



**TOWN OF ALTAVISTA**  
Town Hall  
510 7<sup>th</sup> Street  
**AGENDA**  
Regular Town Council Meeting  
November 14, 2017  
7:00 p.m.  
Council Chambers

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

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**REMINDER:** *Public Input Opportunity – Altavista Parks Trails (APT) Master Planning Process - November 14, 2017 from 4:00 – 6:30 p.m. at YMCA (gym)*

7:00 PM Council Regular Meeting

1. CALL TO ORDER
2. INVOCATION
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA (Amendments and Deletions) ..... p. 1-2
5. RECOGNITIONS AND PRESENTATIONS
6. PUBLIC COMMENTS

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

7. CONSENT AGENDA
  - a. Approve minutes ([Attachment #2a](#)) ..... p. 3 - 34
    - i. Council's Work Session September 26, 2017
    - ii. Council's Regular Meeting October 10, 2017
    - iii. Council's Work Session October 24, 2017
  - b. Acceptance of Monthly Financial Reports ([Attachment #2b](#))..... p. 35 - 61
  - c. FY2018 Budget Amendments/Departmental Transfers ([Attachment #2c](#)). p. 62 – 77
  - d. Adoption of CY2018 Town Council Meeting Calendar ([Attachment #2d](#))... p. 78 – 79
  - e. Acceptance of the FY2017 Financial Report (Audit) ([Attachment #2e](#)) ..... p. 80
8. PUBLIC HEARINGS
  - a. None

## 9. NEW/UNFINISHED BUSINESS

- a. Housing Study Committee Recommendation (Attachment #3)..... p. 81
- b. “Blessing Box” location consideration (Attachment #4) ..... p. 82 – 84
- c. FY2019 Budget and CIP discussion (Attachment #5) ..... p. 85 – 91
- d. GO Virginia Project Letter of Support (Attachment #6)..... p. 92 – 97
- e. Nuisance Property Update (Attachment #7)..... p. 98 – 101
- f. Appointment – Board of Zoning Appeals (Attachment #8)..... p. 102
- g. VDOT Comprehensive Roadside Management Program (Attachment #9). p. 103 – 107

## 10. REPORTS

- a. Town Manager’s Report (Attachment #10) ..... p. 108
- b. Departmental Reports (Attachment #11) .....p. 109 - 123

## 11. INFORMATION ITEMS/LATE ARRIVING MATTERS

- a. Calendars (Attachment #12) ..... p. 124 -125
- b. Correspondence
  - i. VRMC – Dominion Power project (Attachment #13) ..... p. 126 - 129

## 12. MATTERS FROM COUNCIL

13. CLOSED SESSION *(If necessary)*

## 14. ADJOURNMENT

**UPCOMING COUNCIL MEETINGS/ACTIVITIES**

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

Tuesday, November 28, 2017 @ 5:00 p.m.      Town Council Work Session

Tuesday, December 12, 2017 @ 7:00 p.m.      Town Council Regular Meeting

No Work Session Scheduled in December

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

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



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

**Agenda Placement:** | Consent Agenda |

**Subject Title:** | Minutes |

### **SUBJECT HIGHLIGHTS**

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's Work Session held September 26, 2017, Council's Regular Meeting held October 10, 2017 and Council's Work Session held October 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(s) to approve the minutes of the September 25, 2017 Work Session; the October 10, 2017 Regular Meeting; and the October 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 (September 26, 2017; October 10, 2017 & October 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*

COUNCIL WORK SESSION SEPTEMBER 26, 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 September 26, 2017 at 5:00 p.m.

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. Timothy George  
Mrs. Tanya Overbey  
Mr. Jay Higginbotham (arrived at 5:04 p.m.)

Council members  
absent:

Mr. Tracy Emerson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Daniel Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Mr. Dennis Jarvis, Economic Dev. Director  
Deputy Chief Kenneth Moorefield, APD  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

1. Mayor Mattox called the meeting to order and presided.
2. Mrs. Dalton, seconded by Mr. George, made a motion to add Radar Unit Purchases to the agenda.

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Timothy George	Yes
Mrs. Tanya Overbey	Yes

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

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Timothy George	Yes
Mrs. Tanya Overbey	Yes

3. Public Comments—Agenda Items Only

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

No one came forward.

4. Introductions and Special Presentations

- a. Altavista on Track—Emelyn Gwynn & Nat Perrow

Mr. Nathaniel Perrow, President of Altavista on Track, addressed Council and thanked them for their continued support of the Main Street organization, the contribution to the 10 year anniversary event and Main Street signage that has been placed in town. Mr. Perrow stated some of their goals include signage on Route 29 at the Route 43 exit noting a historical district. He feels that would drive people to the



## COUNCIL WORK SESSION SEPTEMBER 26, 2017

downtown district. He advised they have received one bid and is seeking another bid on the signage. He stated they are excited about the boat launch and the ability to partnership with the town. Mr. Perrow mentioned the Gibley Jog is scheduled for Thanksgiving Day and is their major fundraiser.

Mayor Mattox thanked Mr. Perrow for the work Altavista on Track is doing in the community.

### 5. Items for Discussion

#### a. Altavista on Track—10 Year Main Street Designation Anniversary Resolution

Mr. Coggsdale presented Council with a 10 Year Main Street Designation Anniversary Resolution for their consideration and approval.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting.

#### b. Approval of Addition to Hillcrest Street to Paving Contract

Mr. Coggsdale presented Town Council with a Change Order from the paving contractor that would add Hillcrest Street to the paving list at the September Regular Meeting. Town Council discussed, but due to two members not being present and two members needing to abstain from the vote, there was not a quorum to approve. Council asked that this be placed on the September Work Session for approval.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to add Hillcrest to the current paving list as outlined in the Change Order.

Motion carried:

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

#### c. VDOT Tap Grant Applications

##### i. Rt. 43 Gateway Streetscape Project

Mr. Witt advised the Route 43 Gateway Project grant was first applied for in 2013. This project would be the culmination of the previous 6 projects and with the purpose of creating an entrance into our downtown while allowing for safe passage of pedestrians coming from the Altavista Combined School. Staff based the original budget estimate on the bids for projects 5 & 6 and VDOT agreed to pay for the pedestrian actuators at the crosswalks on Route 43 and 7th Street. VDOT later informed the Town that their funding source for the actuators was no longer available and the Town was asked to amend the budget and reapply for another TAP grant, which the Town did. The Town was awarded the grant for the additional funding and the project estimate, approximately 4 years ago, was \$648,315. He added while these estimates were good at the time of the applications, once the Town contracted with Hurt & Proffitt to design the project, an engineer's estimate of probable cost was developed. The estimate now stands at \$830,945 or approximately \$182,700 more than originally thought. Mr. Witt stated VDOT is doing TAP grants every other year. He asked permission to move forward with the grant application noting there would be a public input session scheduled for the October 10<sup>th</sup> Town Council meeting.

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

### ii. Rt. 29 Bridge Light Project

Mr. Coggsdale referred to the proposal to get the Rt. 29 bridge lighting designed and installed as part of the current project UPC to be advertised September 11, 2018. He advised there are some funds that have been earmarked in the urban allocation that could be used. He noted the lighting would begin approximately 125' north of the underpass and would extend to the intersection of Business 29 and Route 43. It is felt this could be done with the \$250,000 allocation.

Mr. Witt noted the Tapp grant is an 80/20 match; the urban allocation is a 2 percent match.

### d. Financial Items

- i. FY2017 Year End Carryovers
- ii. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of some FY2017 yearend carryovers and FY2018 Budget amendments/departments transfers. Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

It was the consensus of Council to add the FY2017 Year End Carryovers and the FY2018 Budget Amendments/Departmental Transfers to the October 10<sup>th</sup> Town Council meeting consent agenda.

### e. Information Technology (IT) Upgrades for Police Department

Mr. Coggsdale advised staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is submitted by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Supplies line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

#### Radar Unit Purchases

Chief Milnor addressed Council advising he is presently down from having radar in every vehicle to only two operating radars; these radars are approximately 8 to 10 years old. He requested approval to order seven new Kustom Signals Golden Eagle II radar units off of the state contract at a price of \$2,020 each. This would allow for a new radar in each vehicle. He proposed that these be purchased at a total cost of \$14,140.00 utilizing State Asset Forfeiture funds which has a balance to date of \$18,554.21.

Chief Milnor noted he plans to put the radar units in the CIP for review on intervals of five years.

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Mr. Higginbotham asked if it would be more sensible to buy 2 or 3 this year and then phase them in.

Chief Milnor stated he could do this but with 2 or 3 officers working the streets and officers working a DMV grant, he doesn't not have enough working radars.

Mr. Higginbotham stated if 3 were purchased this year and then the ones purchased next year would have newer technology.

Mayor Mattox questioned the number of officers using the take home car policy.

Chief Milnor advised there was one officer at this time.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

f. **Utilities Facility Assessment and Improvement Plan (FAIP) Update-Woodard & Curran**

Mr. Nate McLaughlin, P.E., Senior Project Manager, Woodard & Curran, addressed Council to update them on the work they are doing on the Water and Wastewater system. He introduced Mr. Leroy Kendricks, P.E., Senior Principal, Mr. Ron Hidu, P.E., Senior Technical Manager, Mr. Jim Rivard, P.E., Senior Principal and Mr. Turner Perrow, Jr., P.E. Mr. McLaughlin started the following PowerPoint:

### **Overview**

#### **Water and Wastewater Systems**

- 1. Demand Projections / Flows and Loads**
- 2. Assets Description and Assessment**
- 3. Regulatory Compliance**
- 4. Capacity Analysis**
- 5. Capital Improvement Plan**

Mr. Hidu explained the following:

#### **Water Treatment & Distribution:**

- ☐ **Sources (total 3.65 MGD)**
- ☐ **Water Treatment Plant with capacity of 3.0 MGD**
- ☐ **Reynolds Spring - 0.3 MGD**
- ☐ **McMinnis Spring - 0.35 MGD**
- ☐ **Campbell County – 75k GD typical (400,000 contract)**
- ☐ **Storage**
- ☐ **Bedford Tank - 700,000 gallons**
- ☐ **Clarion Tank - 800,000 gallons**
- ☐ **Melinda Tank - 1,500,000 gallons**
- ☐ **Dearing Ford Tank - 300,000 gallons**

#### ☐ **Uses (ADF):**

- ☐ **Abbot Laboratories - 1.4 MGD**
- ☐ **Dominion Power - 0.8 MGD**
- ☐ **Domestic Services - 0.48 MGD**
- ☐ **Total ADF = 2.68 MGD**

#### **Short-Term Recommendations:**

**Source Water Protection Plan Development \$50,000**

**Emergency Power Installation \$500,000**

**Subtotal \$550,000**

Security Upgrades \$170,000

Filtration Improvements \$450,000

Chemical Storage and Dosing Improvements \$160,000

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Sedimentation Basin and Solids Handling Improvements \$2,250,000  
SCADA Improvements \$465,000  
**Subtotal \$3,495,000**

### **Short-Term Recommendations:**

Standard Details and Specifications Development \$30,000  
Raw Water Flow Control Valve Installation \$40,000  
Route 668 Bridge Crossing Vulnerability Assessment and Options Evaluation \$50,000  
Route 668 Bridge Crossing Plan Development \$150,000  
Clarion Tank Flow Control Valve Installation \$40,000  
Clarion Tank Pressure-Reducing Valve and Altitude Valve Installation \$75,000  
Melinda Tank Flow Control Valve Installation \$40,000  
Tank Electrical Improvements \$30,000  
SCADA Improvements \$431,000  
**Subtotal \$886,000**

Mr. Higginbotham questioned the Route 668 work stating he thought something had already been done with this bridge.

Mr. Coggsdale stated the work that was done pertained to the Bedford Avenue project.

