park. The Board of Supervisors have given the County Administrator approval to take the necessary steps to conduct a public hearing on this item, if the Town makes a request. The Altavista Recreation Committee has indicated to Town Council that it would be their wish to have the Town Council make this request.

Previously, there was discussion of a possible reservoir/water impoundment that may be feasible on the property if it was conveyed to the Town. I have attached a staff report detailing this issue, which indicates similar facility costs and the lengthy timeframe. This option can be considered but possibly is not the primary reason for the request.

**Staff recommendation, if applicable:** Make request of Campbell County to convey English Park to the Town.

**Action(s) requested or suggested motion(s):** Motion to make the request of Campbell County for conveyance of English Park to the Town of Altavista.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Staff Report (Side Stream Reservoir)**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

## **Altavista Side Stream “Reservoir, Impoundment or Pond Study”**

### **I.**

#### **A. General Information**

##### **1. Existing Facilities: Staunton River Pump Station & Intake Structures**

The raw water that is used for treatment is taken from the Staunton River. The Station is located just South of the of the N&S Railroad bridge in English Park. The station is able to pump 3.0 MGD to the water treatment plant daily for treatment.

##### **2. Water Treatment Plant**

The Town of Altavista currently owns and operates a 3.0 MGD surface water treatment facility. The Plant currently operates around 19 hours a day on average and produces on average 2.1 MGD

##### **3. Springs**

The Town operates two springs one is McMinnis and the other is Reynolds. McMinnis produces on average 270,000 gallons per day while Reynolds produces on average 210,000 gallons per day.

##### **4. The Town utilizes an interconnection with Campbell County Utilities Service Authority (CCUSA) which is used to assist the Towns operation with Peak demand, fire protection and emergencies especially after Dominion Power came on line the past September.**

#### **B. Purpose of the Study**

##### **1. The Towns role is to ensure a safe, reliable and affordable supply of potable water is available to its current customers; therefore, this report provides research and study on options to reduce the sediment from the Staunton river to reduce treatment and operation cost by utilizing a settling containment known as:**

- a.) Reservoirs
- b.) Ponds
- c.) Impoundments
- d.) Tanks

## II. Proposed Project

### A. Description

#### 1. Alternatives

Various options can be considered to reduce the sediment by settling:

- a. Reservoirs
- b. Ponds
- c. Impoundments
- d. Tanks

#### 2. Proposed Reservoir, Pond, Impoundment or Tank

Council requested information to provide insight into the benefits of having a settling option. When reviewing the data at the treatment plant and discussing with the CCUSA operational personnel the following comparison was found for January 2017;

(CCUSA) has an 18 MG Impoundment

#### **CCUSA**

Capacity 4.0 MGD  
Production 2.118 MGD  
Coagulant pounds fed 18,354  
Average NTU 4.0  
Chemical Costs 3670.80

#### **Town of Altavista**

Capacity 3.0 MGD  
Production 2.09 MGD  
Coagulant pounds fed 21,168  
Average NTU 16.0  
Chemical Cost 4,233.60

#### 3. Proposed Operation

A review of chemical costs at the Altavista water plant to treat a higher turbidity could definitely lower the treatment costs by having a settling option. Other benefits of having a settling option are as follows:

- Less sludge produced
- Less sludge sent to the Wastewater Treatment Facility
- Lower Turbidity
- Longer filter life
- More production/less waste
- Lower coagulant and disinfection costs
- Reduced total organic compounds
- Less disinfection by-products

#### 4. Opinion of Project Costs

Until an option for settling is determined the actual cost cannot be determined.

A review of a surface water impoundment for CCUSA done by Dewberry & Davis back in 2003 for a drought reserve impoundment which would have contain 300 MG had a price tag of \$3,600,000.

If the Town chose to peruse an impoundment there would be operational savings and one of the most significant savings would be there is no land acquisition costs if the Town already owned the property as there would be in the above mention project.

### III. Engineering, Permitting & Environmental Impact Studies

- A. Engineering
- B. Permitting
- C. Environmental Impact Studies
- D. Design & Construction

Depending on the impoundment size and type chosen there are a myriad of regulators and permits that will be required to accomplish a project of this type. The time for obtaining all required plans, permits and studies can take as long as a decade in order for construction to begin.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8b** |

Attachment #: | **4** |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | FY2018 Agency Funding Request Presentations |

### **SUBJECT HIGHLIGHTS**

During the budget process each year, Town Council invites outside agencies who are seeking funding from the Town to make a brief presentation on their request. The attached staff memorandum gives a quick overview of each request, a more detailed package was sent to the Mayor and Councilmember under separate cover.

The schedule of presentations:

- 1) Altavista Area YMCA
- 2) Altavista EMS
- 3) Altavista Area Chamber of Commerce
- 4) Altavista Senior Center
- 5) Avoca
- 6) Altavista On Track (AOT)
- 7) Small Business Development Center

**Staff recommendation, if applicable:** None at this time.

**Action(s) requested or suggested motion(s):** None requested at this time.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Staff Memo**

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*



Date: February 9, 2017

To: Mayor Mattox and Members of Council

From: Tobie Shelton

Re: Community Agency Funding Request for FY 2018

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Attached are funding requests from community agencies for Fiscal Year 2018, which covers the period July 1, 2017 through June 30, 2018. We encouraged a representative from each agency to attend the Council meeting scheduled for Tuesday, February 14, 2017 to answer any questions Council may have.

Also, attached is a summary sheet listing each agency, their FY 2018 funding request as well as the amount of FY 2017's request.

Please advise if there are any questions.

Thank you.

Town of Altavista  
Summary of Agency Request  
FY 2018 Proposed Budget

<u>Agency</u>	<u>FY 2018 Amount of Request</u>	<u>Amount included in FY 2018 Proposed Budget</u>	<u>FY 2017 Amount of Request</u>	<u>FY 2016 Audit Submitted</u>	<u>Notes</u>
Avoca	18,700 for benefits; \$38,400 for repairs & maintenance. Total request \$57,100	18,700 for benefits; \$38,400 for repairs & maintenance. Total request \$57,100	18,700 for benefits; \$38,400 for repairs & maintenance. Total request \$57,100	Yes	
Altavista Area YMCA	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	No	Will provide a copy of financial report when available
Altavista Chamber of Commerce	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	No	Will provide a copy of financial report when available
Altavista EMS	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Yes	
Altavista Senior Center	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	Yes	
Altavista on Track (increase of \$1,000 to purchase signage from Virginia Main Street; apply remaining funding to highway signage)	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	No	Will provide a copy of financial report when available
Small Business Development Center	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	No	Will provide a copy of financial report when available. <b>Mr. Kolb notified me he will be unable to attend the meeting.</b>





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

**Agenda Item #:** | 8c |

**Attachment #:** | 5 |

**Agenda Placement:** | New/Unfinished Business |

**Subject Title:** | Rt. 29 Bridge Historic Mitigation |

### **SUBJECT HIGHLIGHTS**

VDOT will be replacing the Main Street Bridge and the project has moved to the stage where it needs to acquire Right of Way and adjust utilities. However, prior to initiating that phase, VDOT is required to conclude the Section 106 process by executing a Memorandum of Agreement (MOA). The MOA will include commitments for mitigating the project effect on historic properties. In addition, 23 USC 144(o) requires that VDOT offer the bridge to a state, locality, or responsible private entity. (Attached Email and letter)

Based on the attached letter from Mr. Randy Lichtenberger, the party must enter into an agreement to maintain and resume all financial responsibility for the bridge holding the state highway agency harmless in any liability action. Additionally, the entity must accept responsibility for the entire structure, not specific sections or even pieces of the structure. Reuse or acquisition of pieces of the bridge for historic significance and display would be negotiated between the eventual contractor and the Town. Staff have inquired about the cost of such an undertaking by the Town and while no exact cost has been attained, an example provided by VDOT for the rehabilitation of a previously relocated existing historic bridge that is smaller than the Main Street Bridge cost approximately \$300,000. The scope of the rehabilitation on that structure included painting, re-decking, and modest structural repairs; the structure was only 55' in length and 12.5' wide. Based on Mr. Lichtenberger's letter, the Town can opt to continue pursuit of ownership of the entire bridge or notify VDOT in writing that you decline such an offer.

Throughout the process representatives from Preservation Virginia have advocated options for saving all or parts of this bridge. A goal of APVA is saving Virginia's historic places and structures. Options contained in the attached document provided by Sonja Ingram were discussed; however, VDOT recommends that the reuse of all or part of the bridge is not economically feasible. VDOT does recommend other mitigation measures that are viable alternatives such as photographic documentation of the bridge and the installation of interpretive signage within the Town of Altavista Historic District.

Ms. Ingram would like to address Council in regard to possible options for preservation of the bridge. In addition, VDOT officials would like to address Council on the on-going process. VDOT has indicated that the project would be advertised in September 2018, contract awarded in the December 2018/January 2018 timeframe, with construction being completed by December 2020.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Staff recommendation, if applicable:** Pursuant to discussion.

**Action(s) requested or suggested motion(s):** None requested at this time.

### **Staff Review Record**

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

List them in the order they should appear in packet? **VDOT Email (Kevin Bradley), VDOT Letter (Randy Lichtennerger),  
Preservation Virginia document (Sonja Ingram)**

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*



Agenda Item: \_\_\_\_\_

**EMAIL- January 26, 2017**

Sonja and Dan,

It is becoming increasingly important for VDOT and FHWA to conclude the Section 106 process for the Altavista Bridge Project by executing a Memorandum of Agreement (MOA) as soon as possible. The MOA will include commitments for mitigating the project effects on historic properties, and I wish to take this opportunity to provide VDOT's thoughts on the three (3) potential mitigation options that Sonja previously provided (see attachment).

1. Altering the new bridge's design. The new structure must meet current VDOT design standards, especially since it carries a high-volume primary route over the Staunton River. Re-use of portions of the old truss on a new structure essentially converts structural elements into decorative objects giving a false sense of history and retaining a long-term maintenance burden for the department. In addition, while new truss spans are options for lower-volume, short stream crossings (VDOT has built these), a new truss bridge at this high-volume, major crossing is not something that can be bought from a vendor with minimal design and may convey a false sense of history. VDOT does not recommend considering this option any further.
2. Re-using a Truss Section elsewhere. Re-using sections of the old truss bridge, primarily a pony truss span could be done, but it is important to understand that doing so would not be cost-free to either VDOT or the Town. VDOT's project would absorb an additional, significant cost for the contractor to carefully remove and relocate a truss span, and the Town would be responsible for any and all costs associated with moving the span to a final location, repair, rehabilitation and future maintenance associated with relocating and re-using a section of the bridge. As a recent example, VDOT currently is performing a maintenance-level rehabilitation of an historic (non-vehicular) truss bridge in another District, a project that includes re-decking, painting and moderate structural repairs at a cost of several hundred thousand dollars. Further, unlike the bridge VDOT is rehabilitating, the existing trusses are common types which, in VDOT's opinion, do not warrant extraordinary preservation measures and associated costs. VDOT does not recommend considering this option any further.
3. Installation of new interpretive signage. This is a viable, cost effective option for a mitigation measure that VDOT can commit to implement without reservation. Attached is an example of an interpretive sign from a recent Project. This is just an example; VDOT would be happy to collaborate with Preservation Virginia and the Town to develop one or more signs specific for the Altavista Bridge Project – perhaps highlighting the history of the crossing, its relationship to the town, and the history and design of the old truss bridge. As part of this commitment, we could determine if there are specific, small elements of the existing structure (example: bridge plate) that could be used in conjunction with the signage.

VDOT will be grateful if you could consider the Department's views while we begin developing an MOA based on pursuing Option #3 (Installation of new interpretive signage). It is our understanding that the Town would like to discuss this at its February 28<sup>th</sup> working meeting. However, in order to fulfill VDOT's duty to deliver the project and its components (including Section 106 and other environmental requirements) within the given timeframe we are working toward developing the MOA and concluding Section 106 so that the MOA mitigation measures can be finalized at the meeting on February 28.



Agenda Item: \_\_\_\_\_

Please review this information and attachments and let me know if you have any questions. Again, we need to address this as quickly as possible to avoid potential impacts to the Project Schedule.

Kevin Bradley

VDOT – Lynchburg District

District Environmental Manager

[\(434\) 856-8288](tel:(434)856-8288)



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF TRANSPORTATION

4219 CAMPBELL AVENUE  
LYNCHBURG, VIRGINIA 24501  
VDOT.Virginia.gov

CHARLES A. KILPATRICK, P.E.  
COMMISSIONER

February 7, 2017

Town of Altavista  
Attn: Waverly Coggsdale, III – Town Manager  
510 Seventh Street  
PO Box 420  
Altavista, Virginia 24517

Route: 29  
Project: 0029-162-270, B601, C501, P101, R201  
Locality: Town of Altavista  
Funding: Federal  
UPC: 104944  
DHR File No.: 2013-0035

Subject: Solicitation of Interest in Assuming Ownership of Route 29 (Main Street)  
Bridge in Campbell County, Virginia

Dear Mr. Coggsdale,

The Virginia Department of Transportation (VDOT) is currently inquiring about your interest in assuming ownership and responsibility for the Route 29 (Main Street) bridge, Structure No. 1981, over Staunton River in Campbell County.

Pursuant to 23 USC 144(o), any state highway agency using federal Highway Bridge Replacement and Rehabilitation Program (HBRRP) funds to replace a bridge must make the bridge available for donation to a state, locality, or responsible private entity, if such entity enters into an agreement to 1) maintain the bridge and the features that give it its historic significance; and 2) assume all future legal and financial responsibility for the bridge, which may include an agreement to hold the state highway agency harmless in any liability action.

Campbell County Structure No. 1981 is a 1928 bridge that has 26 spans with two low-pony truss and two through-truss spans. The bridge has a total length of 1400 feet and is 25 feet wide. The bridge consists of 26 spans including 22 concrete T-beam spans

Mr. W. Coggsdale  
Page Two  
February 7, 2017

ranging from 32'9" to 60'6" in length each, two low-pony truss spans each measuring 77 feet long, and two through-truss spans each measuring 152 feet long. This bridge was recorded under Inventory No. 162-5001 in the Virginia Department of Historic Resource's (VDHR) Data Sharing System. The bridge was determined by the Historic Structure Task Group (HSTG) and VDHR on February 15, 2013 to be not eligible individually for the National Register of Historic Places (NRHP). VDHR further determined on May 20, 2013 that this bridge is considered to be a contributing resource to the expanded NRHP-eligible Altavista Downtown Historic District (DSS #162-5005).

Pending your expression of interest and successful execution of a relocation agreement, VDOT is prepared to transfer ownership of Campbell County Structure No. 1981, in its entirety, to you under the following stipulations:

- 1) No financial assistance will be provided by VDOT for the relocation of the bridge;
- 2) Owner must relocate the bridge to a new location within the boundaries of the expanded Altavista Downtown Historic District (see attached aerial photo), so that the bridge will retain its association with the historic district to which it contributes;
- 3) Owner must assume responsibility for conducting all work associated with the bridge relocation, including complying with all applicable environmental regulations and laws, obtaining all appropriate environmental clearances and permits, conducting any necessary archaeological studies, and moving, dismantling, and reconstructing the bridge; and
- 4) Owner must assume all liability associated with the bridge and will indemnify the VDOT from any further responsibility.

Please direct any technical questions regarding the condition of the bridge or its relocation to Brain Casto, Project Manager, VDOT Location & Design Section, 4219 Campbell Avenue, Lynchburg, VA 24501; ph. (434) 856-8276.

VDOT requests that you please respond in writing to notify us if you wish to decline the offer or if you are interested in further pursuing the opportunity to assume ownership of the bridge. Please send your written response to the address provided below within 30 days of receipt of this letter.

Randy Lichtenberger  
Regional Archaeologist  
Virginia Department of Transportation  
4219 Campbell Avenue  
Lynchburg, Virginia 24501

Mr. W. Coggsdale

Page Three

February 7, 2017

Please understand that federal law compels VDOT to make this offer despite the department's opinion that this bridge is not a suitable candidate for relocation or repurposing. We look forward to your response.

Sincerely,

A handwritten signature in blue ink that reads "Randy Lichtenberger". The signature is written in a cursive style with a long, sweeping underline.

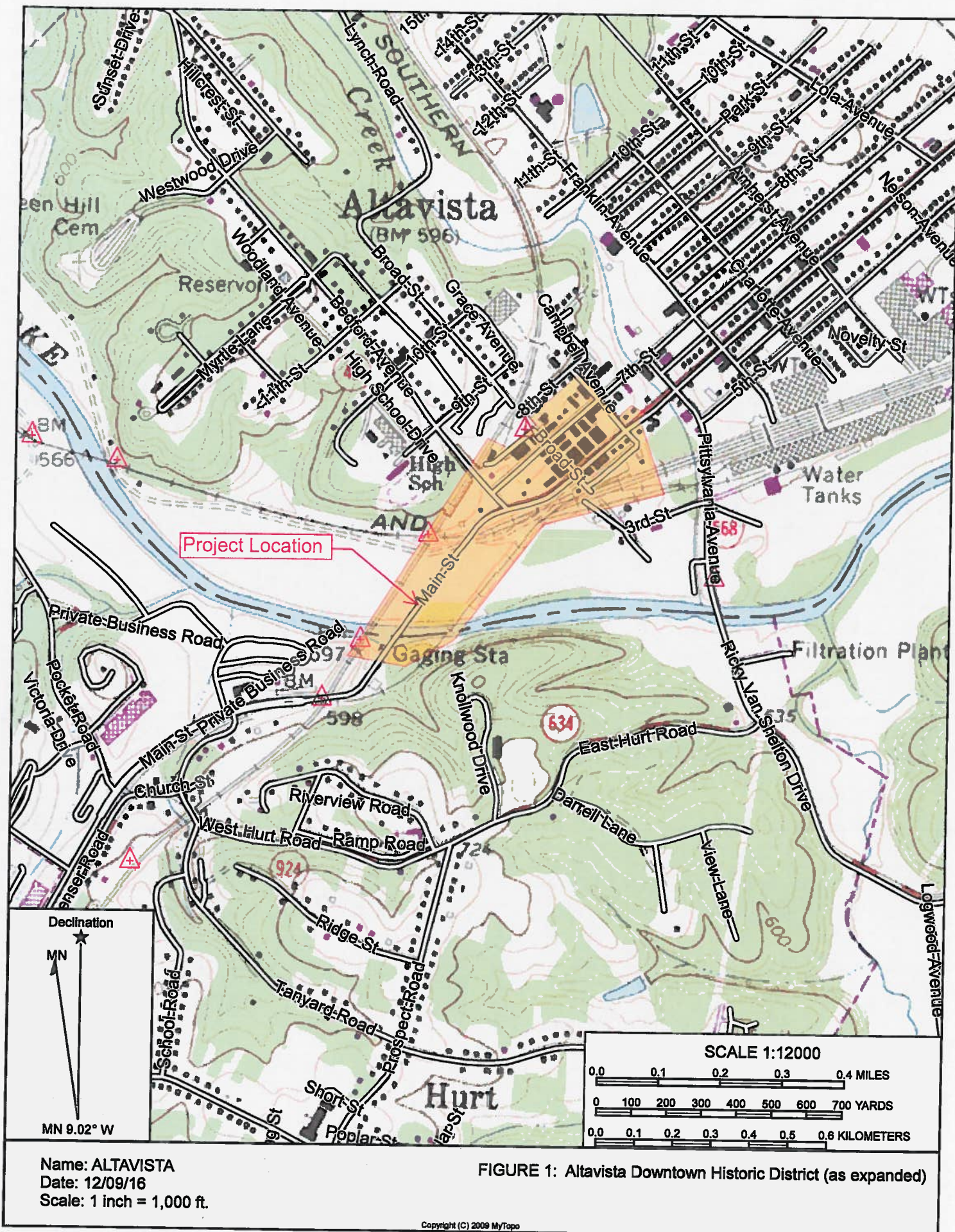
Randy Lichtenberger  
Regional Archaeologist  
Virginia Department of Transportation

**Attachments**

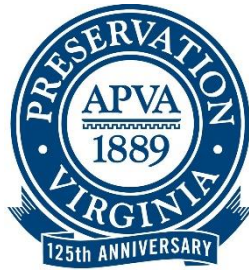
cc: Ivan Rucker, FHWA  
Marc Holma, VDHR  
Sonja Ingram, Preservation Virginia  
Lou Revelle, Campbell County Historical Society

bcc: Mary Ellen Hodges  
Brian Casto









**November 14, 2016**

**BRIDGE OVER THE STAUNTON RIVER AND NS RWY (PROJECT NO. 0029-162-270, B601 RTE. 29 BUS.) CAMPBELL CO. – PITTSYLVANIA CO. LINE**

## **Possible Options to Address with VDOT**

**Sonja Ingram, Field Representative, Preservation Virginia  
P.O. Box 3542 Danville, VA 24543 434-770-1209**



The metal truss bridge that crosses the Staunton River from Hurt to Altavista provides a striking entrance to Altavista and offers many people in the community a feeling of identity and nostalgia. Unfortunately, the over 90 year- old bridge has been allowed to deteriorate and is now in need of major repairs or complete replacement.

The Virginia Department of Transportation's most recent plan is to replace the bridge with a new wider, concrete bridge that will not retain any of the bridge's unique and historic characteristics. However, because of federal laws protecting historic resources, the public has the opportunity to provide input and options and help guide VDOT to make the best decisions for the locality - decisions that will provide a safe passage across the river and will also protect the uniqueness and charm that the bridge has to offer.

The bridge that spans the Stanton River from Hurt to Altavista was built between 1920 and 1930. Even though it is not listed on the State and National Historic Registers, the bridge is considered important due to its direct association with Altavista's Historic District. It is also a significant structure because of its use of a variety of trusses including both pony and through trusses as well as both Warren and Pratt truss spans. It is also notable for its steep grade but perhaps most importantly, it provides charm and distinction and a memorable and exciting entrance to Altavista's Historic District.

Metal truss bridges were first developed for use as railroad bridges in the 1840s and 1850s but did not appear in many areas of Virginia until the 1870s when they began to supersede traditional wooden trusses. After 1950, metal trusses became a less-favored and more specialized form of bridge design. Over the last 75 years, VDOT has demolished and replaced many of Virginia's traditional metal truss bridges due to years of deterioration and deferred maintenance. These include the much-loved Mansion Bridge, demolished in 1999.

More and more Virginia communities now understand the importance of saving historic truss bridges so they will continue to help define Virginia's distinctive historic landscape and help provide local communities with a sense of distinction, pride and belonging.