### **Short-Term Recommendations:**

Bedford Pump Station Improvements \$75,000  
Beverly Heights Pump Station Installation \$225,000  
Holly Hills Drive, Northgate Road, and Old Pocket Road Pump Station Installation \$225,000  
Melinda and Avondale Drive Pump Station and Piping Network Installation \$675,000  
SCADA Improvements \$52,000  
**Subtotal \$1,252,000**  
**Total Short-Term Recommendations \$6,183,000**

### **Intermediate Recommendations:**

Staunton River Intake Rehabilitation, Electrical Improvements and Emergency Power Installation \$65,000  
McMinnis Spring Infrastructure Replacement \$340,000  
Reynolds Spring Infrastructure Replacement \$340,000  
**Subtotal \$745,000**

Town of Hurt System Reconnection \$40,000  
Clearwell Tracer Study \$10,000  
**Subtotal \$50,000**

### **Intermediate Recommendations:**

Meter Replacement \$1,200,000  
Tank Construction \$5,000,000  
**Subtotal \$6,200,000**  
**Total Intermediate Recommendations \$6,995,000**

### **Long-Term Recommendations:**

Reed Creek Rehabilitation \$10,000 - ??  
**Subtotal \$10,000 - ??**

Filter Air Scour Installation \$375,000  
Additional Filter Construction to Increase Plant Capacity to 5 MGD \$2,500,000

**Subtotal \$2,875,000**

**Long-Term Recommendations:**

McMinnis Spring Main Replacement \$1,350,000  
Reynolds Spring Main Replacement \$3,450,000  
Main Street Parallel Water Main Installation \$1,560,000  
Route 668 Bridge Crossing Replacement \$2,120,000  
Ogden Road Water Main Replacement \$580,000  
Beverly Heights Water Main Replacement \$2,605,000  
**Subtotal \$11,665,000**  
**Total Long-Term Recommendations \$14,550,000**

**Summary:**

Short-Term Improvements \$6,183,000  
Intermediate Improvements \$6,995,000  
Long-Term Improvements \$14,550,000  
**TOTAL \$27,728,000**

**Wastewater Treatment & Collection:**

- ☐ Treatment - 3.6MGD capacity
- ☐ Pump Stations
- ☐ Main Lift Station
- ☐ Riverview Pump Station - 1.0MGD average flow
- ☐ Collection

**Short-Term Recommendations:**

Aeration Basin 1 New Surface Aerators (4) \$700,000  
Aeration Basin 2 New Surface Aerators (4) \$700,000  
Aeration Basin 3 New Fine Bubble Diffusers \$340,000  
Aeration Basin 4 New Fine Bubble Diffusers \$340,000  
Replace Blowers (4) \$730,000  
Add Mechanical Ventilation to Blower Room \$30,000  
Reconfigure RAS Piping \$70,000  
Aeration Basins Structural Repairs \$40,000  
Blower Building Structural Repairs \$60,000  
Upgrade Clarifier Basin Splitter Box \$320,000

**Short-Term Recommendations:**

Replace Mechanism in Secondary Clarifier 1 \$540,000  
Replace Mechanism in Secondary Clarifier 2 \$540,000  
Repaint Mechanism in Secondary Clarifier 3 \$110,000  
New Drive for Secondary Clarifier 3 \$160,000  
Replace Scum Pump \$80,000  
Clarifier Structural Repairs \$140,000  
Sludge Pumping Station Structural Repairs \$60,000  
Replace Thickened Sludge Pump \$80,000  
Spare Thickened Sludge or Scum Pump (Not Installed) \$40,000  
Truck Loading Conveyor \$330,000

**Short-Term Recommendations:**

Replace Soda-Ash Feed System \$170,000  
Solids Handling Building Structural Repairs \$1,830,000  
Personnel Building Structural Repairs \$1,190,000  
Electrical Distribution System Upgrades \$6,250,000  
SCADA System Upgrades \$850,000  
**Subtotal \$15,700,000**

**Short-Term Recommendations:**

Replace Mechanical Screen with Extended Screen and Wash-Compactor  
at WWTP Pump Station \$880,000

Replace Remaining Two Pumps at WWTP Pump Station \$230,000

Replace Remaining Two Pumps at Riverside Pump Station \$230,000

**Subtotal \$1,340,000**

Inflow & Infiltration Metering Study \$250,000

Sanitary Sewer Evaluation Study (SSES) \$680,000

CCTV Collection System: Part 1 \$400,000

**Subtotal \$1,330,000**

**Total Short-Term Recommendations \$18,370,000**

**Intermediate Recommendations:**

Replace Grit Removal System \$900,000

Replace Influent Screen \$510,000

New Rotary Drum Thickener 1 \$250,000

Digested Sludge Pumps (2) \$130,000

Screw Press \$990,000

Complete Replacement of Polymer Feed System \$420,000

Digesters Structural Repairs \$20,000

Replace UV System \$890,000

Site Paving \$980,000

Administration Building Structural Repairs \$30,000

**Intermediate Recommendations:**

Sludge Holding Facility Structural Repairs \$20,000

Main Lab Building Structural Repairs \$50,000

Chlorine Storage Building Structural Repairs \$50,000

**Subtotal \$5,240,000**

WWTP Pump Station Structural Repairs \$100,000

Demo Existing Mechanical Screen at Riverside Pump Station \$40,000

Riverside Pump Station Structural Repairs \$210,000

**Subtotal \$350,000**

**Intermediate Recommendations:**

CCTV Collection System: Part 2 \$400,000

**Subtotal \$400,000**

**Total Intermediate Recommendations \$5,990,000**

**Long-Term Recommendations:**

New Rotary Drum Thickener 2 \$250,000

**Subtotal \$250,000**

CCTV Collection System: Part 3 \$800,000

**Subtotal \$800,000**

**Total Long-Term Recommendations \$1,050,000**

**Summary:**

Short-Term Improvements \$18,370,000  
Intermediate Improvements \$5,990,000  
Long-Term Improvements \$1,050,000

**TOTAL \$25,410,000**

Mr. Rivard addressed the water rates as follows:

- ☐ Water and Sewer Rates among the LOWEST in VA.
- ☐ Water Rates
  - \$2.18 per 1000 Gallons - Business and Residential
  - \$2.14 per 1000 Gallons – Industrial
- ☐ Sewer Rates
  - \$3.07per 1000 Gallons – Business and Residential
  - \$3.14 per 1000 Gallons - Industrial
- ☐ Other Connection/Account Fees
- ☐ Develop Rate Recommendations to Fund future O&M and CIP
- ☐ Develop Alternative Rate Structures

Mr. Perrow distributed a cost summary of the short, intermediate and long term improvements.

Mrs. Overbey thanked Woodard & Curran for their work on these projects.

Mrs. Dalton stated she assumed this work would help Council prioritize what needs to be done first.

Mr. Rivard stated this report is directed towards being a “living” document.

Mayor Mattox asked if Reynolds Springs and McMinnis Springs were improved, would that improve production?

Mr. Hidu stated the rate capacity is what is allowed to be drawn from those springs presently. The goal of the upgrades is to maximize the amount of water from these sites.

Mayor Mattox asked if the possibility of a reservoir has been investigated yet.

Mr. Hidu stated Campbell County has a reservoir which has been beneficial to them noting there are some pros and cons. It may make the water more treatable at certain times with certain flows of the river. It may require additional pumping of the water. They are still discussing the advisability of a reservoir. He noted he did not see this as being an immediate project.

Mr. Higginbotham stated his first impression of the presentation is that everything is bad and that everything needs to be replaced. He stated he would like specifics of what the real problems are. Mr. Higginbotham referred to the “emergency power installation”, noting there are two power plants located locally. He did not know if power had ever been lost to warrant generators being installed.

Mr. Kendrick stated one thing that needs to be discussed with Mr. Fore and Mr. Bond is the reliability of the electricity at the Wastewater Treatment Plant. Having so many service entrances at the plant is problematic from an emergency power standpoint. The existing generator at the plant is not adequate to run the plant. He noted they would be meeting with Mr. Fore next week to discuss.

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Mr. Higginbotham noted the PCB lagoon is an overflow that can be used if the electricity goes off.

Mr. Kendrick stated he could not comment on that.

Mr. Higginbotham stated this is what Mr. Bond has said all long. He felt that Mr. Bond has used the pond when water came in and overloaded the plant. He converted the flow there.

Mr. Kendrick stated as policy, the Town is better served to increase the resilience to not have to fall back on the PCB lagoon.

Mr. Higginbotham mentioned the idea of Dominion Energy using the effluent water that would save approximately 800,000 gallons of fresh water that could be used elsewhere. He felt if Woodard & Curran could make this happen, it would be worth some of the cost listed on the summary.

Mr. Kendrick stated there are several questions to answer, is Dominion Energy acceptable with this idea, what is their existing onsite treatment, whether they are using treatable effluent water or potable water. He did not feel he would advocate using the effluent water until there was another use for the fresh water saved.

Mr. Higginbotham noted water is being purchased from Campbell County. He did not feel it made sense to treat water to make it drinkable and then put it into a steam. He asked if Woodard & Curran could analyze this.

Mr. Fore noted Dominion Energy is still using river water for blending in the cooling tower even though they are purchasing water from the town. Mr. Fore felt while we have Dominion Energy as a customer, we should continue until another customer requests water.

Mr. Higginbotham stated the Melinda Water tower has been a problem for the past 25 years, he asked Woodard & Curran for an intelligent answer to resolve this issue. He noted he is not worried about the rate schedule until you can tie down what dollars will give the biggest bang for the buck.

Mr. Rivard stated about this time last year they looked at how this tower could be made more efficient. He noted some changes were submitted. The modification would have served the immediate neighborhood very well, boosted the local pressures on the streets right around the tank. He noted a local problem can be solved. To put the Melinda tank into better use, it will require additional boost stations.

Mr. Higginbotham noted the Town does not have a lot of growth.

Mr. Rivard stated what they are trying to position the town for is to quickly and definitely answer the questions that yes we can provide you with that many gallons.

Mr. Higginbotham referred to the facility in the Town of Hurt feeling this was a more realistic solution. Mr. Higginbotham stated he had no interest in designing a plan and then sitting it on the shelf. If a waterline is needed, the cheapest way would be to put it out for design build and hire a contractor. He did not feel this was a good use of the taxpayers' dollars. We need to get the system functioning as well as possible.

Mr. Rivard stated the purpose of this document is to generate discussion.

Mr. George stated obviously rates will have to be increased and asked if there was a particular percentage in mind.



## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Mr. Rivard stated he didn't want to speculate. He stated once they go over comments from tonight and come back they may have better answers.

Mrs. Brumfield clarified that Reed Creek is not a backup.

Mr. Hidu stated Reed Creek is an alternative source and there is a draw permit from it. It is not a significant percentage of what is being produced now.

Mr. Fore stated Reed Creek could be pulled from in an emergency but at less than a million gallons per day.

Mrs. Brumfield stated the VDH is requiring the Water Plant to be upgraded once 80% of the MGD is pulled. The average daily flow is 2.68; we are already pulling more than the 80%. How long with the VDH allow this?

Mr. Fore stated the average is 2.2 at the plant. He wants the maximum use from the springs and he limits the amount of water purchased at CCUSA. He stated there are days that the point just above 2.4 but most days are below.

Mrs. Brumfield referred to using a decanting system as backwash and asked for some figures on this. She noted it would cost money to install but would get the money back.

Mr. Rivard stated that is called recycling. It is typically done when there are rural systems that are far away from sewer systems; unless they are forced to recycle they try not to. It is upsetting to the process because it is a different water. It has already been treated once chemically. There are chemical cost to doing this.

Mrs. Brumfield thought potable water was used to backwash.

Mr. Rivard stated this is right but the potable water has different alkalinity and PH. He explained this can be a public safety issue.

Mrs. Brumfield was concerned that finished potable water was being using to backwash and could be saved if there was a decanting system in place.

Mr. Rivard stated potable water is being put on the underside of the filter where the clean water is coming, blowing solids out of the top, capturing and sending to the Wastewater Plant. This is concentrated dirt and organic particles; if this was going to be used you would be introducing untreated water to the underside of the filters. This would be contaminating the bottom of the filters. To not use the backwash would make the plant more stable.

Mr. Fore added the biggest waste is draining the basins down; he noted the cost of a sludge sucking unit at the bottom of the tanks that takes the solids off the bottom continuously so that 100,000 gallons of water is not lost every time the tanks are taken down. He added this saves three or four days of operation of the plant. He stated there is a savings because we are not recycling but keeping the water and moving the solids per say.

Mayor Mattox thanked the staff of Woodard & Curran. Referring to the cost, he stated over the past 50 to 70 years things have been patched and piece milled on the utility systems. Council is trying to prepare for future growth. The cost is approximately \$50 million and spreading this out over the life expectancy this system could make it reasonable.

### g. Project Updates

Mr. Coggsdale referred to the 7<sup>th</sup> Street project and stated at this time, the entrance area remains out of the project. The design should mitigate the issue of water in the building. Mr. Coggsdale stated the engineers have drawn up the necessary paperwork.

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

Mr. Eller stated when this was previously discussed there was a problem with the alcove. He advised the engineers and Mr. Higginbotham discussed the matter and have determined it is a go to pour the concrete across the front of the building without going into the alcove.

Mayor Mattox asked if there is a complaint after the work is completed, would the town be held harmless.

Mr. Eller responded that there was always that chance.

Mr. George questioned how the Parks Bathroom project was coming along.

Mr. Garrett stated he was planning to start on the bathrooms in November.

Mr. George asked if the basketball courts would be restriped.

Mr. Garrett advised this should be completed within the next two weeks.

Mr. George referred to a letter received from a citizen in reference to hunters in the Green Hill Cemetery and read the following:

*I am very upset; in one of my visits with my dad at Green Hill Cemetery I was met with nothing other than a hunter. Not only is this disrespectful to those lying in peace, this is dangerous. Do I need blaze orange to respect my dad? I understand the need for hunting; however, I find it appalling and disrespectful in the town cemetery. When I bought the plots, I assumed it would be a peaceful and respectful placed. That is worse than those who choose to sleigh ride in there. This is a place for peace and serenity not dodging hunters. Please consider the people who still morn their love ones.*

Mayor Mattox asked staff to review this matter.