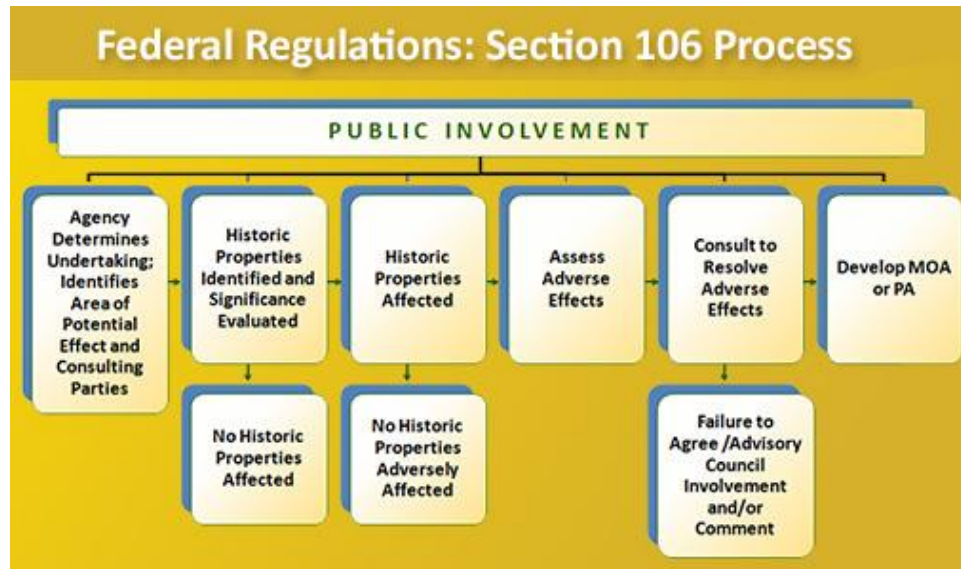
Current metal truss bridge over Bannister River in Pittsylvania County.



The Mansion Bridge, a camelback through truss bridge built in 1903 in Campbell County, was deemed historically significant by the Virginia Department of Historic Resources and listed on the National Register of Historic Places in 1978. It was demolished in 1999 after VDOT found it to be unsafe and replaced with a modern bridge.

## VDOT and Federal Historic Preservation Laws

VDOT road and bridge improvement projects must abide by certain federal laws including [Section 106 of the National Historic Preservation Act](#) and Section 4F of the Department of Transportation Act. Section 106 stipulates that federal agencies must seek ways to avoid, minimize or resolve any adverse effects a project may have to historic resources. A major part of the Section 106 process is that consultation is required with interested local entities. Because of the Section 106 process, the community has the ability to explore and request from VDOT different options for road and bridge improvement projects.



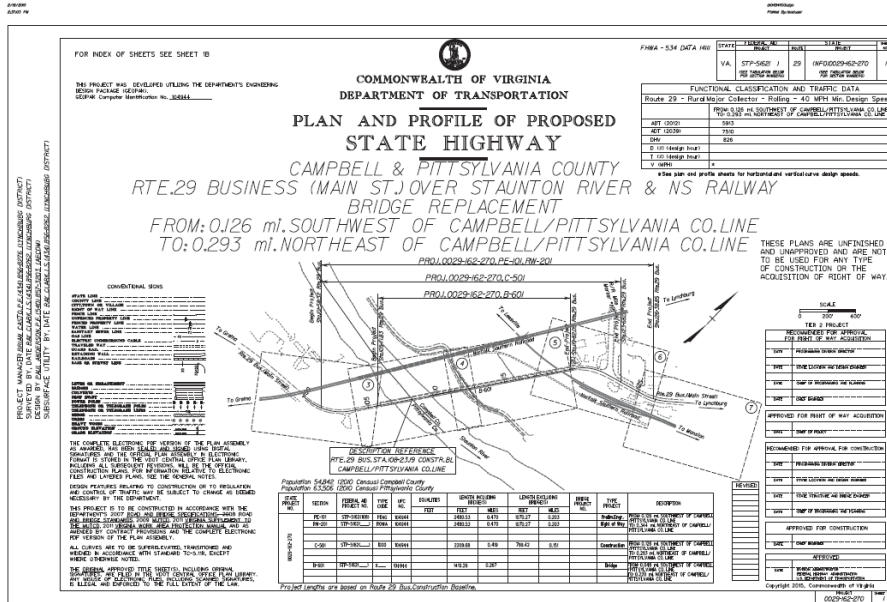
## VDOT Assessment of the Bridge

VDOT's assessment revealed that a total rehabilitation of the existing bridge would cost \$16 million. The estimated cost for demolition of the existing bridge and total bridge replacement is estimated at \$20.9 million. Even though the estimate for rehabilitation is lower, rehabilitation is not perceived by VDOT as a viable option. A new bridge will allow designers to meet all current design codes and standards, provide pedestrian and bicycle access across the river, improve vertical alignment and sight distances, minimize future maintenance requirements and provide a structure with a minimum 75 year service life.

VDOT's new bridge design is similar to the Monacan Bridge in Lynchburg (right). The bridge will be a wider, simple bridge with a less steep grade and will incorporate pedestrian and bicycle lanes.







Below are some possible options that other Virginia communities have utilized for historic bridge projects.

## 1. Altering the New Bridge's Design

Rather than constructing a basic, concrete bridge, VDOT could explore other design options that resemble the original bridge. New bridges can be built with modern metal trusses and/or some of the historic fabric from the current bridge, such as the existing pony trusses, could be reused on the new bridge.



Reuse the original pony trusses on new bridge.

## 2. Reusing Portions of the Through Trusses Elsewhere

Another option used in other Virginia communities is moving the original bridge or parts of the bridge to another location. For example, the through trusses on Altavista's bridge could be moved

to Altavista's Town Park below the bridge. This would allow the trusses to be seen from the new bridge in a location very close to where they were originally located. The trusses could be a standalone entity in the Park or part of the existing pedestrian and bicycle trails.



Move the through trusses to the park below the bridge so it can be seen as you drive over the new bridge. It could be used as a stand-alone or as a pedestrian walkway for the trail in the park.



The Section 106 process may allow for it to be repaired and painted and/or the Town can apply for a Transportation Enhancement Grant to repair and maintain it.

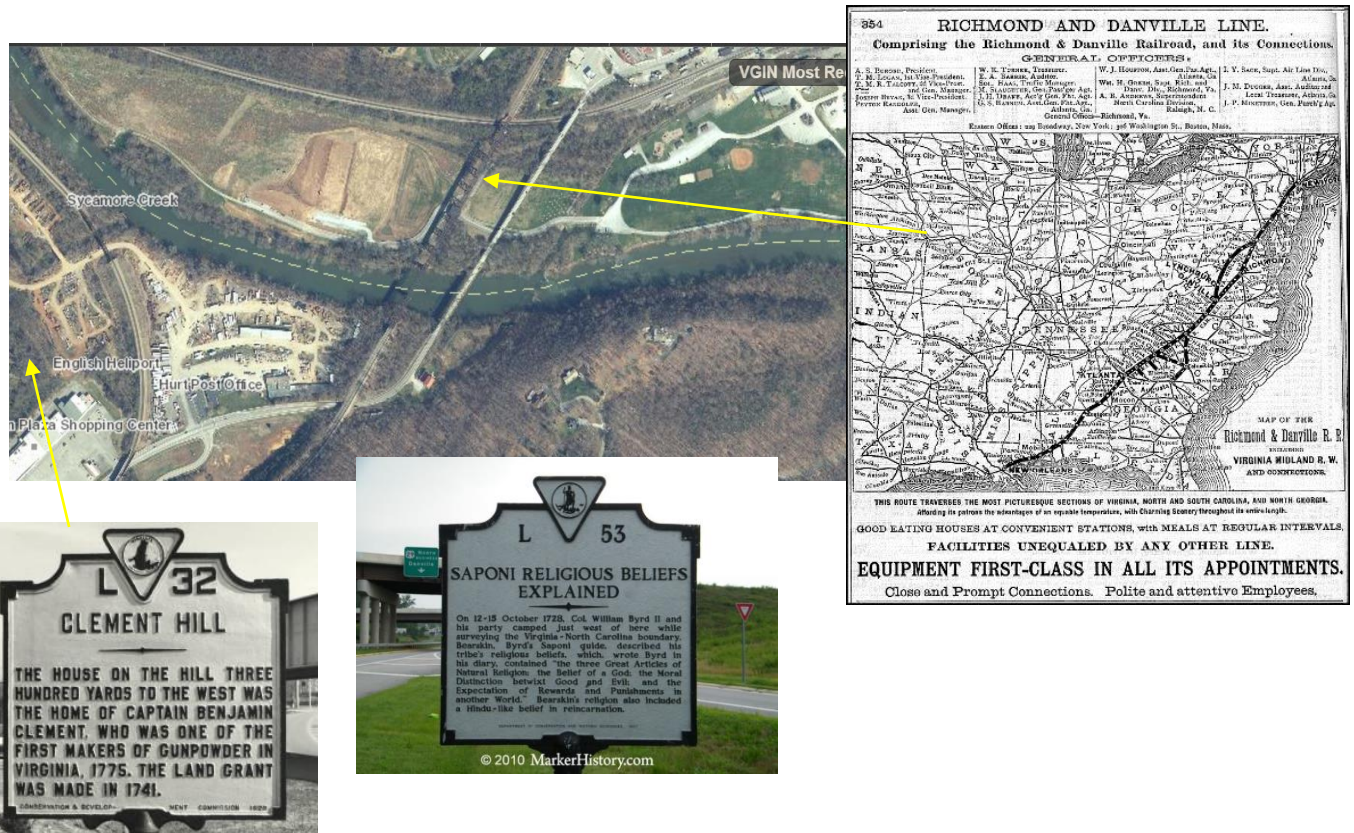
### 3. Installation of New Interpretive Signage

This area of the Staunton River that divides Campbell and Pittsylvania Counties has an extremely rich history that should be interpreted for the community and for visitors. Some of the historic resources in the direct vicinity include:

- Native American sites. This area of the Staunton River has numerous Native American sites including at least one Woodland Village.
- 18<sup>th</sup> century Clement Hill and Revolutionary war gunpowder manufacturing
- The Lynchburg and Danville Railroad
- Altavista's historic, early 20<sup>th</sup> century downtown



To interpret this history, historical signage could be installed in the park or on the bridge to interpret the multiple elements of the areas' rich history.



This link provides some examples of VDOT enhancement grant projects:

[http://www.ctb.virginia.gov/resources/2011/june/reso/reso2/Agenda\\_Item\\_3\\_2011\\_Final\\_Enhancement\\_Allocations\\_FY12\\_.pdf](http://www.ctb.virginia.gov/resources/2011/june/reso/reso2/Agenda_Item_3_2011_Final_Enhancement_Allocations_FY12_.pdf)

This link provides an example of a truss bridge used as a footbridge in VA:

[http://www.waymarking.com/waymarks/WM1FY0\\_Bow\\_String\\_Arch\\_Truss\\_Bridge\\_Virginia](http://www.waymarking.com/waymarks/WM1FY0_Bow_String_Arch_Truss_Bridge_Virginia)





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8d** |

Attachment #: | **6** |

**Agenda Placement:** | **New/Unfinished Business** |

**Subject Title:** | **Letter of Intent –Staunton River Regional Industrial Facility Authority** |

### **SUBJECT HIGHLIGHTS**

Previously in Closed Session, Town Council discussed with legal counsel the attached Letter of Intent in regard to exploring the possibility of creating the Staunton River Regional Industrial Authority (RIFA). The property that would be included in the RIFA is the Southern Virginia Multimodal Park in the Town of Hurt, which contains the former Burlington/Klopman Mills site. The project is being spearheaded by the Pittsylvania County Economic Development Office and other involved parties may include the Town of Hurt and the City of Danville. Previously, Council reached a consensus on moving forward with the Letter of Intent. At this time staff is seeking Council action on formally approving the Letter of Intent.

If Council approves the Letter of Intent, the Mayor has been requested to participate in a “signing” ceremony on Thursday, February 23, 2017 at 1:00 p.m. at The Willows (formerly Altavista Country Club). The entire Town Council is invited and encourage to attend the event to promote this regional initiative. I will ask that this meeting be continued to the date/time/place of the event, so as to allow any and all Council members to attend.

**Staff recommendation, if applicable:** Approve Letter of Intent.

**Action(s) requested or suggested motion(s):** Motion to approve the Mayor to execute the Letter of Intent.

### **Staff Review Record**

---

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

List them in the order they should appear in packet? **Letter of Intent**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

## LETTER OF INTENT TO CREATE THE STAUNTON RIVER REGIONAL INDUSTRIAL FACILITY AUTHORITY

The following Letter of Intent, dated this (DATE), formally documents the desire and intent of the involved parties to create a potential Regional Industrial Facility Authority (to be known as the Staunton River Regional Industrial Facility Authority), in accordance with the Virginia Regional Industrial Facilities Act, Title 15.2, Chapter 64, Code of Virginia, 1950, as amended.

Involved Parties: Pittsylvania County, Virginia; Town of Hurt, Virginia; Town of Altavista, Virginia; City of Danville, Virginia; and Southern Virginia Multimodal Park, LLC, a North Carolina limited liability company.

Property: Seven parcels of land totaling 800 +/- contiguous acres (GPIN# 2545-69-2418; 2546-30-5577; 2545-48-6913; 2546-63-7181; 2546-12-3690; 2546-02-6006; and 2546-03-9755) comprising the property known and marketed as the Southern Virginia Multimodal Park in the Town of Hurt, Virginia.

Purpose: The involved parties' purpose for creating the Staunton River Regional Industrial Facility Authority is to improve the regional economy through the attraction of global industry to the property, and the establishment of an intermodal facility on the property that will serve the region and will be publicly recognized as Virginia's second inland port.

Virginia Inland Port: The involved parties hereby recognize the importance of working collaboratively together and with local, State, and Federal representatives, and other public and private stakeholders to establish a Virginia Inland Port on the property. The involved parties also acknowledge that the property is well suited for an inland port due to its efficient rail and highway access, and that such a facility would greatly benefit the region through the creation of jobs and the induction of significant private capital investment.

Terms and Conditions: The terms and conditions of the Staunton River Regional Industrial Facility Authority shall be developed and enacted through the adoption of an ordinance by (DATE), six months from the date of this letter of intent. Involvement from involved parties may range from marketing the property, to providing utilities to the property, to cost-revenue sharing on a project-by-project basis on the property.

Public Information: The involved parties recognize and agree that this Letter of Intent shall become a public document.

Intent: This letter expresses only the intent of the involved parties and, notwithstanding anything herein to the contrary, is not (and shall not be deemed to be) a legally binding agreement.

---

Robert W. "Bob" Warren  
Chairman, Board of Supervisors, Pittsylvania County

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Gary Poindexter  
Mayor, Town of Hurt

---

Mike Mattox  
Mayor, Town of Altavista

---

John Gilstrap  
Mayor, City of Danville

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Arthur Samet  
President/CEO, Samet Corporation / SVMP, LLC





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8e** |

Attachment #: | **7** |

**Agenda Placement:** | **New/Unfinished Business** |

**Subject Title:** | **Police Department – CIP Reallocation and Police Reorganization** |

### **SUBJECT HIGHLIGHTS**

Chief Milnor is seeking consideration of two items in regard to the police department, they are:

- 1) Reallocation of unspent CIP funds, due to the painting/carpeting project coming in under budget, to purchase of new office furniture (chairs/desk). The attached memo details the request.
- 2) Reorganization of the Command Structure APD, the memo details the request of Chief Milnor to make some organization changes to the structure of the department.

**Staff recommendation, if applicable:** Per discussion.

**Action(s) requested or suggested motion(s):** Separate motions would be needed to approve these items.

### **Staff Review Record**

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

List them in the order they should appear in packet? **CIP Reallocation Memo, Police Command Staff Vacancy**

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


Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Memorandum

01/20/2017

TO: Waverly Coggsdale, Town Manager  
FROM: Mike Milnor, Chief of Police   
SUBJECT: Painting and Carpet CIP Budget

The Police Department had a total of \$8,850 in the FY2017 CIP Budget for painting and re-carpeting of the police department. Mr. Joey Capps, a local painter, offered to paint the office free of charge as a way of showing appreciation for the police department and our service to the community. The only cost to the town was the minimal cost of paint.

The re-carpeting of the office came to \$3500, which has left a substantial part of the line item free. I am requesting that \$2500 be utilized to purchase new chairs and three additional small desks and one work station desk for the police department. The current chairs were second hand when first brought into the department a number of years ago. They are stained and worn, and quite frankly an eye sore to visitors and employees alike. The three desk will be utilized for the sergeant's office and the larger work station for the administrative assistant's office.

All of this can be done and there still be a substantial savings to the town with money left over in the line item. This will allow the department to look professional and provide a positive workspace for officers.

I have attached the breakdown on the chairs, desks and cost.

# Office DEPOT OfficeMax

## Shopping Cart

1.800.463.3768



WorkPro® Bellbrook Executive Big & Tall  
Fabric High-Back Chair, Black/Silver  
Item # 862387

### Delivery / Pickup In Store

### Qty. Subtotal

Delivery

4

\$599.96

\$149.99 / each

Estimated delivery 1-3 business days To  
24557

Store Pickup Not Available



Brenton Studio® Birklee Polyurethane  
Low-Back Task Chair, Black/Chrome  
Item # 552000

Delivery

10

\$899.90

\$89.99 / each

Estimated delivery 1-3 business days To  
24557

FREE Store Pickup

2 out of 10 available at your selected store



Realspace Lake Point Writing Desk, 28  
7/8"H x 46"W x 22 5/8"D, Black  
Item # 517797

SGTS.

Delivery

3

\$449.97

\$149.99 / each

In stock and ready to ship

FREE Store Pickup

1 out of 3 available at your selected store



Bush® Cabot Collection Transitional  
Wood Corner Desk With Hutch, 67"H x  
59"W x 36"D, Espresso Oak, Standard  
Delivery  
Item # 872351

ADMIN.

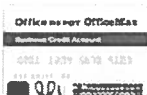
Delivery

1

\$432.99

Estimated delivery 7-10 business days To  
24557

Store Pickup Not Available



### Want to save \$50 on your purchase today?

Open an Office Depot Business Credit Account and start saving PLUS get  
rewarded automatically.  
Learn More

8850 IN LINE  
CARPET \$3500 APPROX.  
\$5350 left over

### Order summary

Items (18) Subtotal \$2,382.82

Shipping charges apply

**Estimated Total \$2,382.82**  
You are saving **\$810.00** on this order.

Tax essentials. Organization must-haves.

[Home](#) [Need Help?](#) [Weekly Ad](#)[Store Locator](#) [10+ Employee Businesses](#) [Track Order](#)[SHOP BY  
CATEGORY](#)[SHOP  
SERVICES](#)[SHOP DEALS](#)[INK & TONER  
FINDER](#)[YOUR STORE  
Lynchburg, VA](#)[EASY  
REORDER](#)[MY ACCOUNT  
Please Sign In](#)[18 ITEMS](#)

## Your Cart

Recently Added ▾

[◀ Continue Shopping](#)[CHECKOUT](#)Bush Furniture Wheaton Reversible Corner Desk, Antique Black/Hansen Cherry  
(MY72713A-03)[Add to Favorites](#)[Remove from Cart](#)

Item: 1669628 | : MY72713A-03

[Ship to Address](#)[Pick Up in Store](#) at \$299.99 Each **\$899.97****Expected Delivery By: 7-14 Business Days****\$899.97****SquareTrade Protection Plan**[Protect Your Investment](#)[Hide Details](#)☐ 3-Yr Furniture Protection (\$100-499.99) \$29.99**No Protection** : Select a plan above

Bestar Innova Corner Computer Desk, Tuscany Brown/Black (92420-1263)

[Add to Favorites](#)[Remove from Cart](#)

Item: 735153 | : 92420-63

[Ship to Address](#)[Pick Up in Store](#) at \$479.99 Each **\$479.99****Expected Delivery By: 7-14 Business Days**

Oversize Item: Additional shipping fee applies

**SquareTrade Protection Plan**[Protect Your Investment](#)[Show Details](#)**No protection plan added**

Staples Osgood Bonded Leather High-Back Manager's Chair, Black

[Add to Favorites](#)[Remove from Cart](#)[Ship to Address](#)[Pick Up in Store](#)  
Ready in 1 hour! at \$169.99 Each **\$509.97**Instant Savings: **-\$210.00****Expected Delivery By: Friday, January 13****\$299.97**

Item: 923523 | 21076D-CC

Available for Auto Restock

SquareTrade Protection Plan

Protect Your Investment

Show Details

No protection plan added

Staples Telford II Luxura Managers Chair, Black

Add to Favorites

Remove from Cart



Item: 272064 | 24799

Available for Auto Restock

Ship to Address

Pick Up in Store  
Ready in 1 hour!

11

at \$99.99 Each

\$1,099.89

Instant Savings (limit 10):

-\$400.00

Expected Delivery By: Friday, January 13

\$699.89

SquareTrade Protection Plan

Protect Your Investment

Show Details

No protection plan added

## Payments are changing!

Get the new Square Reader. Accept chip cards, NFC, and more. [Learn More](#)☐ Send Coupon  
(no risk or obligation)

## Terms and Conditions

The tax shown is estimated. Your Order Confirmation Email will include shipment details, product availability and estimated tax. If you are a tax-exempt customer please see our Tax-Exempt Information. Important information concerning coupons and sales tax and our return policy.

Not responsible for typographical errors. Our prices may vary from store and catalog prices. Not all items available. We reserve the right to limit quantities, including the right to prohibit sales to resellers.

## ORDER SUMMARY

Coupon Code

ADD

Subtotal (Including Coupons):

\$2,379.82

Oversize Shipping Fees:

\$14.99

Pre-Tax Subtotal:

\$2,394.81

CHECKOUT

Special (6, 12, and 18) month financing may be available. [Learn More.](#)

## CONSIDER BEFORE CHECKOUT!

Staples® Verdesol Fabric  
Task Chair, Black

(20)

\$92.98

Modway Edge Mid-Back  
Mesh Task Chair, Adjustable  
Arms, Black

(8)

\$139.69

Flash Furniture High-Back  
Leather Executive Office  
Chair with...

(3)

\$167.49

Altra Pursuit L-Shaped Desk  
with Hutch Bundle,  
White/Gray

(0)

\$459.39

# Memorandum

December 20, 2016

TO: Waverly Coggsdale, Town Manager  
FROM: Mike Milnor, Chief of Police  
SUBJECT: Police Command Staff Vacancy

The Captain/Deputy Chief position has been vacant in the Police Department for approximately two months as of this date. After careful evaluation I have made the decision not to fill the vacancy as a command staff position.