Mayor Mattox extended “thank you” to the Altavista Rotary Club for their display of the United States of American Flags in the town. He asked if Council was interested in donating to this project.

Mr. Jarvis updated Council on the project stating they have raised \$650.00 towards the additional needed flags.

Mrs. Dalton stated this is a great project and Council has responded to the request that was made. She noted this is a Club project and if additional assistance is needed, she felt they would ask. She felt Council should resist until a formal request is made by the Altavista Rotary.

Mayor Mattox asked that the Altavista Rotary have a representative make a formal request.

### 6. Public Comments

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

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

### 7. 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 employment; assignment, appointment, promotion, performance,

COUNCIL WORK SESSION SEPTEMBER 26, 2017

demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body.

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

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

Motion carried:

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

Council went into closed session at 7:03P.M.

Notice was given that council was back in regular session 8:17 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

8. Adjournment

Mayor Mattox adjourned the meeting at 8:18 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

Regular Council Meeting—October 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 October 10, 2017 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Rev. Ed Soto, Jr., Altavista Presbyterian Church, 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  
Chief Mike Milnor, Altavista Police  
Mr. Dennis Jarvis, Economic Dev. Director  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Public Utilities Director  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

3. Pledge of Allegiance
4. Mayor Mattox advised of two additions to the agenda.

9f—Avoca Museum Request-Duct Work

9g—VDOT Rt. 29 Bridge Replacement Project-Right of Way

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the agenda as amended.

Motion carried:

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

5. Recognitions and Presentation
6. Public Comment

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

No one came forward.

7. Consent Agenda
  - a) Minutes- Regular Meeting September 12, 2017–The Council approved the minutes of the Council meeting.
  - b) Monthly Finance Reports-Council approved the monthly reports
    - i. Invoices
    - ii. Revenues & Expenditures Report

Regular Council Meeting—October 10, 2017

- iii. Reserve Balance/Investment Report
- c) Altavista on Track-10 Year Anniversary Main Street Designation Resolution
- d) FY2017 Year End Carryovers
- e) FY2018 Budget Amendments/Departmental Transfers
- f) Approval of Information Technology Upgrades for Police Department
- g) Approval of Purchase of Seven (7) Radar Units by Police Department

Mrs. Brumfield, seconded by Mr. Emerson, motioned 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	Yes

**WHEREAS**, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

**WHEREAS**, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

**WHEREAS**, Altavista’s downtown district became a nationally recognized historic district in 2010 keeping with the Main Street’s premise of being a historic preservation based economic and community development program that follows the National Main Center’s Main Street Approach; and

**WHEREAS**, Altavista On Track utilizes the National Main Street Center’s Four-Point Approach through utilization of four sub-committees – Organization, Design, Economic Vitality and Promotions; and

**WHEREAS**, Altavista On Track has assisted with the improvement of the physical appearance of downtown through streetscape projects, improved signage and a business façade rehabilitation project through DHCD; and

**WHEREAS**, the businesses in the Main Street District have benefited from the marketing and promotions coordinated by AOT. Altavista On Track has spearheaded promotions and fundraisers such as Vista Flix, Gibley Jog, Scarecrow Stroll, Town-wide Trick or Treat, Classic Car Cruise Ins and Pop Up Altavista; and

**WHEREAS**, Altavista On Track , through its many volunteers, board of directors and executive director, provides countless hours of service to the promotion and improvement of the Main Street District; and

**NOW, THEREFORE BE IT RESOLVED BY THE ALTAVISTA TOWN COUNCIL**, that Altavista On Track is hereby acknowledged for the positive benefits to our community and congratulated for their 10 years of service to our community.

---

Mike Mattox, Mayor  
Town of Altavista

Attest: \_\_\_\_\_  
Clerk

8. Public Hearing

a. Special Use Permit-Claire Parker Foundation

Council was provided with information regarding the application filed by Mr. Jordan Parker for a Special Use Permit at 1019 9th Street for establishment of a “non-profit” facility in an R-2 (Medium-Density Residential) District. The facility would be used as the base of operations for the “Claire Parker Foundation”. The Planning Commission held a public hearing to consider a Special Use Permit (SUP) application submitted by Mr. Parker to allow the operation of a “non-profit” facility at 1019 9th Street. Mr. Coggsdale advised staff properly advertised the hearing and no one spoke for or against the requested use. The Planning Commission recommends approval of the application with developmental standards with conditions set forth in Section 86-482 of the Altavista Town Code.

Mayor Mattox opened the public hearing at 7:04 p.m. and asked if anyone would like to come forward and speak. No one came forward. Mayor Mattox closed the public hearing at 7:05 p.m.

Mr. Emerson, seconded by Mrs. Overbey, motioned to approve the Special Use Permit at 1019 9th Street for establishment of a “non-profit” facility in an R-2 (Medium-Density Residential) District.

Mr. George stated he was excited for this new establishment; an attraction to the neighborhood.

Mayor Mattox stated he has known the family for a long time and thanked them for coming into town and adding to the community.

Mr. Emerson expressed excitement over the new facility.

Mrs. Overbey told Mr. Parker she appreciated the work he is doing.

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. New/Unfinished Business

a. VDOT TAP Grant Application Consideration

Mr. Coggsdale advised the Town is considering applying for the Virginia Department of Transportation (VDOT) “Transportation Alternatives Program” (TAP) grant funding for two projects. At this time the Town is considering submitting two projects for TAP funding consideration; Route 43 Gateway Project (Streetscape) and Route 29 Bridge Lighting Project. He mentioned a Public Input session is scheduled for October 24, 2017 at 5:00 p.m. and staff continues to work on the grant application process. Mr. Coggsdale advised staff has been contacted by VDOT who advised there is an allocation of Urban Funds that could be used on an existing project. The locality match for the Urban Fund would be 2%.

## Regular Council Meeting—October 10, 2017

Mr. Coggsdale stated it is staff's recommendation to utilize the existing VDOT allocation of Urban Funds to complete the Route 29 Bridge lighting project.

It was the consensus of Council to authorize staff to continue the process with VDOT for utilization of the Urban Funds for the Rt. 29 Bridge Lighting Project.

### b. Altavista Area Chamber of Commerce-Christmas Parade Request

Mrs. Reynolds, Altavista Area Chamber of Commerce, addressed Council advising the 2017 Altavista Christmas Parade is scheduled for December 2nd at 5:00 p.m. with the theme being "Sounds of Christmas". She noted there are no changes to the parade route. The Altavista Area Chamber of Commerce, the Altavista Rotary and Altavista on Track are partnering to put on this event.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve the road closures associated with the Christmas Parade.

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

### c. Master Plan Services for Parks & Town-wide Multi-Use Trails

Mr. Coggsdale presented Council with the contract from LPDA in regard to the Master Planning Services for Parks and the Town-wide Multi-use trails. A total of \$80,000 was budgeted for this item. LPDA was selected following interviews of three firms that submitted proposals. During the discussions with each firm, it was indicated that the town would also like to look at the feasibility of creating a potential public/private partnership in regard to the Booker Building and potentially other adjacent areas of the park. LPDA is working on a proposal for those services that would be added to their Master Planning services. He noted one of the first objectives would be to develop an understanding of Council's goals related to this endeavor.

Mr. George stated he, Mr. Coggsdale, Mr. Witt and Mr. Stephen Rabon sat on the selection committee and he is very impressed with LPDA

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the contract with LPDA in regard to the Master Planning services as outlined.

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

### d. Approval of Hillcrest Street to Paving Contract

Mr. Coggsdale advised Town Council has previously indicated that Hillcrest Street would be added to the current year's paving; at the September Work Session when a motion was made/seconded and

approved, there was a slight technicality. He requested that Council approve this item to clear the matter up.

Mr. George, seconded by Mrs. Brumfield, motioned to approve the addition of Hillcrest Street to the current paving contract.

Motion carried:

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

e. Rotary Club Flag Project Funding Request

Mr. Ed McCann, President of the Altavista Rotary, addressed Council. He advised the Altavista Rotary had originally contemplated asking Council for funds to complete their “Flag” project. They are planning to place flags on all the decorative light poles on Main Street, Broad Street and Seventh Street. He stated this idea comes from Mr. Jarvis. He thanked Mr. Steve Farmer for his work in gathering the cost information. The total cost is \$6,100. The first \$2,300 was contributed by the Altavista Rotary for the first 50 flags. He added the Altavista Rotary has been very fortunate to raise the remaining amount.

Mayor Mattox stated he felt it was a wonderful idea and thanked the Altavista Rotary and all those that contributed to this project.

f. Avoca Museum Request-Duct Work

Mr. Michael Hudson, Avoca Museum Executive Director, addressed Council and read the following:

Esteemed members of Town Council,  
Over the past four years and, indeed, prior to my tenure as your museum’s director, Avoca Museum has sought to manage its own yearly finances with less than one-third of its budget supplied by the Town of Altavista. The museum’s leadership has consistently found cost-efficient means to serve its guests and meet its organizational goals without continuous requests brought to the Town for additional funding. In short, we have made it a matter of policy to request additional funding only when it is absolutely necessary and when all other available possibilities have been explored.  
The Board of Directors join me in gratitude for the town’s support and we reach out now to propose a solution for an emergency matter that has arisen here at the museum. Avoca Museum is contending with an issue involving its HVAC ducts and this issue has caused the museum to lose personnel time and incur heating/cooling expenses due to the fragile nature of the mansion’s ductwork located in the cellar. The museum currently uses flex ducts in the cellar and those ducts are little more than wire and brittle metallic paper. This system was poorly installed many years ago and it has led to an untold amount of lost funds due to the inefficiency of its design. The flex duct was allowed to sag between points where it was attached to the structure, causing a sluggish movement of air and heat, making proper air conditioning or heating of the house quite difficult. Unfortunately, repairs using duct tape have met with limited success. The connections found in the duct work lines have “blown out” in many places and have led to a failure of conditioned air to reach the interior of the mansion where it is needed. To exacerbate the matter, small animals have chewed many holes in the ductwork. Two large blow-outs in the lines portend that the issue will continue to get much worse as the fall season prolongs. The Board of Directors and I fear that continued loss of energy will result in higher energy bills. The problem may also bring about a situation in which pipes



## Regular Council Meeting—October 10, 2017

could freeze in the winter and cause disastrous leaks inside the house. As a result of these challenges as they stand now, the museum is estimated to be losing about 40% of its heating/cooling capability. The Board joins me in a conviction that the situation must be remedied as soon as possible.

The Board of Directors has requested that I propose to Town Council that these insufficient ducts be replaced with sheet metal “hard pipes”. We feel that this approach to ducting is most appropriate as it is designed and specifically cut to fit the area where it is needed. The fact that it is made of sheet metal will make hard pipe be more efficient as the ductwork we currently use sags from joint to joint, increasing resistance to air flow. Most importantly, hard pipes do not need to be constantly repaired or replaced. Once hard pipes are installed, resistance and pest issues are sure to be eliminated.

It would cost the museum \$3,000 to \$3,500 to repair the issues we currently have with the flex duct system. While a significant downturn in the efficiency of the system has called my attention to the matter, I did not learn of the most recent issues until last week. As a result, Avoca Museum is still collecting repair estimates. We anticipate that we will have three or four contractor bids to install hard pipes by Tuesday evening.

The museum has kept to a strict budget for FY '17-'18 and we intend to continue maintaining a strict adherence to it. Thus far, the museum has stayed within its budgetary means, but we have not anticipated an issue this costly. Further compounding our difficulty, the museum did not receive the grant funds this year that it had previously counted upon. With estimates expected to range \$6,000 to \$9,000, Avoca Museum is respectfully requesting assistance that the Town absorb these costs so that the museum will still be able to meet its FY '17-'18 financial obligations.

Please review the estimates we will provide on Tuesday evening and consider whether the Town of Altavista will be able to absorb the cost of installing the hard pipes. We feel that such a decision would be economical, minimize the possibility of continued problems in the years moving forward, and provide an energy-efficient solution to what could grow to a costly issue in the future. Most importantly, it will provide all of us the best means to protect the priceless investment we all have in the mansion.

We thank you for your time and attention to this very important matter.

Unfortunately, emergencies arise from time to time. While Avoca Museum seeks to handle as many as we can independently, this emergency is beyond our ability to address in any reasonable amount of time.

Respectfully,  
Michael Hudson  
Executive Director, Avoca Museum

Mr. Higginbotham asked Mr. Hudson if he had obtained any quotes on the installation.

Mr. Hudson advised he has reached out to three contractors with two responding. He would provide this information to Council in an email. He stated the lowest estimate has come in at just over \$9,000.

Mr. Emerson asked why Council needs to wait on this item because it needs to be fixed.

Mrs. Dalton stated it is hard to know what the energy bills will adjust to once the duct work is more efficient.

Mr. Hudson stated the contractors have told him Avoca is losing 40 to 50% yield; noting the heating and cooling bills could be cut in half next year.

Mrs. Dalton stated the town has a vested interest as the town owns the building.

Regular Council Meeting—October 10, 2017

Mrs. Dalton, seconded by Mr. Emerson, motioned that Avoca work with Town staff on which quote to accept and proceed with replacing Avoca’s ductwork in an amount not to exceed \$10,000.

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

Mr. Hudson noted the contractor who bid approximately \$9,000 for the job is offering a life time warranty.

g. VDOT Rt. 29 Bridge Replacement Project-Right of Way

Mr. Coggsdale advised staff has been working with VDOT representatives regarding the Route 29 Bridge replacement right of way. He noted the right of way will be for both: temporary for construction and permanent for drainage. He advised VDOT will be making an offer to the town in the next few weeks and requested authorization for him and the Town Attorney to negotiate the Right of Way issue with VDOT.

Mrs. Dalton, seconded by Mr. Emerson, motioned that the Town Manager and Town Attorney negotiate the Right of Way issue for the Rt. 29 Bridge Replacement Project with VDOT.

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

10. Reports

a. Town Manager’s Report

**Staunton River RIFA**

Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.  
Staff working with legal counsel in regard to the document associated with formation of the RIFA.  
Staff working with Peed & Bortz on the Utility Assessment for this project. Report will be presented to Town Council at their October Work Session.

**Campbell Avenue Drainage Project**

Contract executed. This project was bid along with the 7<sup>th</sup> Street Sidewalk project, which will be done first.

**Rt. 43 Gateway Project (Streetscape/Utilities)**

Meeting held with VDOT and Hurt & Proffitt to go over the project.  
Council considering the filing of an application for additional funds through the VDOT “TAP” process.

## Regular Council Meeting—October 10, 2017

### **English Park**

Railroad deed being forwarded to Town.

RFP for Master Planning (Park and Trails): Contract for services presented to Town Council.

### **Utility Projects**

Facility Assessment and Improvement Plan (FAIP)

Presentation by Woodard & Curran held at the Town Council September Work Session.

Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.

Abbott meter and vault – Working with staff to build vault.

Right of Way Clearing - Trees cleared at Clarion Tank lot and continuing annual clearing of right of ways/easements.

Mr. Coggsdale advised Mr. Garrett is preparing to remodel the bathrooms at English and Shreve Parks and asked Council for their thoughts on the climate control. He noted this would be done only if within the existing budget.

Mr. George stated he liked the idea of the bathrooms being heated and cooled.

Mr. Higginbotham asked what the cost would be to heat and cool. He asked if a split unit is being considered.

Mr. Coggsdale advised they are looking into this.

Mr. Higginbotham asked what the electricity would cost annually.

Mr. Garrett responded it would be approximately \$600. He noted a possible issue with a split unit is it would be subject to vandals.

Mr. Higginbotham asked for an alternative.

Mr. Garrett stated a unit could be placed outside with air ducts in the ceiling.

It was the consensus of Council for Mr. Garrett to look at heating and cooling sources for English and Shreve Parks.

### **b. Departmental Reports**

## **11. Informational Items/Late Arriving Matters**

### **a. Calendars-October/November**

## **12. Matters from Town Council**

Mrs. Brumfield referred back to the bathrooms stating she is concerned about remodeling the bathrooms and they be vandalized. She asked if someone could make a sweep during the day to check the bathrooms.

Mr. Coggsdale advised staff is periodically in the structures daily whether it is maintenance or daily cleanup.

Mr. Higginbotham felt the cheapest and easiest thing would be to bring in porta-potties and hire an outside contractor to clean them.

Mrs. Overbey stated she would like to believe if the bathrooms are updated, people will take pride in the structure and treat it with respect. She stated the bathrooms may be disrespected because they are at the point of disrepair.

## Regular Council Meeting—October 10, 2017

Mayor Mattox asked Mrs. Brumfield if she is proposing that this item should be re-evaluated.

Mrs. Dalton stated this item has already been approved for remodeling.

Mr. Emerson stated \$80,000 is being spent on the Master Plan and felt porta-potties would be going backwards. He stated he understands the concern but any building could be vandalized.

Mrs. Brumfield suggested porta-potties be placed on the trails as well.

Mr. George referred to the work session and the discussion regarding hunting in the cemetery and asked if this should be stopped. With the acquisition of the additional acreage being part of the park, he did not know if hunting should be allowed in this part of town.

Mr. Emerson stated he has had citizens approach him stating they have seen people shooting bows/crossbows towards the grave stones. He did not feel anything should be shot back inside the cemetery.

Mrs. Dalton felt the hunters who have hunting permits with the town should be contacted to make them aware.

Mayor Mattox asked if it was Council's consensus to ask staff to send out letters to the hunters with hunting permits.

Mr. Coggsdale stated hunting is one issue; access is the other. He felt this may need to be addressed as well.

Mayor Mattox asked staff to research this matter further and bring back options to the October 24 work session.

Mr. Higginbotham asked Chief Milnor what the Police Department could do to help cull the deer population.

Chief Milnor stated as discussed before he was not sure he liked the idea of uniformed officers shooting the deer in town. He asked if Lynchburg PD has been contacted.

Mr. Witt advised they would not do it.

Mr. George asked if there were a lot of accidents involving deer.

Chief Milnor stated there are very few accidents inside of town limits.

Mr. George asked if Council wants to run the risk of someone walking the trails and getting hit by an arrow. He stated he couldn't think of any parks in the area where hunting is allowed.

Mayor Mattox asked staff to be prepared to discuss this at the work session.

Mr. Witt suggested he draft a letter to the ones with hunting permits in the town making them aware of the concerns and the shooting direction.

It was the consensus of Council that Mr. Witt draft a letter to the hunters.

Mr. Emerson asked for an update on the grants for the boat ramp.

Mr. Witt stated the final site plan was sent to Campbell County today. He noted he has been in touch with Ms. Cynthia Waymack with DCR, who advised we are eligible for the Recreation Trails Program grant. The application cycle will start between December 15<sup>th</sup> and the first of January. Ms. Waymack feels the town has a strong

## Regular Council Meeting—October 10, 2017

application but it is competitive. Mr. Witt advised he has asked the engineers their thoughts on submitting bid documents but not accepting the bids until the grant is awarded.

Mr. Emerson asked what the turnaround time would be if the Town paid it themselves.

Mr. Witt stated he asked for a timeline today and was given six months.

Mr. Emerson stated at some point Council has to decide how much longer they are going to wait on grants noting another year of waiting on grants is not acceptable if we are going to move forward with this project.

Mr. Coggsdale noted this item will be on the October 24 work session.

### 13. Closed Session

### 14. Adjournment

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

The meeting was adjourned at 7:58 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk

COUNCIL WORK SESSION OCTOBER 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 October 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  
Chief Mike Milnor, Altavista Police  
Mr. David Garrett, Director of Public Works  
Mr. Tom Fore, Director of Public Utilities  
Mr. Bryan Mawyer, Water Operator in Charge  
Mr. John Eller, Town Attorney  
Mrs. Mary Hall, Administration

- 1. Mayor Mattox called the meeting to order and presided.
- 2. Mayor Mattox advised of an addition to the agenda; Closed Session Section 2.2-3711 (A)(5)

Mrs. Dalton, seconded by Mr. Emerson, made a motion to approve the agenda as amended.

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.

No one came forward.

- 4. Public Informational/Input

- a. VDOT “Transportation Alternatives Program” Grant

Mr. Coggsdale advised the Route 43 Gateway Project grant was first applied for in 2013. This project would be the culmination of the previous 6 projects with the purpose of creating an entrance into our downtown while allowing for safe passage of pedestrians coming from the Altavista Combined School. Staff based the original budget estimate on the bids for Projects 5 & 6 and VDOT agreed to pay for the pedestrian actuators at the crosswalks on Route 43 and 7<sup>th</sup> Street. VDOT informed the Town that their funding source for the actuators was no longer available and the Town was asked to amend the budget and reapply for another TAP grant, which the Town did. The Town was awarded the grant for the additional funding and the project estimate, approximately 4 years ago, was \$648,315.

COUNCIL WORK SESSION OCTOBER 24, 2017

He noted while these estimates were good at the time of the applications, once the Town contracted with Hurt & Proffitt to design the project, an engineer's estimate of probable cost was developed. The estimate now stands at \$830,945 or \$182,700 more than originally thought. In addition, VDOT incorporates Project Oversight Charges (recommend 5-7% of project budget), which is an additional \$58,165. The TAP grant would be for project total and the VDOT Project Oversight Charges which totals \$240,865, with \$192,692 being VDOT grant funds, the remaining \$48,173 is the Town's match.

Mr. Coggsdale advised staff is seeking authorization to submit a VDOT TAP grant application for the Rt. 43 Gateway Streetscape Project to cover the remaining needed funds.

Mayor Mattox asked if anyone would like to speak on this matter. No one came forward.

Mrs. Overbey, seconded by Mr. George, motioned to adopt the resolution in support of the Rt. 43 Gateway Streetscape VDOT TAP grant application.

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

**Whereas**, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the sponsoring jurisdiction or agency requesting the Virginia Department of Transportation establish a Transportation Alternatives Set-Aside project to be administered by the Town of Altavista.

**Now**, Therefore, Be It Resolved, that the Town of Altavista, requests the Commonwealth Transportation Board to establish a project for the Route 43 Gateway Project,

**Be It Further Resolved**, that the Town of Altavista hereby commits to provide a minimum 20 percent matching contribution for this project and any additional funds necessary to complete the project,

**Be It Further Resolved**, that the Town of Altavista hereby agrees to enter into a project administration agreement with the Virginia Department of Transportation and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right of way acquisition, and construction of a federally funded transportation project,

**Be It Further Resolved**, that the Town of Altavista will be responsible for maintenance and operating costs of any improvement / facility constructed with Transportation Alternatives Set-Aside funds unless other arrangements have been made with the Department,

**Be It Further Resolved**, that if the Town of Altavista subsequently elects to cancel this project the Town of Altavista hereby agrees to reimburse the Virginia Department of Transportation for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The Town of Altavista also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

**Be It Further Resolved**, that the Town of Altavista Town Council hereby grants authority for the Town Manager or his designee to execute project agreements for any approved Transportation Alternatives Set-aside projects for Fiscal Year 2018-19.

Adopted this 10<sup>th</sup> day of October, 2017

By the Altavista Town Council, Altavista, Virginia

By: \_\_\_\_\_, Mayor

Attest: \_\_\_\_\_, Clerk of Council

COUNCIL WORK SESSION OCTOBER 24, 2017

Mr. Coggsdale advised the second project that is being considered, the Route 29 Bridge Lighting Project, is being moved to an Urban Allocation fund.

Mr. George, seconded by Mrs. Brumfield, motioned to adopt the Urban Project Programming resolution.

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

RESOLUTION OF THE ALTAVISTA TOWN COUNCIL  
TOWN OF ALTAVISTA, VIRGINIA  
URBAN PROJECT PROGRAMMING RESOLUTION  
ROUTE 29 BUSINESS- MAIN STREET- BRIDGE LIGHTING

WHEREAS, in accordance with Virginia Department of Transportation construction allocation procedures, it is necessary that a request by council resolution be made in order that the Department program an urban highway project in the Town of Altavista; and

WHEREAS, there is currently an approved allocation of funds to replace the existing Route 29 Business, Main Street Bridge with the Town of Altavista being responsible for the bridge lighting, to include the entrances at the Town of Altavista and Town of Hurt; and

WHEREAS, UPC project 104944 will be programmed by the Virginia Department of Transportation as a urban highway project; now

THEREFORE BE IT RESOLVED that the Town Council of the Town of Altavista, Virginia requests the Virginia Department of Transportation to establish an urban system highway project for the bridge lighting as described above.

BE IT FURTHER RESOLVED, that the Town Council of the Town of Altavista hereby agrees to pay cost share in the amount of 2% of the Urban Project funding.

BE IT FURTHER RESOLVED THAT: The Town of Altavista will be responsible for maintenance and operating costs of the lighting as constructed unless other arrangements have been made with the Department.

BE IT FURTHER RESOLVED THAT: The Town Council of the Town of Altavista hereby grants authority for the Town Manager to execute the agreement between the Virginia Department of Transportation and the Town of Altavista for the urban project hereinabove requested.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

J. WAVERLY COGGSDALE, TOWN CLERK

\_\_\_\_\_  
MICHAEL MATTOX, MAYOR

In my capacity as the duly appointed Clerk of the Town of Altavista, I hereby certify that this resolution which is hereto attached, was adopted at a duly called and constituted meeting of the Town Council held at the J.R. Burgess Municipal Building at 510 7<sup>th</sup> Street on October 24, 2017. Said meeting was called to order by Mayor Michael Mattox at 5:00 pm with the following members present who remained in attendance throughout and constituted a quorum:

_____	_____
_____	_____
_____	_____
_____	_____

The Town Council of the Town of Altavista voted unanimously to adopt attached Resolution.