The size of the Police Department does not support having two command staff positions under the Chief. Upon my arrival here as Chief of Police, I found that there were three permanent day shift positions in the police department at a command staff level, in addition to the Chief. There were NO night or evening shift supervisors in the Department. I am asking for the following rank structure in order to allow for the maximum coverage on the street and the most efficient operation of the department.

I am requesting that the existing Lieutenant position occupied by Kenneth Moorefield be designated as the Deputy Chief Position and this will be the only permanent daylight shift position other than the Chief of Police. It will be an exempt, largely administrative and supervisory position. I would request that the pay grade be elevated to Grade 20 from an existing Grade 18 due to the added responsibility of a Deputy Chief.

I am also requesting one First Sergeant position and one additional three-stripe Sergeant position be created in addition to the existing Sergeant position. These positions will be rotating night shift positions to provide 24/7 supervision on all shifts. I would ask that the First Sergeant position be created at a grade 19 as a mid-level non-exempt supervisor. The three-stripe Sergeants would remain at a grade 17.

There will then be two platoons of 4 officers named platoon A and platoon B. A three-stripe Sergeant will be assigned each platoon with the First Sergeant floating between on the Sergeants days off.

This model will provide more coverage on patrol on a 24 hour 7 day a week basis and be a better, more efficient utilization of present man-power levels.

The budgetary impact of this will be as follows:

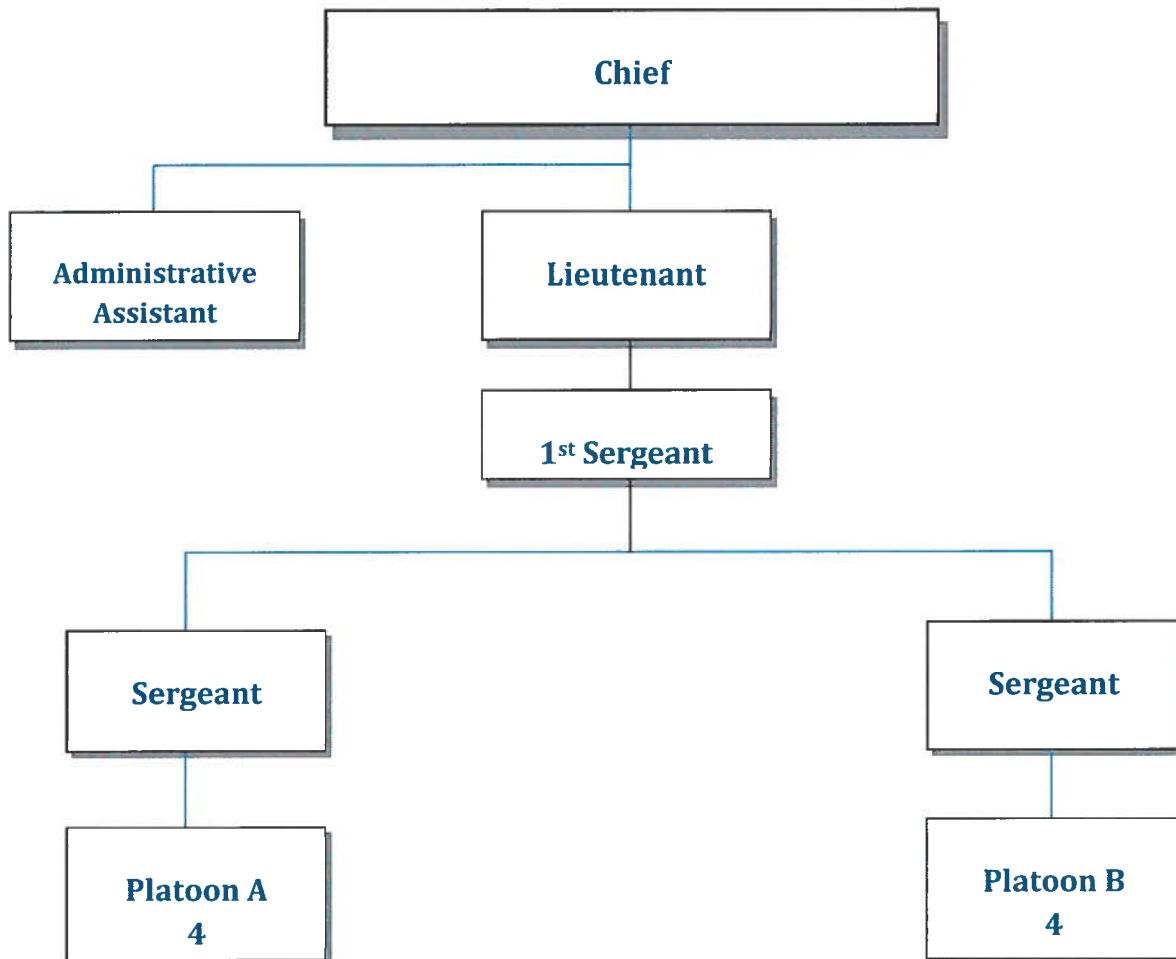
Lieutenant elevated to a grade 20: \$48,899 to \$53,789 (increase of \$4,889.97 annually)

New 1<sup>st</sup> Sgt. Position at a grade 19: Represents a 10% increase from base Sergeant Salary,  
(approx. \$4,000)

One new Sgt. at a grade 17: Represents a 10% increase from Patrol Officer base salary,  
(approx. \$3,800)

Approximate total cost in salary: \$12,689

## Altavista Police Department Organizational Chart







## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8f** |

Attachment #: | **8** |

**Agenda Placement:** | **New/Unfinished Business** |

**Subject Title:** | **Charlotte Avenue/5<sup>th</sup> Street and environs drainage engineering proposal** |

### **SUBJECT HIGHLIGHTS**

Over the past few years there has been discussion in regard to improving drainage in the Charlotte Avenue/5<sup>th</sup> Street area, as well as the alley that runs between Campbell Avenue and Franklin Avenue. With improvements made to the storm water system as part of the Main Street project, the system can now handle the additional projected flow.

Staff has discussed the potential project with one of the Town's engineering firms and we forward to Council the proposal that was received. The proposal is broken down into steps, with the total cost being \$17,142.

**Staff recommendation, if applicable:** Approve the proposal, if Council would like to proceed with the project evaluation/design.

**Action(s) requested or suggested motion(s):** Motion per Council's discussion. If Council would like to move forward, a motion to approve the proposal from Hurt & Proffitt in the amount of \$17,142 would be needed.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Proposal**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



January 28, 2017

Mr. Waverly Coggsdale, Town Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA

**HURT & PROFFITT**  
INCORPORATED

**RE: Main Street & Charlotte Avenue**

Dear Mr. Coggsdale:

My staff & I have studied the route for the new storm sewer line the Town is considering to be constructed along Charlotte Avenue, the alley and then to the Main Street storm sewer line and we offer this as our proposal for providing the surveying and engineering services to assist the Town with the completion of this project.

I met last week with David Garrett to go over the limits of the projects and to point out the challenges in the project. Our meeting was very helpful.

#### **UNDERSTANDING OF THE PROJECT**

We understand the Town of Altavista intends to construct a new storm sewer line beginning on Charlotte Avenue extending to the west towards the alley on the left then along the alley then turning to the west again through private property to make a connection to the existing storm sewer line in Main Street.

Along the path of the new storm sewer line there are several low points that drop inlets will be located to remove storm water from the ground/pavement surface. The new storm sewer line will be located along the shoulder of Charlotte Avenue and the alley. Drop inlets will be located along the route of the storm sewer line to facilitate the removal of storm water from the ground surface. No curb and gutter exists along the projected route of the storm sewer line.

#### **SCOPE OF SERVICES**

Hurt & Proffitt (H&P) will provide the courthouse research to identify right of way, property lines and property owners names along the route of the storm sewer line, coordination with Miss Utility for locating existing utilities, field surveying of the corridor for the storm sewer line that will include locating all improvements along the route with elevations and office processing to produce the base design sheets. Our surveyors will also prepare any easement plats that are required for the project.

Our engineers will provide the construction design plans and specifications including any and all construction standards of the Town of Altavista. H&P engineers will also prepare the project manual suitable for public bidding of the project. Design meetings will be held with Town of Altavista officials to insure the design of the project accomplishes what the Town expects.



If we find after completing the field survey that the proposed storm system will not work properly, we will notify the Town and only proceed at the direction of the Town. If the Town chooses to cancel the project at that time we will not be charging the Town for the other services listed in our fee schedule. We will only charge the Town for the services we complete and a partial bill for services that are partially completed.

H&P engineers will provide bidding assistance during the public bidding process. H&P engineers will prepare the Advertisement for Bids and put the Advertisement for Bids in the local newspaper. We will assist the Town with the Pre-Bid Conference and prepare any Addenda required during the bidding process. On bid day H&P engineers will assist the Town with opening the bids. H&P engineers will review the bids and recommend to the Town the lowest responsible and responsive bidder. Once Town Council has approved the award to the general contractor, H&P engineers will assist the Town in putting the successful low bidder under contract. H&P engineers will assist the Town with the Pre-Construction Conference and issue the Notice to Proceed.

Construction Administration will include reviewing shop drawings, request for information from the contractor, review of payment requests, prepare owner requested change orders, conduct substantial completion and final inspection meetings with the contractor.

Construction Inspection will consist of providing our construction inspector to observe the daily progress of the project. Daily construction reports will be prepared and provided to Town officials.

H&P will also provide once the construction of the pipe line is completed a video of the interior of the pipeline. H&P will conduct the CCTV with our equipment and our personnel. The recorded video will be provided to Town officials.

Record Drawing will consist of conducting a field survey to create the ‘As Built’ plans. Hard copies and electronic copies of the project will be provided to the Town.

**FEES**

H&P will charge the following fees for our services:

• Survey .....	\$4,000
• Engineering Design .....	\$3,180
• Public Bidding .....	\$1,655
• Construction Administration .....	\$2,392
• Construction Inspection .....	\$3,375
• CCTV of Project .....	\$1,540
• Record Drawings .....	\$1,000
<b>TOTAL FEES .....</b>	<b>\$17,142</b>

**CLOSING**

H&P appreciates the opportunity to provide our proposal for this service. We are very excited about the possible opportunity to work with Town officials on this project.



If you have any questions, please do not hesitate to contact me.

If the Town is ready for H&P to proceed with the project please sign on the acceptance line and date and return one copy to me for our files.

Sincerely,

**HURT & PROFFITT, INC.**

A handwritten signature in black ink, appearing to read 'Earl H. Dickerson, Jr.', is written over the company name.

Earl H. Dickerson, Jr.  
Chairman of the Board

Cc: David Garrett, Director of Public Works

**ACCEPTANCE OF PROPOSAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8g** |

Attachment #: | **9** |

**Agenda Placement:** | **New/Unfinished Business** |  
**Subject Title:** | **Virginia Technical Institute Request** |

### **SUBJECT HIGHLIGHTS**

Mr. Tyke Tenney, Executive Director of the Virginia Technical Institute, has approached the Altavista Economic Development Authority and the Town of Altavista in regard to funds for the expansion of VTI's welding program. The attached proposal outlines the Welding Program Project. The original request to the AEDA and the Town was for \$25,000. The AEDA board approved \$10,000 for this project at their last meeting. If Council wants to consider this request, they can determine if it would be in FY2017 or part of the FY2018 Budget consideration.