Given under my hand      this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
J. WAVERLY COGGSDALE, TOWN CLERK

STATE OF VIRGINIA  
TOWN OF ALTAVISTA



5. Introductions and Special Presentations

a. FY2017 Financial Report

Mr. David Foley, Robinson, Farmer, Cox Associates, addressed Council with the results of the FY2017 Audit. He was the audit manager for the Town's FY17 Audit. He advised they issue two documents; the Audit Finance Report and the Governance Letter. He reviewed with Council the Audit Finance Report stating the representation letter on Page 1 provides an overview of the auditing process and analysis of the financial condition of the Town. Page 2 notes an unmodified opinion was issued on the Town's financial statement which is the cleanest opinion an auditor can give on a set of financial statements. Mr. Foley highlighted some items in the financial statement. He referred to Exhibit 3 (the balance sheet for the Town's General Fund); the Town ended FY2017 with total assets of \$16.4 million compared to total liabilities and deferred inflows of over \$200,000; ending with a fund balance of \$16.2 million. Exhibit 5 is a statement of Revenues, Expenditures, and changes in fund balance stating the town has total revenues of \$15.3 million during FY2017 compared to \$3.9 million; change in the fund's balance is \$1.4 million (an increase in the fund balance). Exhibit 7, Statement of Net Position, shows the assets and liabilities with the net position of the water and sewer fund being \$13.1 million. Exhibit 8, Statement of Revenue, Expenses, and changes in Net Position, he noted the change in the net position was decreased by a little over \$187,000. He advised over all it was a very clean audit. Mr. Foley then reviewed with Council the Governance letter noting management is responsible for the selection and use of appropriate accounting policies. He stated there was no significant difficulties in dealing with the management in performing and completing the audit nor were there any misstatements identified. Mr. Foley stated Mrs. Shelton and the Town staff do an excellent job preparing for the auditors and thanked them for their help and cooperation in helping complete the audit. He added there were no uncorrected misstatements with very few audit adjustments. He felt the few adjustments speak highly of the strength of the town's Finance Department. Mr. Foley stated there were no disagreements with management and if so; they would have to be disclosed to Council.

Mr. George questioned if it was an increase of \$1.4 million.

Mr. Foley advised there was an increase of the General Fund of \$1.4 million.

Mayor Mattox thanked Mr. Foley for his work. He also thanked the Town Manager, Mrs. Shelton and her staff for the great work they are doing.

It was the consensus of Council to place this item on the consent agenda.

b. Peed & Bortz-SVMP Utility Service Study/Report

Mr. Coggsdale thanked the partners in this SVMP Utility Service Study/Report which includes Pittsylvania County, Town of Hurt and SAMET. Those in attendance: Mr. Richard Hicks, Pittsylvania County Assistant Administrator, Mr. Jeff Ashburn, co-owner of SVM Park, Mr. Brian Hall, SAMET, Mr. Chris Hancock, Pittsylvania Service Authority Director, Mr. Matt Rowe, Pittsylvania County Director of Economic Development, Mr. Ed Hodges, Town of Hurt Public Works Director, Town of Hurt Mayor Gary Poindexter, Town of Hurt Vice Mayor Norman Bivens, representatives from Peed & Bortz, Mr. Keith Layne, Mr. Scott Bortz and Mr. Russell Jackson.

The representatives from Peed & Bortz presented a power point to Council pertaining to the SVMP Utility Service Study/Report. Mr. Bortz advised they have completed an evaluation of the source of Water and Wastewater Service at the SVMP site in Hurt, Virginia. The partners are the town of Altavista, Pittsylvania County and SVM Partners, LLC. He advised they looked at three tiers of service for water and wastewater. He explained to Council each of the tiers; Tier 1 is what water and

## COUNCIL WORK SESSION OCTOBER 24, 2017

wastewater service we can get to and from that site with the current situation, Tier 2 would be reasonable plant expansion and Tier 3 would be the next progression of plant expansion.

Mr. Jackson addressed Council and advised in the Tier 2 and 3, they looked at two general options for both. One would be expanding Altavista's Water Plant and the other set of options would be making use of the existing decommissioned water plants and intakes. Tier 2 SVMP site option: 1.6 MGD at \$3.42 million. This would have about half of the plant working. He noted Tier 3 would take the plant from 2.0 MGD to 3.2 MGD.

Mr. Bortz referred to the Tier 1 Wastewater and noted all the wastewater coming out of Hurt is going to the Altavista Wastewater Treatment Plant. He stated Tier 1 Wastewater calls for half a million per day costing \$270,000 for an 18" gravity sewer to get it to the Pocket Road Pump Station. Altavista would need no transmission improvements to take on this additional wastewater. He noted there is the existence of the components of a Wastewater Treatment Plant at the SVMP site (what is left is part of an original plant). He stated it is not feasible to rebuild this plant using the components that are there. Mr. Bortz referred to Tier 2 stating it would allow 1.8 MGD total at \$18 million (\$13 million in plant work with the remainder being infrastructure).

Mr. Russell stated on the Treatment Plant side 1.8 million represents a 50% increase in the current treatment plant capacity.

Mr. Bortz referred to Tier 3 stating it is a 3.6 MGD service level at a cost of \$31 million to \$35 million.

Mr. Layne stated Tier 3 is essentially doubling the existing Altavista Wastewater Treatment Plant with either expansion or a satellite location.

Mr. Bortz stated there are no local needs. The report does not take into account any growth on anyone's part. It is what is needed at the site. These are tiers not phases, so they are really big jumps.

Mr. Jarvis asked if this would potentially mitigate in a negative way for existing industries. There isn't excess capacity to throw either way.

Mr. Bortz referred the question to Mr. Fore. He did not feel in regards to water there was danger in the short term.

Mr. Higginbotham questioned the hardness of water at Sycamore Creek and asked if the Roanoke River is preferred.

Mr. Russell stated Sycamore Creek was favored by the previous industry because they had softeners on site for their manufacturing process. The Roanoke River is better suited because it has a potable water supply.

Mr. Higginbotham asked what causes the hardness in the water.

Mr. Russell responded the hardness is due to the geology (limestone).

Mrs. Brumfield referred to the permits that are grandfathered in; would the town be able to withdraw that amount of water.

Mr. Russell stated there was a letter from the DEQ confirming this prior to the purchase of the property.

Mr. Hall, SAMET, approached Council and expressed appreciation for the work that has been done. He stated Mr. Jarvis, Mr. Rowe and he stand on the front line watching the request come through and it is important for them to be able to respond positively. He appreciates being able to work together as a group.

## COUNCIL WORK SESSION OCTOBER 24, 2017

### 6. Items for Discussion

#### a. Hunting Regulations-Greenhill Cemetery Property

Mr. Coggsdale advised previously Council has discussed concerns regarding hunting around Greenhill Cemetery. Staff suggested sending a letter to the individuals who have permission to hunt on town property and Council agreed to this as a first step. He presented Council with copy of the letter that was submitted to the hunters that have obtained hunting rights on town property.

Mr. Higginbotham felt the letter was well written.

Mr. Emerson felt the letter was exactly what was needed and at some point the property around the cemetery may need to be limited to the hunters.

Mr. George stated the letter is good for now but when there are multiple trails there should probably been no hunting.

#### b. Budget Amendments

Mr. Coggsdale advised staff is providing the Budget Amendments/Departmental Transfers for Council's consideration. The Budget Amendments will need to be approved and represent past action by Town Council.

Mrs. Dalton, seconded by Mr. Emerson, motioned to place the budget amendments on the November 14<sup>th</sup> consent agenda.

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

#### c. Town Council CY2018 Meeting Calendar

Mr. Coggsdale advised for the past two years, Town Council has met on the second and fourth Tuesday of each month, with the first meeting being a Regular Meeting held at 7:00 p.m. and the second meeting being a Work Session held at 5:00 p.m. Presentation of this calendar allows the Town Council the opportunity to consider in advance any conflicts the meeting schedule may have with other events or holidays and make changes to times or dates accordingly. He noted Christmas Day falls on the fourth Tuesday of the month of December which would be the Work Session date. Staff asked that Council consider either cancelling the December Work Session or rescheduling to another date. Mr. Coggsdale also asked that Council adopt the CY2018 Town Council Meeting Calendar so that the dates could be included in the 2018 Town Calendar.

Mrs. Dalton suggested removing the December work session from future meeting calendars.

It was the consensus of Council to adopt the Town Council CY2018 Meeting Calendar and place on the November 14<sup>th</sup> Town Council consent agenda.

#### d. CIP Updates

## COUNCIL WORK SESSION OCTOBER 24, 2017

Mr. Coggsdale presented Council with a listing of FY2018 Capital Improvement project updates and reviewed each with them.

He referred to the “Council Chambers Audiovisual and explained ITG’s recommendations/proposals to Council.

Mayor Mattox felt the dais was cluttered enough without placing additional monitors in front of them.

Mr. George suggested larger screens on both sides of the room with a screen behind the Council members for the audience.

After discussing, Council felt two large screens would work.

Mayor Mattox stated the cost savings from the third screen would allow for two large screens.

Mr. Coggsdale noted five microphones will be suspended from the ceiling.

Mr. Coggsdale referred to the mobile radio replacement noting this has been completed and comes in under budget.

Chief Milnor advised the radios came in at \$9,500 versus \$27,000 and asked if he could move next year’s CIP item to this year and purchase 15 portable radios.

Mayor Mattox asked Chief Milnor to bring in the cost.

Mr. Coggsdale advised the park bathroom upgrades will begin in November 2017.

Mr. Higginbotham asked if quotes for this has been received.

Mr. Garrett advised he is working on obtaining the quotes.

Mr. Emerson referred to the English Park Pavilion Roof and asked what the life of the shaker roof is. He asked would there be any difference if there was a colored metal roof put on the pavilion.

Mr. Garrett advised he is looking at the cost of replacing the roof with architectural shingles.

Mr. Coggsdale stated he had a concern with rocks and tin roofs.

Mr. Emerson felt a metal roof would be more modern looking than a shaker roof.

Mr. Coggsdale advised of a public input session scheduled for November 14<sup>th</sup> for the Park/Trails Master Planning. The Canoe Launch Site Development is pending grant application.

Mr. Witt mentioned the Virginia Marine Resource Center has received one formal complaint in regards to the Canoe Launch Site and unless he can resolve this satisfactorily and have the complainant withdraw the complaint, it has to go before the Board. Mr. Witt advised he has sent the complainant a letter. He explained that because of the complaint the permit cannot be given to the town administratively; the request has to go before the board. The complainant states there is a site 3 miles up the road and the proposed site is not needed. Mr. Witt also noted it has been suggested that the bottom of the canoe launch be cut off. He has contacted the engineers who advised normally the water level is at the lower level and recommended leaving the bottom of the ramp as is.

Mr. Coggsdale noted a listing of rules and regulations needs to be created.

Mayor Mattox asked staff to bring back some recommendations.

## COUNCIL WORK SESSION OCTOBER 24, 2017

Mr. Coggsdale presented Council with a proposal from Woodard & Curran regarding the electrical upgrades at the Water Treatment Plant. He advised this proposal would pick up where the electrical upgrades end and tie everything together. This proposal is \$24,000 (\$152,000 for SCADA Phase 1)

Mrs. Dalton, seconded by Mrs. Brumfield, motioned to accept Woodard & Curran's proposal for the Water Treatment Plant SCADA Integration for New Motor Control Center in an amount not to exceed \$24,000.

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

### e. Project Updates

Mr. Garrett referred to the 7<sup>th</sup> Street project and advised they ran into dirt so they will have to undercut and place six inches of stone. He recommends milling out across the road where the connection to the storm drain was made and dropping the center of the road approximately 2 inches so the other side will not be so steep. He noted the contractor will be submitting some figures for the paving.

Mr. Fore advised they are going out to bid with the fluoride improvements.

### 7. Public Comments

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

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

Mr. Eller advised a citizen who recently passed away, Mrs. Roberta Jenks, left the town \$150,000 designated to the development of the new portion of English Park. She also left \$50,000 to the Altavista Fire Company and \$50,000 to D.A.W.N. These gifts are left in the names of Roberta and James Jenks.

Mr. Jarvis addressed Council and advised three years ago he came to work for the Town of Altavista. He listed his accomplishments during his tenure with the town. Mr. Jarvis stated he was thankful for the leadership of Council, Mr. Coggsdale and the supportive staff. He expressed appreciation for Altavista on Track, Altavista Chamber of Commerce, Avoca, Altavista Fire Company, Altavista Police Department and their endeavors to make sure the Town is successful.

Mayor Mattox thanked Mr. Jarvis for his service to the community wishing him the best of luck in his future endeavors.

Mrs. Dalton stated she learned long ago that most people that move to Altavista, move on to bigger opportunities assuming this is where Mr. Jarvis is going and offered congratulations.

### 8. Closed Session

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

COUNCIL WORK SESSION OCTOBER 24, 2017

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

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

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

Council went into closed session at 6:37 P.M.

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

FOLLOWING CLOSED SESSION:

A motion was made by Mrs. Dalton, seconded by Mr. Brumfield, 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. Beverly Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes
	Mrs. Tanya Overbey	Yes

9. Adjournment

Mayor Mattox adjourned the meeting at 6:51 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:** November 14, 2017

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

Attachment #: | **2b** |

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

### **SUBJECT HIGHLIGHTS**

Attached are the following Financial Reports:

- Invoices paid during the month
- Revenue & Expenditure Reports
- 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, Monthly Revenue & Expenses; Monthly Reserve & Investments**

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 04/2018  
FROM: 10/01/2017 TO: 10/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36652	6	ALTAVISTA AREA YMCA	10/06/2017	25,000.00
36653	303	ALTAVISTA CHAMBER OF COMMERCE	10/06/2017	5,045.00
36654	170	ALTAVISTA ON TRACK	10/06/2017	1,250.00
36655	11	AVOCA	10/06/2017	14,275.00
36656	103	BEACON CREDIT UNION	10/06/2017	375.00
36657	461	KATHI BOGERT	10/06/2017	862.68
36658	4	BOXLEY AGGREGATES	10/06/2017	930.96
36659	583	CAMPBELL COUNTY PUBLIC LIBRARY	10/06/2017	902.86
36660	16	CAMPBELL COUNTY UTILITIES & SE	10/06/2017	3,642.36
36661	9999997	CANTARERO, CAROL FRANCES	10/06/2017	23.89
36662	709	DATA FLOW	10/06/2017	166.01
36663	9999997	DAVIS, JAMES MAXIE	10/06/2017	109.10
36664	164	DMV	10/06/2017	610.00
36665	9999997	DORN, ROMA J. SIMPSON	10/06/2017	80.07
36666	20	J JOHNSON ELLER JR	10/06/2017	2,000.00
36667	71	FAIRPOINT COMMUNICATIONS	10/06/2017	368.55
36668	324	FISHER AUTO PARTS	10/06/2017	187.01
36669	119	FOSTER ELECTRIC CO INC	10/06/2017	645.78
36670	305	HAWKINS-GRAVES INC	10/06/2017	95,103.49
36671	9999997	HEDRICK, JESSICA RENEE	10/06/2017	80.69
36672	332	HURT & PROFFITT INC	10/06/2017	3,922.45
36673	57	ICMA RETIREMENT TRUST-457 #304	10/06/2017	675.00
36674	401	IDEXX DISTRIBUTION INC	10/06/2017	1,695.23
36675	533	LYNN KIRBY	10/06/2017	225.00
36676	476	LBM OFFICE SOLUTIONS INC	10/06/2017	510.00
36677	9999998	MOORE'S ELECTRICAL & MECH.	10/06/2017	150.00
36678	9999997	PADGETT, KIMBERLY	10/06/2017	64.40
36679	510	RIVER VALLEY RESOURCES LLC	10/06/2017	739.50
36680	525	ROYAL OAK FARM LLC	10/06/2017	6,900.00
36681	80	SOUTHSIDE ELECTRIC COOP	10/06/2017	859.03
36682	85	TREASURER OF VA /CHILD SUPPORT	10/06/2017	553.15
36683	90	TREASURERS ASSOC OF VA	10/06/2017	175.00
36684	92	UNIFIRST CORP	10/06/2017	2,878.43
36685	95	UNITED WAY OF CENTRAL VA	10/06/2017	114.00
36686	601	VACORP	10/06/2017	191.03
36687	116	XEROX CORPORATION	10/06/2017	273.62
36688	128	ADAMS CONSTRUCTION CO	10/12/2017	339,539.27
36689	12	BRENNTAG MID-SOUTH INC	10/12/2017	5,846.00
36690	301	ENGLISH'S LLC	10/12/2017	415.20
36691	118	FERGUSON ENTERPRISES INC #75	10/12/2017	9,526.85
36692	41	FISHER SCIENTIFIC	10/12/2017	2,646.37
36693	1	GLOCK PROFESSIONAL INC	10/12/2017	250.00
36694	332	HURT & PROFFITT INC	10/12/2017	2,880.00
36695	566	INTEGRATED TECHNOLOGY GROUP IN	10/12/2017	5,055.84
36696	794	LAW ENFORCEMENT SEMINARS LLC	10/12/2017	680.00
36697	1	MICHAEL ABBOTT	10/12/2017	36.08
36698	300	NAPA AUTO PARTS	10/12/2017	2,314.32
36699	755	NATURCHEM INC	10/12/2017	15,680.00
36700	9999998	NEW BEGINNINGS BAPTIST CHURCH	10/12/2017	150.00



36701	454	O'REILLY AUTOMOTIVE INC	10/12/2017	419.64
36702	1	ON TARGET SOLUTIONS GROUP INC	10/12/2017	249.00
36703	67	ORKIN PEST CONTROL LLC	10/12/2017	286.16
36704	110	VUPS INC	10/12/2017	72.45
36705	756	WAGeworks INC	10/12/2017	122.32
36706	656	WATER MANAGEMENT SOLUTIONS INC	10/12/2017	1,352.00
36707	700	WOODARD & CURRAN	10/12/2017	3,500.00
36708	9	AFLAC	10/20/2017	2,048.83
36709	1	ANDY WYATT	10/20/2017	100.00
36710	103	BEACON CREDIT UNION	10/20/2017	375.00
36711	9999998	CAMPBELL COUNTY RECREATION	10/20/2017	150.00
36712	32	CONTROL EQUIPMENT CO INC	10/20/2017	12,487.77
36713	754	D L BRYANT HEATING & COOLING	10/20/2017	157.50
36714	9999998	DALTON, BEVERLEY	10/20/2017	250.00
36715	50	GRETNA TIRE INC	10/20/2017	4,226.90
36716	795	HALEY CASPER	10/20/2017	880.00
36717	577	HENDERSON PRODUCTS INC	10/20/2017	37,121.51
36718	332	HURT & PROFFITT INC	10/20/2017	3,895.00
36719	57	ICMA RETIREMENT TRUST-457 #304	10/20/2017	675.00
36720	566	INTEGRATED TECHNOLOGY GROUP IN	10/20/2017	2,350.95
36721	747	K NEAL INTERNATIONAL TRUCKS IN	10/20/2017	114,688.12
36722	470	MARK KEESEE	10/20/2017	1,680.18
36723	533	LYNN KIRBY	10/20/2017	130.00
36724	1	MIKE KING	10/20/2017	100.00
36725	670	PATRIOT SAFETY SUPPLY	10/20/2017	6,866.50
36726	200	PRINTECH INC	10/20/2017	141.51
36727	780	R EDWARD FIELDING INC	10/20/2017	900.00
36728	9999998	SONNY MERRYMAN, INC	10/20/2017	150.00
36729	1	STEPHEN BOND	10/20/2017	94.76
36730	85	TREASURER OF VA /CHILD SUPPORT	10/20/2017	553.15
36731	700	WOODARD & CURRAN	10/20/2017	39,923.47
36732	128	ADAMS CONSTRUCTION CO	10/27/2017	1,120.00
36733	84	ALTAVISTA JOURNAL	10/27/2017	515.42
36734	91	ANTHEM BLUE CROSS/BLUE SHIELD	10/27/2017	35,854.00
36735	706	BLAIR MARKETING	10/27/2017	496.25
36736	4	BOXLEY AGGREGATES	10/27/2017	812.28
36737	591	BRAND ACCELERATION INC	10/27/2017	2,030.00
36738	12	BRENNTAG MID-SOUTH INC	10/27/2017	726.57
36739	1	BRIAN CONNER	10/27/2017	141.83
36740	294	BUSINESS CARD	10/27/2017	12,537.58
36741	797	CAMPBELL COUNTY CIRCUIT COURT	10/27/2017	40.00
36742	427	CENTURYLINK	10/27/2017	1,144.72
36743	36	DOMINION VIRGINIA POWER	10/27/2017	44,669.55
36744	37	ELECOM INC	10/27/2017	9,595.90
36745	122	FEREBEE-JOHNSON COMPANY INC	10/27/2017	4,278.63
36746	639	GAY AND NEEL INC	10/27/2017	9,878.00
36747	52	HACH COMPANY	10/27/2017	272.71
36748	652	HAWKINS LOCK & KEY CO INC	10/27/2017	51.00
36749	622	HEYWARD SERVICES INC	10/27/2017	6,778.54
36750	58	INSTRUMENTATION SERVICES INC	10/27/2017	708.00
36751	9999998	Kelly, Patricia	10/27/2017	150.00
36752	68	ORKIN PEST CONTROL	10/27/2017	324.92
36753	798	PEED & BORTZ LLC	10/27/2017	9,330.00
36754	9999998	PHILLIPS, JAMES B.	10/27/2017	150.00
36755	327	PUBLIC AGENCY TRAINING COUNCIL	10/27/2017	650.00
36756	379	REI CONSULTANTS INC	10/27/2017	491.26
36757	80	SOUTHSIDE ELECTRIC COOP	10/27/2017	841.90

36758	778 SPRINT	10/27/2017	1,164.20
36759	1 STEVE MILLER	10/27/2017	400.00
36760	621 THE PORTRAIT PLACE	10/27/2017	201.92
36761	96 UNIVAR USA INC	10/27/2017	10,347.00
36762	700 WOODARD & CURRAN	10/27/2017	34,324.35

NO. OF CHECKS: 111

TOTAL CHECKS 982,578.47

Town of Altavista  
FY 2018 Revenue Report  
33% of Year Lapsed

General Fund Revenue	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	209,000	209,000	12,400	6	13,847	7	209,000
Public Service - Real & Personal	99,600	99,600	0	0	0	0	99,600
Personal Property	210,000	210,000	25,460	12	27,939	13	210,000
Personal Property - PPTRA	100,000	100,000	1,037	1	9,409	9	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	0	0	1,628,500
Mobile Homes - Current	200	200	14	7	21	10	200
Penalties - All Taxes	5,500	5,500	146	3	706	13	5,500
Interest - All Taxes	3,000	3,000	152	5	740	25	3,000
Local Sales & Use Taxes	160,000	160,000	13,602	9	55,274	35	160,000
Local Electric and Gas Taxes	110,000	110,000	9,340	8	37,905	34	110,000
Local Motor Vehicle License Tax	43,000	43,000	4,786	11	6,567	15	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	7,132	8	27,268	29	95,000
Local Meal Taxes	910,000	910,000	76,724	8	317,992	35	910,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,151	8	12,515	31	40,000
Transit Passenger Revenue	5,000	5,000	730	15	810	16	5,000
Local Cigarette Tax	160,000	160,000	7,733	5	53,430	33	160,000
Business License Fees/Contractors	3,500	3,500	0	0	0	0	3,500
Business License Fees/Retail Services	55,000	55,000	0	0	558	1	55,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	0	0	4,000
Business License Fees/Repairs & Person Svcs	9,200	9,200	0	0	157	2	9,200
Business License Fees/Wholesale Businesses	500	500	0	0	0	0	500
Business License Fees/Utilities	3,400	3,400	0	0	0	0	3,400