**Staff recommendation, if applicable:** Per Council's discussion.

**Action(s) requested or suggested motion(s):** Motion per Council's discussion. If Council would like to move forward, a motion to approve the funding would be needed. If Council would like to consider this as part of their FY2018 Budget process staff would need that guidance.

### **Staff Review Record**

---

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

List them in the order they should appear in packet? **Proposal**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

**Altavista Economic Development Authority and Town of Altavista Proposal**

January 24, 2017

Submitted by:

Virginia Technical Institute  
201 Ogden Rd.  
Altavista, VA 24517  
434-369-8200

Leslie "Tyke" D. Tenney III  
Executive Director

**Amount of Request: \$25,000**

**Total Project Cost: \$363,647**

## **Modernization of the VTI Welding Program Project**

### **Introduction**

The Virginia Technical Institute, located at 201 Ogden Road in Altavista, VA, is applying for a grant from the Altavista Economic Development Authority and Town of Altavista. The primary contact for this application is Leslie “Tyke” D. Tenney, with a phone number of 434-369-8200 and e-mail address: [ttenney@govti.org](mailto:ttenney@govti.org)

### **Virginia Technical Institute Background, Purpose and Objectives**

Virginia Technical Institute (VTI) is a 501 3c not for profit post-secondary career and technical school. The school is located at 201 Ogden Road, Altavista, VA 24517. VTI was certified to operate by SCHEV on May 18, 2010.

VTI provides hands-on training in a variety of fields including: electrical, plumbing, HVAC, industrial maintenance, carpentry, and welding.

VTI uses curriculum from the National Center for Construction Education and Research (NCCER). NCCER is a nationally recognized accredited trade curriculum. The institute has been certified to operate by the State Council of Higher Education for Virginia.

The mission of VTI is to provide “technical training and trades credentials to meet needs of business and industry”, with the vision “to be the best college of the trades for your road to success”.

At Virginia Technical Institute (VTI), our objective is to meet the growing need of workforce training in Central and Southside Virginia. VTI provides training to those currently employed in the construction trades, high school students, unemployed citizens looking to further their

training to increase their employability, and to college students seeking construction training via elective courses.

Providing a highly skilled maintenance and operating staff will enable local industries to employ the latest automated technologies in their operations. This in turn, will result in more competitive operations, and family-sustaining jobs for the region.

Changes and advances in all types of welding necessitates a change in how, and with what, we deliver welding training. VTI intends to build and equip a state-of-the-art Welding lab based on the nationally recognized NCCER curriculum. Graduates of this program will receive internationally recognized credentials through NCCER and will be listed in their craft database.

### **Description of the Organization**

For the past six years, Virginia Technical Institute (VTI) has been operating as a nonprofit 501 3c institution providing post-secondary education in several trades including electrical, plumbing, hvac, welding, carpentry, and industrial maintenance. Since its establishment in 2008, VTI has seen hundreds of individuals earn nationally recognized National Center for Construction Education and Research (NCCER) industry credentials and has a 97% job placement rate for its graduates. During the 2015 – 2016 school year, VTI saw a total of 52 students receive welding instruction that led to a NCCER industrial credential. VTI is solely supported by student tuition and donations and does not receive any federal, state or local funds.



## **Project Information**

### **Description of the Project**

Over the past couple of years, there has been an upsurge in interest for more welding instruction in south central Virginia. The demand is being expressed by our students and by area employers. Virginia Technical Institute is ready to meet the demands through our existing welding lab and nationally recognized curriculum. Our current welding lab was established in 2011 with 20 welding booths. All 20 booths support flux shielded arc (stick) welding; however, only 10 of the welding booths can also be used for gas metal arc (MIG) welding and the other 10 booths can only do gas tungsten arc (TIG) welding. This means that only 10 students at a time can practice certain types of welding. Our craft instructors have worked diligently with our current equipment to provide quality lab experiences to our students earning NCCER credentials. Due to the capacity of our current welding facility, we came close to turning away potential students this past semester. We solved the overcrowding problem by creating another section of Welding Level One. If this student enrollment continues we will need to turn students away in the future as our current facilities cannot hold the increase in interest. Last year we had to cancel a scheduled welding class with CVCC due to the lack of facility space. Our welding lab is utilized both day and night to meet the demands of customized training and collaborative courses, in addition to our evening schedule.

The “Modernization of the VTI Welding Program Project” would allow VTI to provide more increase welding opportunities for students and upgrade student training on modern equipment currently used by local industries.

The total grant funds will support the purchase of 20 new welding machines (Lincoln Power Flextec 500P) to match equipment used by local industry. VTI's current single use welding machines will be combined to create 10 additional full service teaching stations.

VTI has all the resources in place to make the proposed program successful. As part of their in-kind contribution VTI will make some of the room alterations and modifications to the existing facilities listed in the proposal. VTI has the craft instructors on staff to teach the courses and run the labs. This proposal is in line with the VTI operations plan.

Virginia Technical Institute intends to create a state-of-the-art Welding Lab. By leveraging funds from the Altavista Economic Development Authority and Town of Altavista, and utilizing the \$181,824 grant from the Tobacco Region Revitalization Commission which has already been raised, VTI will purchase the necessary equipment and upgrade the current facility to make the Welding Lab a reality. The requested grant money would be used specifically in the construction of the new lab. A detailed listing of the equipment and pricing is listed below.

Altavista is home for companies including BGF, Moore's Electrical and Mechanical, PCM and Schrader-Bridgeport, all of which have a need for welding technicians. In a search of a 30 mile radius of VTI, companies who have expressed a need for welders include: Amthor International, AREVA, Banker Steel, Griffin Pipe, and Lynchburg Steel, to name a few.

VTI currently enrolls 300 students annually. A little over 17% of those students are involved in the welding program. We will utilize this upgrade welding facility to also provide instruction and workforce training to those in Region 2000. Last year we used our facility to train 18 unemployed or under employed individuals to work for Amthor International (Gretna, VA).

"Modernization of the VTI Welding Program Project" would accomplish three major goals in our region: 1) provide greater opportunities to our area students; 2) upgrade the skills for the

unemployed and underemployed individuals in the region; 3) provide local employers with needed and hard to find welders.

## **Project Budget**

### **Equipment to include:**

20 Lincoln Power Flextec 500p .....	\$167,000.00
20 Fume Extraction Arms .....	\$51,600.00
Purchase Sheet Metal Shear.....	\$3,000.00
Purchase an “Iron Worker” .....	\$3,000.00

### **Building Construction to include:**

Modifications to Air Handling Systems and Fans.....	\$51,500.00
Upgrades to the Electrical Service.....	\$18,500.00
Construction of Welding Booths and Tables.....	\$51,850.00
Adding Additional gas lines (4 per station) .....	\$17,197.00

**Project Total .....**\$363,647.00

**Total Request.....**\$25,000.00

*Equipment pricing provided by THE LINCOLN ELECTRIC COMPANY 22801 St. Clair Avenue,  
Cleveland, OH*

## **Project Timetable**

We have already begun Phase One of the project. This involves preparing both labs with improved air handling and smoke extraction. An upgrade to the electrical system will allow for the additional welding machines. We are currently searching for matching funding for Phase Two of the project, which will be the construction of the new welding lab in an adjacent room. The final phase involves the purchase of the 20 Lincoln Power Flextec 500p welding machines. Through various meetings with local companies and visits to successful programs in the area, VTI has evaluated the specific equipment needs for the state-of-the-art Welding Lab. In cooperation with our Industry Leaders Advisory Committee, VTI faculty and staff have determined the necessary equipment to move forward with the program. This will ensure consideration of the latest most modern equipment. It is VTI's goal to have the lab complete and fully operational by January 1, 2018. This timetable will allow VTI to continue with its current program of welding instruction without interruption.

## **Other Organizations Petitioned to Support the VTI Welding Project**

Virginia Technical Institute has been successful in competing for a grant for 50% of the project's costs from the Tobacco Commission, but the grant comes with a requirement of matching dollars to be able to access these funds. VTI is requesting \$25,000 from the Altavista Economic Development Authority and Town of Altavista to be able to realize the "Modernization of the VTI Welding Program Project". We have received some funding to begin the project. The requested funding will allow VTI to begin with the second phase of the project, which is the actual construction of the new welding lab. We will continue to pursue other sources of funding to upgrade our labs to properly teach individuals for the workforce.

Below are listed the grant funding that has been or will be applied for to fund the “*Modernizing of the VTI Welding Program Project*”

<u>Grant Name/Source</u>	<u>Amount</u>	<u>Date Filed</u>	<u>Status</u>
Tobacco Region Revitalization Commission	\$181,824	3/11/16	Received - \$181,824
The Andrew Horsley and Anne Owen Easley Charitable Trust (Easley Foundation)	\$50,000	8/1/16	Postponed– Apr. 2017
Timken Foundation Grant	\$100,000	9/15/16	Denied
The Greater Lynchburg Community Trust	\$100,000	9/15/16	Received - \$15,000
The J.T. – Minnie Maude Charitable Trust	\$50,000	10/1/16	Denied
Beverly W. and Hampton O. Powell Foundation	\$50,000	11/11/16	Received - \$20,000

We would like for you to consider this opportunity to partner with us in training up the next generation of welding tradesmen and women to fill the workforce demand in the region. Please feel free to contact me with any questions.

Thank you for your time and consideration of this application.

Leslie “Tyke” D. Tenney

Executive Director

Virginia Technical Institute



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8g** |

Attachment #: | **10** |

**Agenda Placement:** | **New/Unfinished Business** |

**Subject Title:** | **Everbridge Notification System renewal** |

### **SUBJECT HIGHLIGHTS**

The Town has utilized the Everbridge Notification System for the past few years, as a way to communicate with citizens and businesses. Unfortunately, we have not had a large number of citizens/ businesses to sign up for the system. It is time to renew the system at a cost of \$5,000 for next twelve months. Based on conversations, Chief Milnor (APD) and David Garrett (Director of Public Works) question the value of the system, unless we are able to get a higher number of citizens/businesses to sign up and accordingly they have not included funding in their FY2018 Budget requests.

Does Council wish to renew the next twelve months, funds are in the FY2017 Budget and then make a decision on whether to continue the service beyond that time (February 2018)?

Does Council desire to discontinue the service at this time?

No motion is needed but staff would like Council's direction on this matter.

**Staff recommendation, if applicable:** N/A

**Action(s) requested or suggested motion(s):** N/A

### **Staff Review Record**

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Are there exhibits for this agenda item? **NO**

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** February 14, 2017

Agenda Item #: | **8h** |

Attachment #: | **11** |

**Agenda Placement:** | **New/Unfinished Business** |

**Subject Title:** | **7<sup>th</sup> Street storm water issue (500 block)** |

### **SUBJECT HIGHLIGHTS**

After recently verifying that storm water is leaking into a building (511 7<sup>th</sup> Street), staff consulted with Hurt & Proffitt to evaluate the situation and provide alternatives for resolution of the issue. This section of sidewalk was part of Project 6 of the Downtown Streetscape project that was completed some time ago. Following that project, some modifications were made to the sidewalk to hopefully create better flow of storm water away from this area. It does appear that the biggest issue may be an area where new and old concrete meet in the entry of the building. It is important to point out that we will need to have permission from the property owner, if we decide to proceed with the majority, if not all, of the alternatives provided.

The attached Hurt & Proffitt evaluation letter was previously forwarded to Council. The engineer recommends that Option #3 be considered. At this time staff is seeking direction from Council on this item.

**Staff recommendation, if applicable:** Per Council's discussion.

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

### **Staff Review Record**

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

List them in the order they should appear in packet? **H&P evaluation letter**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



January 12, 2017  
(Revised January 27, 2017)

**HURT & PROFFITT**  
INCORPORATED

Mr. Waverly Coggsdale, Town Manager  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

**RE: 511 7<sup>th</sup> Street**

Dear Mr. Coggsdale:

I am writing to provide you with a list of options for solving the storm water issue the Town is experiencing at the above street address in the Town. As you are aware I met with David Garrett and you to discuss the situation last week.

While David and I were standing on the existing Town sidewalk last week observing the conditions the owner of 511 7<sup>th</sup> Street arrived at this address. Dr. West introduced himself and then proceeded to tell us how the problem should be fixed. As we discussed the conditions of the sidewalk and the entrance into his building he told me I was trespassing when I stepped into the alcove entry to his building. I immediately stepped back onto the Town's sidewalk. Dr. West continued to tell us of the problems associated with the construction of the sidewalk and how to fix the problem. Shortly thereafter David and I thanked Dr. West for his information and we left the area.

My first recommendation to the Town would be to receive in writing from Dr. West his permission to step across the right of way line onto his property while this issue is discussed between both parties and subsequently during any construction process to rectify the problem.

In my opinion the Town is responsible for storm water on the sidewalk that is within the right of way for 7<sup>th</sup> Street. Assuming storm water on the sidewalk within the right of way does not cross the right of way line then the Town is not responsible for that water outside the right of way.

Another issue to me is blowing rain. Due to the orientation of the front of Dr. West's building my guess is blowing rain collects at his front door no matter what the Town does to address the issue. If an awning was installed over the front door alcove to the Dr. West's office that would help limit some of the rain water that can blow up to his front door.

The front door area leading into Dr. West's office has a small concrete pad that I am sure is virtually flat. If Dr. West would agree to have this pad removed and repoured with a slope away from his front door that would help too. But this will take his cooperation.

Per our meeting last week, David and you asked me to develop a list of options that I felt like would correct the situation at Dr. West's front door. My list of options starts with the least amount of effort and cost and proceeds to the most amount of effort and cost. I believe each option will require the permission from Dr. West to step onto his property even for a short period of time.



**Option #1:**

Town obtains a concrete sealer such as Siloxane Concrete Sealer and applies per manufacturers recommendations. The Siloxane Sealer should be applied to the small concrete entry way to Dr. West's office and on the sidewalk owned by the Town. The concrete must be dry when the Siloxane Sealer is applied. This sealer will not last forever on the concrete. It must be re-applied every year or so. In addition there is a small crack in the concrete recently laid by the Town. This crack must be chipped out and the appropriate caulk put in the crack to seal it.

This option will not stop the ponding of storm water at the right of way line at Dr. West's office.

This option is intended to stop the leaking into the basement of his building.

See Town Photo 'B' for the location of the ponding at Dr. West's front door. The storm water is dyed green.

This option will require the permission from Dr. West to spray / roll the concrete sealer on his property now and in future years.

The cost of Option #1 is estimated to be \$250 and could be completed by Town personnel.

**Option #2:**

Go upstream along the new sidewalk and remove certain sections of the sidewalk and the curb and repour the sidewalk with no curb at the edge of pavement. This would end up being much like a handicapped entrance from the street to the sidewalk. The storm water shown in Town Photo A would then have a way to follow the depressed concrete from the front edge of the building and discharge into the gutter pan. This option will not prevent blowing rain from ponding at the front door of Dr. West's office. It will reduce the amount of flowing storm water from the sidewalk to the south of Dr. West's entry. I would also incorporate Option #1 into this Option.

This option would not prevent blowing rain from ponding at the right of way at the front of Dr. West's office door.

See Town Photo 'A' to see the flow of storm water down the sidewalk. The storm water was dyed green.

The cost of Option #2 is estimated to be \$7,500. It is estimated that approximately 20 linear feet of sidewalk upstream of Dr. West's office would be removed and replaced.

**Option #3:**

Option #3 consists of installing a trench drain perpendicular to the front building wall just up the sidewalk from Dr. West's front office door and install a curb drop inlet at the end of the trench drain. The trench drain would discharge into the back of the new drop inlet. The drop inlet would have a throat length of at least 6 feet long. The drop inlet would be connected to the existing drop inlet on the opposite side of 7<sup>th</sup> Street via a 15" diameter pipe. The trench drain would be approximately 3" to 4" deep and 8" wide with an aluminum grated top that can be removed for maintenance.



This option would not prevent blowing rain from ponding at the right of way line at the front of Dr. West's office door.

Option #1 should be incorporated into this Option.

The cost of Option #3 is estimated to be \$15,000.

**Option #4:**

Option #4 is adding another trench drain parallel to the front of Dr. West's building and connecting Option #3 to Option #4. The trench drain for Option #4 would then extend perpendicular to the corner of Dr. West's building through the sidewalk and curb and discharge into the gutter pan. The trench drain would be approximately 3" to 4" deep and 8" wide with an aluminum grated top that can be removed for maintenance. The sidewalk and curb would have to be saw cut to allow for this installation.

This option would not prevent blowing rain from entering the alcove that leads to Dr. West's office door. It would prevent ponding at the front door of Dr. West's office at the right of way line.

The cost of Option #4 is estimated to be \$17,500.

**Option #5:**

Option #5 consists of removing all of the existing concrete sidewalk in front of Dr. West's office. Once all concrete is removed and the existing standing curb is removed in total in front of Dr. West's office the sidewalk would be repoured without a curb line. The new sidewalk would be sloped away from Dr. West's office building. There would not be any curb to keep vehicles from running up on the sidewalk. The trench drains should also be put in to collect storm water from flowing onto the new section of sidewalk and up against the building to prevent any storm water from collecting at his front door.

The cost of Option #5 is estimated to be \$22,500.

**Option #6:**

Option #6 is re-building the street and lowering the curb so all sidewalks on the same side as Dr. West's property have plenty of elevation difference between the top of curb and the entrance to the buildings.

This option would not prevent blowing rain from entering the alcove that leads to Dr. West's office door. This would keep the storm water within the right of way to stay in the right of way.

Option #6 will be difficult to complete since it will require the reconstruction of the whole block of 7<sup>th</sup> Street.

The cost of Option #6 is estimated to be \$250,000 and that assumes no existing utilities will be affected by the lowering of 7<sup>th</sup> Street for only half of the street on the same side as Dr. West's office. If the whole street section is reconstructed we estimate the cost will be closer to \$500,000.



I think I have come up with just about all the options that are possible to solve this issue. The only other option I have not discussed is to negotiate with Dr. West to purchase his building.

Spend a few minutes thinking about the options and I will be glad to meet with you to discuss each one in more detail.

Our Licensed Surveyor has determined the right of way line in front of Dr. West building is approximately 1.5 feet in front of his front building wall.

I look forward to hearing from both of you regarding the content of this letter.

Sincerely,

**HURT & PROFFITT, INC.**

A handwritten signature in black ink, appearing to read 'Earl H. Dickerson, Jr.', is written over the printed name.

Earl H. Dickerson, Jr., PE  
Chairman of the Board



## **Town Manager's Report – For Month of January 2017**

### **Booker Building**

- Preliminary Report submitted to Council in November.
- Contacted USDA regarding potential planning grant.

### **Comprehensive Plan Update**

- Staff will be presenting hard copies of the Transportation chapter to Council at the February 14, 2017 meeting. This will be put on a future Council meeting agenda.

### **WWTP EOP – PCB Remediation**

- Working with Dr. Lowman in regarding to update on this study.

### **Compensation/Classification Plan Study**

- Staff is working with the consultant based on Council's feedback at the January Work Session.

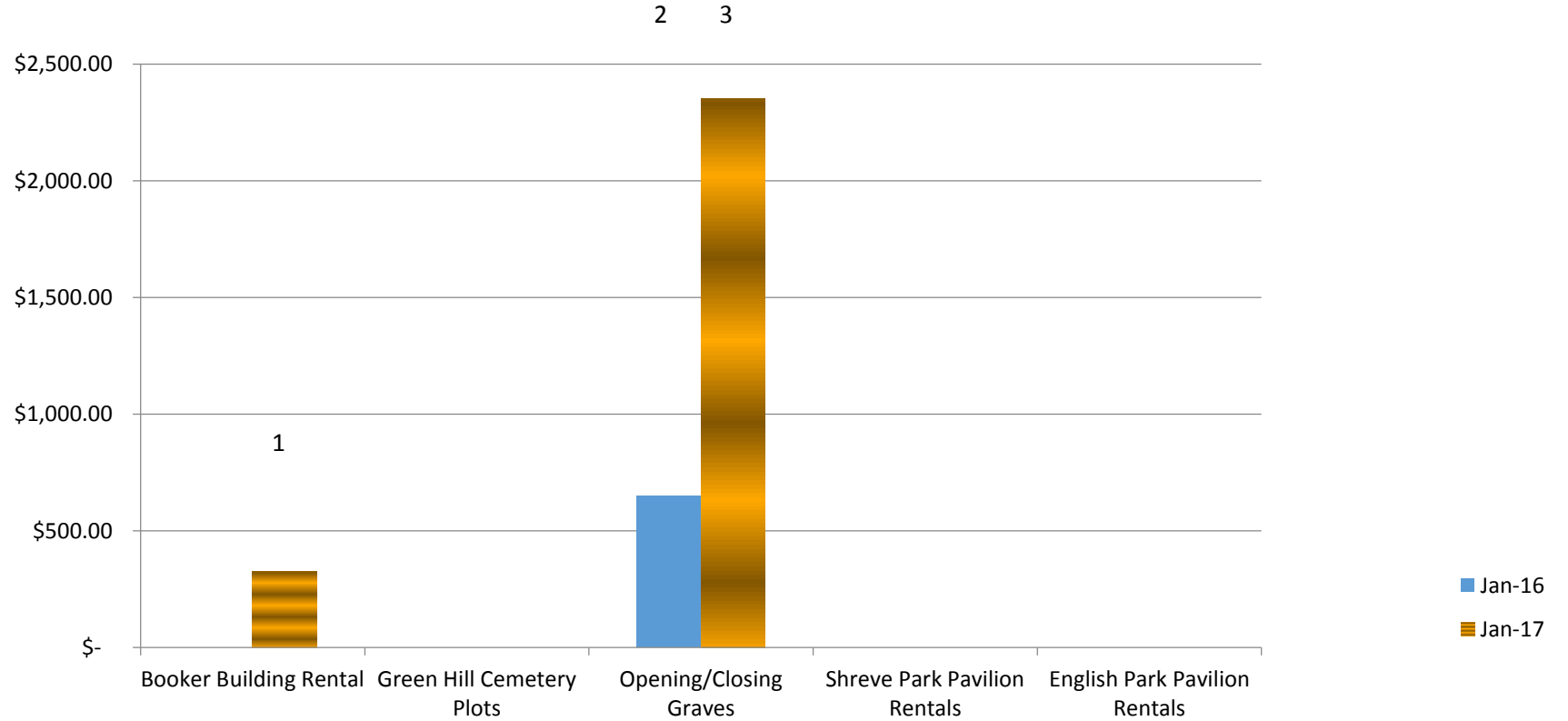
### **Broadband Planning Study**

- Staff is working with the consultant to analyze the "next steps".