Town of Altavista  
FY 2018 Revenue Report  
33% of Year Lapsed

General Fund Revenue (Continued)	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	1,100	1,100	0	0	0	0	1,100
Permits - Sign	1,000	1,000	100	10	180	18	1,000
Fines & Forfeitures - Court	9,000	9,000	1,799	20	3,918	44	9,000
Parking Fines	500	500	10	2	30	6	500
Interest and Interest Income	70,000	70,000	2,507	4	10,615	15	70,000
Rents - Rental of General Property	1,200	1,200	50	4	400	33	1,200
Rents - Pavilion Rentals	3,000	3,000	50	2	1,025	34	3,000
Rents - Booker Building Rentals	4,000	4,000	550	14	1,975	49	4,000
Rents - Rental of Real Property	70,000	70,000	4,379	6	18,041	26	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	0	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	0	0	20,682	25	82,700
State Rental Taxes	1,100	1,100	181	16	577	52	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	0	0	32,402	295	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	2,275	0	2,275	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	25,000	78	32,100
Litter Grant	1,900	1,900	1,879	99	1,879	99	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	0	0	2,244	90	2,500
VDOT TEA 21 Grant	48,800	48,800	0	0	0	0	48,800
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	97,700	97,700	10,932	11	17,186	18	97,700
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	5,000	5,000	102	2	7,452	149	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2018 Revenue Report  
33% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	300	300		0		0	300
Miscellaneous	25,000	25,000	1,113	4	9,728	39	25,000
Misc / Canoe Launch Project	0	0	17,500	0	17,500	0	17,500
Reimbursement of Insurance Claim	0	0	0	0	630	0	0
Misc. - State Forfeiture Fund	0	0	0	0	0	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Design. Reserves	97,700	112,700	0	0	0	0	112,700
	<b><u>4,604,800</u></b>	<b><u>4,619,800</u></b>	<b><u>205,833</u></b>	<b><u>4</u></b>	<b><u>774,468</u></b>	<b><u>17</u></b>	<b><u>4,637,300</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
33% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	6,988,650	7,009,150	831,426	12	2,450,733	35	7,009,150
Debt Service	445,400	445,400	0	0	251,829	0	445,400
CIP	2,795,420	2,810,620	384,608	14	800,776	28	2,810,620
Transfer Out to General Fund Reserve	41,590	41,590	0	0	0	0	41,590
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	0	0	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>10,361,060</u></b>	<b><u>10,396,760</u></b>	<b><u>1,216,034</u></b>	<b><u>12</u></b>	<b><u>3,503,338</u></b>	<b><u>34</u></b>	<b><u>10,396,760</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
33% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	27,200	27,200	1,977	7	8,687	32	27,200
Debt Service	0	0	0	0	0	0	0
CIP	35,000	35,000	0	0	0	0	35,000
Administration - TOTAL:	<u>62,200</u>	<u>62,200</u>	<u>1,977</u>	<u>3</u>	<u>8,687</u>	<u>14</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	45,533	6	273,227	34	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	0	0	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>45,533</u>	<u>5</u>	<u>287,697</u>	<u>34</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	449,040	37,605	8	202,626	45	449,040
Transfer Out to Cemetery Fund	-28,900	-28,900	0	0	0	0	-28,900
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-41,590	-41,590	0	0	0	0	-41,590
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	0	0	-65,000
Operations w/o Transfers Out	<u>308,550</u>	<u>313,550</u>	<u>37,605</u>	<u>12</u>	<u>202,626</u>	<u>65</u>	<u>313,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>313,550</u>	<u>37,605</u>	<u>12</u>	<u>202,626</u>	<u>65</u>	<u>313,550</u>
Public Safety							
Operations	961,850	961,850	70,280	7	286,629	30	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	85,200	18,668	22	52,450	62	85,200
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,047,050</u>	<u>88,948</u>	<u>8</u>	<u>339,078</u>	<u>32</u>	<u>1,047,050</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
33% of Year Lapsed

	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,080,450	1,080,450	70,713	7	264,127	24	1,080,450
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	711,360	721,360	125,970	17	179,443	25	721,360
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,825,010</u>	<u>196,683</u>	<u>11</u>	<u>448,033</u>	<u>25</u>	<u>1,825,010</u>
Economic Development							
Operations	144,550	144,550	10,345	7	42,225	29	144,550
CIP	34,000	34,000	0	0	0	0	34,000
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>10,345</u>	<u>6</u>	<u>42,225</u>	<u>24</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	6,282	6	29,998	30	99,800
Debt Service	0	0	0	0	0	0	0
CIP	64,000	64,000	0	0	0	0	64,000
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>6,282</u>	<u>4</u>	<u>29,998</u>	<u>18</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,210	8	14,570	26	55,900
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,210</u>	<u>8</u>	<u>14,570</u>	<u>26</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,488,250	246,946	7	1,122,090	32	3,488,250
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	962,860	978,060	144,638	15	246,363	124	978,060
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,489,510</u>	<u>391,585</u>	<u>9</u>	<u>1,372,915</u>	<u>31</u>	<u>4,489,510</u>



Town of Altavista  
Council / Planning Commission  
FY 2018 Expenditure Report  
33% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	1,749	8	6,997	33	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	228	4	1,690	27	6,200
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	35,000	35,000	0	0	0	0	35,000
<b>Total Expenditures</b>	<b>62,200</b>	<b>62,200</b>	<b>1,977</b>	<b>3</b>	<b>8,687</b>	<b>14</b>	<b>62,200</b>

Town of Altavista  
Administration  
FY 2018 Expenditure Report  
33% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	448,150	448,150	30,523	7	150,456	34	448,150
Other Employee Benefits	49,400	49,400	191	0	1,393	3	49,400
Services	205,500	205,500	8,884	4	84,433	41	205,500
Other Charges	67,400	67,400	2,530	4	23,632	35	67,400
Materials & Supplies	34,500	34,500	3,407	10	13,314	39	34,500
Capital Outlay	38,500	38,500	0	0	14,470	38	38,500
<b>Total Expenditures</b>	<b>843,450</b>	<b>843,450</b>	<b>45,533</b>	<b>5</b>	<b>287,697</b>	<b>34</b>	<b>843,450</b>

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
33% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	130,850	135,850	5,000	4	91,064	67	135,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	81,064	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	5,000	25	10,000	50	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	0	0	0	0	10,000
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	27,500	27,500	0	0	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	50,000	50	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	11,534	105	11,000
Contribution - Avoca	18,700	18,700	4,675	25	9,350	50	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	1,250	18	9,500	136	7,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>306,050</b>	<b>311,050</b>	<b>35,925</b>	<b>12</b>	<b>198,948</b>	<b>64</b>	<b>311,050</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	1,680	0	1,680	0	0
Fuel - Fire Company	2,500	2,500	0	0	1,998	80	2,500
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>2,500</b>	<b>2,500</b>	<b>1,680</b>	<b>67</b>	<b>3,678</b>	<b>147</b>	<b>2,500</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>308,550</b>	<b>313,550</b>	<b>37,605</b>	<b>12</b>	<b>202,626</b>	<b>65</b>	<b>313,550</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	28,900	28,900	0	0	0	0	28,900

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
33% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>NON-DEPARTMENTAL - FUND 10</u></b>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	41,590	41,590	0	0	0	0	41,590
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
<b>TRANSFER OUT - TOTAL</b>	<b>135,490</b>	<b>135,490</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>135,490</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
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 - EXCLUDING CAPITAL</b>	<b>444,040</b>	<b>449,040</b>	<b>37,605</b>	<b>8</b>	<b>202,626</b>	<b>45</b>	<b>449,040</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>308,550</b>	<b>313,550</b>	<b>37,605</b>	<b>12</b>	<b>202,626</b>	<b>65</b>	<b>313,550</b>

Town of Altavista  
Public Safety  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	837,100	837,100	64,085	8	250,943	30	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	274	3	1,094	10	10,500
Other Charges	43,050	43,050	4,236	10	21,051	49	43,050
Materials & Supplies	71,200	71,200	1,686	2	13,541	19	71,200
Capital Outlay	80,000	85,200	18,668	22	52,450	62	85,200
<b>Total Expenditures</b>	<b>1,041,850</b>	<b>1,047,050</b>	<b>88,948</b>	<b>8</b>	<b>339,078</b>	<b>32</b>	<b>1,047,050</b>

Town of Altavista  
Public Works  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	638,950	638,950	38,491	6	145,314	23	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	683	5	3,297	26	12,600
Other Charges	40,000	40,000	1,551	4	12,185	30	40,000
Materials & Supplies	388,900	388,900	29,987	8	103,331	27	388,900
Debt Service	23,200	23,200	0	0	4,463	0	23,200
Capital Outlay	711,360	721,360	125,970	17	179,443	25	721,360
<b>Total Expenditures</b>	<b>1,815,010</b>	<b>1,825,010</b>	<b>196,683</b>	<b>11</b>	<b>448,033</b>	<b>25</b>	<b>1,825,010</b>

Town of Altavista  
Economic Development  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	81,250	81,250	5,880	7	26,521	33	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	2,526	10	10,362	41	25,000
Other Charges	31,300	31,300	1,902	6	4,400	14	31,300
Materials & Supplies	7,000	7,000	36	1	942	13	7,000
Capital Outlay	34,000	34,000	0	0	0	0	34,000
<b>Total Expenditures</b>	<b>178,550</b>	<b>178,550</b>	<b>10,345</b>	<b>6</b>	<b>42,225</b>	<b>24</b>	<b>178,550</b>

Town of Altavista  
Transit System  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	72,950	72,950	5,724	8	24,447	34	72,950
Services	2,100	2,100	0	0	0	0	2,100
Other Charges	3,950	3,950	37	1	1,486	38	3,950
Materials & Supplies	20,800	20,800	522	3	4,065	20	20,800
Capital Outlay	64,000	64,000	0	0	0	0	64,000
<b>Total Expenditures</b>	<b>163,800</b>	<b>163,800</b>	<b>6,282</b>	<b>4</b>	<b>29,998</b>	<b>18</b>	<b>163,800</b>



Town of Altavista  
Main Street Coordinator  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b><u>MAIN STREET COORDINATOR - FUND 10</u></b>	<b><u>FY 2018 Adopted Budget</u></b>	<b><u>FY 2018 Amended Budget</u></b>	<b><u>FY 2018 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2018 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	53,900	53,900	4,173	8	14,442	27	53,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	400	400	37	9	128	32	400
Materials & Supplies	1,600	1,600	0	0	0	0	1,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>55,900</b>	<b>55,900</b>	<b>4,210</b>	<b>8</b>	<b>14,570</b>	<b>26</b>	<b>55,900</b>

Town of Altavista  
FY 2018 Revenue Report  
33% of Year Lapsed

Enterprise Fund Revenue	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	4,500	4,500	391	9	1,502	33	4,500
Water Charges - Industrial	1,600,000	1,600,000	94,371	6	552,360	35	1,600,000
Water Charges - Business/Residential	243,000	243,000	4,461	2	70,360	29	243,000
Water Charges - Outside Community	135,000	135,000	7,922	6	46,426	34	135,000
Water Charges - Water Connection Fees	3,000	3,000	700	23	725	24	3,000
Bulk Water Purchase	5,000	5,000	407	0	1,821	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	105,818	9	452,097	40	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	4,342	2	69,115	30	230,000
Sewer Charges - Outside Community	1,700	1,700	458	27	1,177	69	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	500	10	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	15,008	16	60,691	64	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	1,224	24	2,675	54	5,000
Misc. Cash Discounts	0	0	0	0	11	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	1,025	5	15,155	76	20,000
State Fluoride Grant	30,500	30,500	0	0	24,881	0	30,500
Transfer In from Fund 50 (CIP Designated Res)	157,000	157,000	0	0	0	0	157,000
Transfer In from Reserves	1,199,010	1,199,010	0	0	0	0	1,199,010
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,865,910</u></b>	<b><u>4,865,910</u></b>	<b><u>236,128</u></b>	<b><u>5</u></b>	<b><u>1,299,497</u></b>	<b><u>27</u></b>	<b><u>4,865,910</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
33% of Year Lapsed

	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <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	1,467,800	1,467,800	141,948	10	409,692	28	1,467,800
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	657,270	657,270	55,862	8	370,306	56	657,270
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>2,547,270</u>	<u>2,547,270</u>	<u>197,810</u>	<u>8</u>	<u>1,027,364</u>	<u>40</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	159,402	11	413,811	29	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	914,440	184,108	20	184,108	<u>20</u>	914,440
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,318,640</u>	<u>343,510</u>	<u>15</u>	<u>597,919</u>	<u>26</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	301,350	10	823,503	29	2,872,000
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	1,571,710	1,571,710	239,970	<u>15</u>	554,414	<u>35</u>	1,571,710
Transfer Out	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>		<u>0</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,865,910</u>	<u>541,320</u>	<u>11</u>	<u>1,625,283</u>	<u>33</u>	<u>4,865,910</u>

Town of Altavista  
Water Department  
FY 2018 Expenditure Report  
33% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2018 Adopted <u>Budget</u></b>	<b>FY 2018 Amended <u>Budget</u></b>	<b>FY 2018 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2018 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
Wages & Benefits	626,500	626,500	45,085	7	180,057	29	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	48,860	18	84,268	32	264,300
Other Charges	324,050	324,050	17,191	5	61,459	19	324,050
Materials & Supplies	252,950	252,950	30,812	12	83,907	33	252,950
Debt Service	422,200	422,200	0	0	247,366	0	422,200
Capital Outlay	657,270	657,270	55,862	8	370,306	56	657,270
Transfer Out to Reserves	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,547,270</b>	<b>2,547,270</b>	<b>197,810</b>	<b>8</b>	<b>1,027,364</b>	<b>40</b>	<b>2,547,270</b>

Town of Altavista  
Wastewater Department  
FY 2018 Expenditure Report  
33% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2018 Adopted Budget	FY 2018 Amended Budget	FY 2018 MTD	MTD % of Budget	FY 2018 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	785,550	785,550	56,409	7	224,725	29	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	42,794	56	44,864	59	75,800
Other Charges	343,100	343,100	27,440	8	89,034	26	343,100
Materials & Supplies	199,750	199,750	32,759	16	55,188	28	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	914,440	184,108	20	184,108	20	914,440
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,318,640</b>	<b>2,318,640</b>	<b>343,510</b>	<b>15</b>	<b>597,919</b>	<b>26</b>	<b>2,318,640</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
33% of Year Lapsed

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	601,000	616,500	281,187	46	498,617	81	616,500
CIP	260,850	260,850	0	0	0	0	260,850
<b>State/Hwy Water Department - TOTAL:</b>	<b>861,850</b>	<b>877,350</b>	<b>281,187</b>	<b>32</b>	<b>498,617</b>	<b>57</b>	<b>877,350</b>