### **Water Plant Projects**

- Water Model/GIS Mapping – Delivery date of December 30, 2016
- Water Plant Electrical Upgrades – Project is out to bid.
- SCADACheck – Working on scheduling a presentation to Town Council (Jan. or Feb. Work Session)
- SCADA Phase 1: Soliciting bids on the panels (Estimated Completion: May 2017)
- Melinda Tank High Pressure Zone – waiting on water model to do a final analysis in regard to the High Pressure Zone
- Woodard & Curran representatives will make a presentation updating all projects at the February 28<sup>th</sup> Town Council Work Session.

## ~ ADMINISTRATION ~





To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: January 2017 Economic Development Update

#### **Networking:**

- Staff met with economic development officials from Pittsylvania County.
- Staff met with officials from VEDP.
- Staff met with officials from the Virginia Port Authority.
- Staff met with officials from VA DEQ.
- Staff met with officials at Norfolk Southern.
- Staff met with staff of Senator Steve Newman.
- Staff met with director of the Lynchburg Regional Business Alliance.
- Staff attended Region 2000 WIB Board meeting and planning session.
- Staff attended VTI Industrial leader's roundtable.

#### **Existing Business and Retention**

- Staff met with officials from BGF.
- Staff met officials from Abbott.
- Staff met with officials from the Standard.
- Staff met with officials from Graham Plastics.
- Staff met with officials at Schrader Sensata.

#### **Marketing**

- Staff continued marketing program with 310 Marketing for the next round of the marketing campaign. Next campaign starts in March 2017.
- Staff met with regional officials at VEDP and staff will participate in the following marketing missions with VEDP: Craft Brewers Conference and Brew Expo America, Plastics News Executive Forum, IAMC Sprig 2017 Forum Dinner, BIO International Convention, and Summer Fancy Food Show

#### **Develop Products**

- Staff completed final draft of broadband study with Design Nine the report was presented to the town council. Staff is working with staff at Design Nine to revise the cost estimate and network design.
- Staff worked with the economic development offices in Pittsylvania County and the City of Danville to develop the LOI for the proposed development of the Staunton River Industrial Facilities Authority.
- Staff met with the Campbell County Office of Economic Development and Hurt and Profit about revising the virtual shell building program for the Deering Ford Center for Business and Commerce.

## Monthly Report to Council

**Date:** February 14, 2017  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** January 2017 Reporting

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### 1. Zoning/Code Related Matters: January Permits

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
1/17/2017	001-17	Shanna Myers, 901 5th Street	Home Occupation- Digital Media Services- Home Office
25-Jan	002-17	Lynn Brooks, 309 Fraizer Road	Home Occupation- RL Farris Iron Erection- Home Office

- David Hall continued cleaning up B&D Motors lot at 1212 Main Street; however, his progress has slowed as he is seeking another location to put vehicles that are inoperable. He reported that he has sold 10 inoperable vehicles that have yet to be removed from the property.
- Worked with Jodie Davis for his request to have the Planning Commission consider requirements that a Bed & Breakfast be owner occupied.
- Dealt with nuisance matters at 2209 Beech Avenue and apartments at Toddsbury Road.

### 2. Site Plans Reviewed and/or Approved:

- Signed subdivision plat for Lynch Mill Professional Park, LLC. - 2 lot subdivision.
- Signed resurvey plat for 905 9<sup>th</sup> Street.

### 3. Planning Commission (PC) Related:

- Staffed January meeting.
- Worked with Philipp G., Region 2000, to complete updated Zoning, FLUM and airport location maps for the updated Comp Plan.
- Prepared agenda for February meeting.

### 4. AOT Related

- Met with AOT Art Committee regarding the downtown mural project.

### 5. ACTS Related

- Validated daily ridership and revenue for bus system (December) - see bus report.
- Operations reimbursements submitted for December 2016.
- Daily rider and fee counts tallied.
- Completed and submitted 5311 grant applications for ACTS operations and CIP projects for FY2018.

- Completed annual NTD report required by DRPT.
- CTAV meeting in Richmond for Scholarship Committee.
- Assisted staff from the City of Emporia with start-up of their new transit system.

**6. Projects and Administrative Related:**

- Updated GIC.
- Certified December bank statements.
- Completed draft Classification and Compensation Study that was presented to Town Council at its January work session.
- Phase I Environmental awarded to Gay & Neel. This will be completed in early February.
- Draft CIP completed and provide to Tobie and Waverly for all departments.
- Two proposals submitted for RFQ for engineering services for Route 43 Gateway project. Will seek permission from VDOT to move forward with only two, typically three is the minimum. This was approved and staff is moving forward with interviews of the two firms.
- Staffed Recreation Committee meeting and discussed the CIP projects and priorities.
- Attended TTC meeting at Region 2000 in Lynchburg.



## **Main Street Coordinator January Monthly Report**



### Conferences and Presentations

- Attended VMS Directors retreat in Lexington January 25-27
- Held Arts committee meetings to discuss the mural project
- Attended Lunch to learn with the SBDC and Altavista Chamber of Commerce
- Attended strategic planning session at the Lynchburg Business Development Center

### Business Visits

- Met with Megan from Vital Edge
- Met with the SBDC to discuss future Pop Up
- Met with Heather Reynolds for a spring update meeting
- Met with Adalyn's

### AOT

- Held executive committee meeting January 5<sup>th</sup>
- Collected mural design submissions January 10<sup>th</sup>
- Submitted Data bonanza to VMS
- Assisted with budget request for town
- Held AOT board meeting January 12
- Worked on organization efforts for the next pop up program
- Sent in copy of cancelled check to the VA Commission for the Arts

### Economic Vitality

- Met with Dan to work on the Southside Electric funding request for boat launch
- Worked with DHCD grant and Pop Up winners to use award money
- Talked to Nat Perrow about 616 and 623 Broad Street properties

### Marketing and Promotions

- Submitted progress report to the Altavista Journal
- Maintained AOT Facebook and Instagram pages

# ACTS RIDER TALLY

## January 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily M.	Total Mil.
3-Jan	57	24	6	1	7	95	95	\$ 28.31	164	164
4-Jan	42	12	7	11	1	73	168	\$ 21.00	161	325
5-Jan	29	3	9	5	1	47	215	\$ 14.50	160	485
6-Jan	29	5	2	2		38	253	\$ 16.00	160	645
7-Jan	Snow & Ice- No Service					0	253			645
9-Jan	37	4	3	8		52	305	\$ 18.50	160	805
10-Jan	43	5	7	5		60	365	\$ 21.50	161	966
11-Jan	37	10	9	11		67	432	\$ 18.50	165	1131
12-Jan	18	14	5	7		44	476	\$ 9.19	160	1291
13-Jan	38	6	1	6		51	527	\$ 19.00	159	1450
14-Jan	16	5	3	7		31	558	\$ 8.00	80	1530
16-Jan	MLK Holiday- No ACTS Service					0	558			1530
17-Jan	34	29	7	5	7	82	640	\$ 17.00	163	1693
18-Jan	38	13	7	8	3	69	709	\$ 19.50	162	1855
19-Jan	45	11	4	1	1	62	771	\$ 22.50	162	2017
20-Jan	29	15	10	3	1	58	829	\$ 14.50	158	2175
21-Jan	23	5	2	6	1	37	866	\$ 11.50	81	2256
23-Jan	40	15	5		6	66	932	\$ 20.00	163	2419
24-Jan	21	26	1	10	8	66	998	\$ 10.50	161	2580
25-Jan	43	6	6	5	2	62	1060	\$ 21.43	162	2742
26-Jan	28	3	1	3		35	1095	\$ 14.02	159	2901
27-Jan	26	19	3	2	1	51	1146	\$ 12.68	159	3060
28-Jan	32	8	3	6		49	1195	\$ 16.00	79	3139
30-Jan	27	21	3	2	3	56	1251	\$ 14.00	166	3305
31-Jan	28	29	6	14	6	83	1334	\$ 14.00	163	3468
225 Hours	Total Riders to date:		13,404				Counter Sales	\$ 213.00		
	Total Revenue to Date		\$ 705.13				Total Month Revenue	\$ 595.13		
	Days Run-	22.5	Average daily riders		59.3					
	Total days run	180.8				Average daily riders YTD	74.1	TOTAL MILES		24,995

## Annual Ridership Tally FY2013—FY2017

	<u>July</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Yearly Total</u>
<b>FY2013</b>	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,276	<u><b>16,380</b></u>
<b>FY2014</b>	1,956	2,231	1,705	1,416	1,440	1,304	1,318	1,253	1,259	1,527	1,486	3,335	<u><b>20,230</b></u>
<b>FY2015</b>	3,051	2,575	2,502	1,790	1,587	1,828	1,644	1,591	1,696	1,596	1,444	3,145	<u><b>24,449</b></u>
<b>FY2016</b>	2,538	2,242	2,036	1,771	1,597	1,704	1,281	1,500	1,555	1,492	1,235	2,897	<u><b>21,848</b></u>
<b>FY2017</b>	1,832	2,213	2,184	1,942	2,075	1,824	1,334						<u><b>13,404</b></u>

February 2017						
◀ Jan 2017						Mar 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Planning Commission 5:00 PM	7	8	9	10	11
12	13	14 Valentine's Day  Council Meeting 7:00 PM	15	16	17	18
19	20	21	22	23 RIFA Letter of Intent Signing The Willows in Hurt 1:00 p.m.	24	25
26	27	28 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	Notes:			

March 2017						
◀ Feb 2017						Apr 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Planning Commission 5:00 PM	7	8	9	10	11
12 Daylight Savings Spring Forward 1 Hour	13	14 Council Meeting 7:00 PM	15	16 Chamber of Commerce Legislative Breakfast 7:00 a.m.	17	18
19	20	21	22	23	24	25
26	27	28 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	29	30	31	Notes:

**Altavista EMS**  
**Office of the Chief**

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February 6, 2017

To Whom It May Concern:

I am writing to discuss an exciting new initiative that we are offering the community. The program will be known as ***"Let's Be Prepared"***. This program will be offered to businesses, industry, churches, civic organizations, and the community at large **"EVERYONE"**.

***"Let's Be Prepared"*** will focus on just that, being prepared for the unexpected emergency situations that we may face. Whether a co-worker experiencing an emergency or someone of importance to you in your life, ***"Let's Be Prepared"*** is designed to help you be prepared to handle the situation until Emergency Personnel arrive on scene. When an emergency strikes, every second counts and **YOU CAN MAKE A DIFFERENCE!**

We will work with your business, church, civic organization, and the community to provide CPR, AED, and First Aid training. In addition, we will offer hands on emergency training simulations. This training will offer a realistic and robust hands on experience offer invaluable training and preparedness scenarios enabling participants to make a difference and know what to do when an emergency strikes.

As part of the program, we will help evaluate your needs to help you become more prepared and help you obtain an AED, first aid kits, and other life saving supplies. On a monthly basis and after an incident we will gladly evaluate such equipment and complete an assessment and provide you with a report and recommendations ensuring proper functioning and restocking of supplies to ensure your readiness.

Should an emergency occur, we will provide situational debriefing and evaluation to help with your learning and growing experience. We will gladly discuss your training needs and help you write, review, and revise your Emergency Preparedness Plan. As your Emergency Services agency, we want to partner with everyone in the community to help make it as safe and prepared as possible.

Please email me your contact information and a brief description of your needs and how we can best serve you. Please include some dates and times that you are available so I can come out and meet with you and introduce myself and Altavista EMS. I would love to discuss how your EMS agency can better serve you and the community.

Thank you  
I am,



Mark A. Moss  
Chief

***A Organization the Community Can Depend on Since 1946***