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	32,400	32,400	1,942	6	6,523	20	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - TOTAL:</b>	<b>57,400</b>	<b>57,400</b>	<b>1,942</b>	<b>3</b>	<b>6,523</b>	<b>11</b>	<b>57,400</b>

Town of Altavista  
FY 2018 State/Highway Fund  
33% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2018 Adopted <u>Budget</u>	FY 2018 Amended <u>Budget</u>	FY 2018 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2018 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
<b>REVENUE</b>							
Street & Highway Maintenance	670,000	670,000	0	0	177,792	27	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	4.58	0	4.58	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	15,500	0	0	0	0	15,500
State/Highway Reimbursement Fund - GRAND TOTAL	<u>861,850</u>	<u>877,350</u>	<u>5</u>	<u>0</u>	<u>177,796</u>	<u>20</u>	<u>877,350</u>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	264	0	264	0	0
Maintenance - Drainage	48,200	48,200	2,406	5	5,168	11	48,200
Maintenance - Pavement	300,000	315,500	265,314	84	435,053	138	315,500
Maintenance - Traffic Control Devices	56,800	56,800	4,406	8	12,199	21	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	0	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	56,000	56,000	0	0	717	1	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,232	12	34,849	70	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	2,566	3	10,367	13	80,000
State/Highway Reimb. Fund - Subtotal:	<u>601,000</u>	<u>616,500</u>	<u>281,187</u>	<u>46</u>	<u>498,617</u>	<u>81</u>	<u>616,500</u>
Improvements Other Than Buildings - New Engineering - New	260,850	260,850	0	0	0	0	260,850
State/Highway Reimb. Fund - Capital Outlay - Subtotal:	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>260,850</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>861,850</u>	<u>877,350</u>	<u>281,187</u>	<u>32</u>	<u>498,617</u>	<u>57</u>	<u>877,350</u>

Town of Altavista  
FY 2018 Cemetery Fund  
33% of Year Lapsed

Cemetery Fund - Fund 90	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2018 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	4,700	31	9,246	62	15,000
Interest/Interest Income	9,500	9,500	171	2	1,871	20	9,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	2,600	65	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	<u>28,900</u>	<u>28,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>28,900</u>
<b>Cemetery Fund - GRAND TOTAL:</b>	<b><u>57,400</u></b>	<b><u>57,400</u></b>	<b><u>4,871</u></b>	<b><u>8</u></b>	<b><u>13,767</u></b>	<b><u>24</u></b>	<b><u>57,400</u></b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	1,252	13	1,867	19	9,700
Salaries and Wages/Overtime	1,000	1,000	189	19	408	41	1,000
Benefits/FICA	800	800	105	13	157	20	800
Benefits/VRS	1,200	1,200	155	13	231	19	1,200
Benefits/Medical Insurance is pre-paid	1,500	1,500	204	14	305	20	1,500
Benefits/Group Life	200	200	18	9	27	13	200
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	18,000	18,000	19	0	3,528	20	18,000
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - Replc.	0	0	0	0	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>	<b><u>57,400</u></b>	<b><u>57,400</u></b>	<b><u>1,942</u></b>	<b><u>3</u></b>	<b><u>6,523</u></b>	<b><u>11</u></b>	<b><u>57,400</u></b>

FY 2018 Cemetery Fund as of October 31, 2017



**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 16,250,845.62**

Balance as of October 31, 2017

**Non-Specific**

Green Hill Cemetery	<u>632,438.54</u>
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General Fund Reserves

Capital Improvement Program Reserves

3,542,953.88

Altavista EDA Funding	267,032.85 *
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267,032.85

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,035,363.15

PCB Remediation	<u>569,707.59</u>
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Highway Fund	<u>915,583.54</u>
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Police Federal	<u>2,893.32</u>
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Police State	<u>18,557.31</u>
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Public Funds Money Market Accounts

8,812,095.08

Operating Checking Account (Reconciled Balance)	<u>454,220.36</u>
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<b>DESIGNATED FUNDS</b>	<u><b>2,860,433.51</b></u>
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Reserve Policy Funds (This figure changes annually w/audit)

**UNDESIGNATED FUNDS**

13,390,412.11

-6,663,417.006,726,995.11**Policy \$****General Enterprise**

5,202,534 1,460,883

**Total**

6,663,417

**NOTES:**

Earmarked for Final Downtown Map-21 Project

-121,600.00

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

-6,240.00

Earmarked for AOT No Interest Loan Program

-40,000.00

"Pop-Up" Altavista Funding

-10,000.00

Accrued Liability

-152,635.00

Funds earmarked for items not completed during prior FY

-955,200.00

Project Funds

-54,788.45

Concept presented at work session for improvements to

-537,500.00

Apprvd 9/22/15

electrical at WTP and construction of new bldg to house

electric panels

Canoe Launch Site

-72,500.00

Budget

CIP Items Earmarked for Future Purchase

-285,500.00

2/14/2017

H &amp; P Engineering Fees for Charlotte Ave. drainage

-17,142.00

9/12/2017

Property Main. Enforcement

-5,000.00

9/12/2017

Hillcrest Paving

-15,475.00

9/12/2017

WWTP Clarifier - Hurt &amp; Proffitt

-23,000.00

9/12/2017

Technology Upgrade Police Dept

-4,700.00

10/10/2017

Avoca Improvements to duct work

-10,000.00

**UNDESIGNATED RESERVE FUND BALANCE****4,415,714.66**



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

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

Attachment #: | **2c** |

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

**Subject Title:** | **FY2018 Budget Amendments/Departmental Transfers** |

### **SUBJECT HIGHLIGHTS**

**FY2018 Budget Amendments/Departmental Transfers:** Per the memo, staff is seeking final approval of the budget amendments/departmental transfers as presented. The budget amendments are result of past action of Town Council.

**Staff recommendation, if applicable:** Per direction at the October Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for approval.

**Action(s) requested or suggested motion(s):** Motion to approve the FY2018 Budget Amendments/Departmental Transfers 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? **Memo with Budget Amendments**

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:** October 20, 2017  
**To:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments / Departmental Transfers

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Attached are budget amendments that are necessitated by previous Council action. The adoption of these amendments completes the process.

- No Interest Loan Program associated with Property Maintenance Enforcement  
(Council Approval: September 12, 2017) \$ 5,000
- Technology Upgrade – Police Department  
(Council Approval: October 10, 2017) \$ 4,700
- Avoca Museum-Improvements to Duct Work  
(Council Approval: October 10, 2017) \$10,000
- Paving of Hillcrest Street \$15,500

Also attached are Departmental Transfers (from one line item to another – no new funds are required)

- Wastewater Treatment Plant  
Replacement of Solids Computer \$ 1,970
- Police Department  
Technology Upgrade \$ 500



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Non-Departmental Miscellaneous 010-9101-801-50-32	\$ 5,000.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 5,000.00

#### Summary

At the September 12, 2017 meeting, Council approved to add an additional \$5,000 to the allocated \$5,000 currently in the FY 2018 Budget for the No Interest Loans associated with Property Maintenance Enforcement.

#### Budget Impact

This will result in a net increase to the budget of \$5,000.

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

Adopted this 14th day of November 2017

## Regular Council Meeting—September 12, 2017

Mr. Coggsdale advised Mr. Fore, Director of Utilities and Mr. Bond, WWTP Manager, are moving forward with the WWTP Clarifier Project that is included in the FY2018 CIP and Budget. He listed the information regarding the proposals submitted for the design phase of the work, as listed:

Hurt & Proffitt: \$23,000, Peed & Bortz: \$25,500, Woodard & Curran: \$35,500. Based on the proposals, staff recommends authorizing Hurt & Proffitt to proceed with the design work associated with the project. The proposal also includes the Bidding Phase, Construction Phase Service and Final Inspection. Mr. Coggsdale noted after the design and bidding are complete, staff will bring back a recommendation for the construction bid award. The FY2018 Budget appropriates \$250,000 towards this project.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the proposal submitted by Hurt & Proffitt and authorize staff to execute the proposal/contract for said services.

Motion carried:

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

### d. Property Maintenance Enforcement-No Interest Loans

Mr. Coggsdale reported at the August Town Council Work Session, staff discussed addressing blighted and nuisance type properties with Council. Staff has moved forward with working with property owners to rectify the issues related to several properties in town. He noted that funds have been allocated in the FY2018 Budget in the amount of \$5,000 to provide *No Interest* Loans to pay for the cost of demolition of any such structure. These funds are repaid to the Town. Due to the increased cost of demolition, staff seeks to increase the appropriated amount by an additional \$5,000.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to add an additional \$5,000 to the allocated \$5,000 in the FY2018 Budget to provide *No Interest* Loans.

Motion carried:

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

### e. VRS Resolution Consideration



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Police Department Capital Outlay - Replace / Equipment 010-3101-501.81-04	\$ 4,700.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 4,700.00

### Summary

At the October 10, 2017 meeting, Council approved to appropriate \$4,711.68 from Reserves to upgrade the Police Department's technology in regards to the evidence system and storage of video files from the body and car cameras. As discussed at the September 26th Work Session.

### Budget Impact

This will result in a net increase to the budget of \$4,700.00.

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

Adopted this 14th day of November 2017

## Regular Council Meeting—October 10, 2017

### 5. Recognitions and Presentation

### 6. Public Comment

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

No one came forward.

### 7. Consent Agenda

- a) Minutes- Regular Meeting September 12, 2017—The Council approved the minutes of the Council meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Altavista on Track-10 Year Anniversary Main Street Designation Resolution
- d) FY2017 Year End Carryovers
- e) FY2018 Budget Amendments/Departmental Transfers
- f) Approval of Information Technology Upgrades for Police Department
- g) Approval of Purchase of Seven (7) Radar Units by Police Department

Mrs. Brumfield, seconded by Mr. Emerson, motioned 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	Yes

**WHEREAS**, Altavista On Track, became a 501-c3 organization in 2007 when Altavista was designated as a Virginia Main Street Community by the Virginia Department of Housing and Community Development (DCHCD); and

**WHEREAS**, the mission of Altavista On Track (AOT) is to “revitalize our downtown district by fostering economic development and opportunity, and providing leadership to enhance community identity and pride” and

## COUNCIL WORK SESSION SEPTEMBER 26, 2017

- i. FY2017 Year End Carryovers
- ii. FY2018 Budget Amendments/Departmental Transfers

Mr. Coggsdale advised of some FY2017 yearend carryovers and FY2018 Budget amendments/departments transfers. Staff is requesting to carryover unexpended funds totaling \$559,700 for items/projects budgeted in FY2017 that were not purchased/completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the items/projects are ready to be procured.

It was the consensus of Council to add the FY2017 Year End Carryovers and the FY2018 Budget Amendments/Departmental Transfers to the October 10<sup>th</sup> Town Council meeting consent agenda.

### e. Information Technology (IT) Upgrades for Police Department

Mr. Coggsdale advised staff is seeking Council's consideration of approval of funds to upgrade the Police Department's technology in regard to the evidence system and storage of video files from the body and car cameras. The proposal is submitted by Integrated Technology Group (ITG) that provides IT services to the Town. The proposal for the upgrades totals \$4,411.68. The quote includes one month of maintenance/service agreement, which is a recurring cost. An additional \$800 would need to be added to include this on our existing Maintenance Services Agreement (MSA) with ITG, which would bring the total to \$5,211.68. The recurring cost would be \$100 per month and would need to be budgeted in future years. The Police Department Budget includes \$500 in its Office Supplies line item for replacement of the Evidence Computer, which will not be required due to this upgrade. At this time staff is seeking authority to transfer the \$500 from the Office Supplies line item and Council's appropriation of the remaining \$4,711.68 from Reserves for this project.

It was the consensus of Council to add this item to the October 10<sup>th</sup> Town Council meeting consent agenda.

### Radar Unit Purchases

Chief Milnor addressed Council advising he is presently down from having radar in every vehicle to only two operating radars; these radars are approximately 8 to 10 years old. He requested approval to order seven new Kustom Signals Golden Eagle II radar units off of the state contract at a price of \$2,020 each. This would allow for a new radar in each vehicle. He proposed that these be purchased at a total cost of \$14,140.00 utilizing Federal Asset Forfeiture funds in the amount of \$18,554.21. Chief Milnor noted he plans to put the radar units in the CIP for review on intervals of five years.





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Avoca Museum Capital Outlay - Replace / Improvements to Duct Work 010-4105-609.81-30	\$ 10,000.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 10,000.00

#### Summary

At the October 10, 2017 meeting, Council approved to appropriate an amount not to exceed \$10,000 from Reserves to cover the cost to replace HVAC ducts at Avoca Museum.

#### Budget Impact

This will result in a net increase to the budget of \$10,000.00.

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

Adopted this 14th day of November 2017

## Regular Council Meeting—October 10, 2017

Mayor Mattox stated he felt it was a wonderful idea and thanked the Altavista Rotary and all those that contributed to this project.

### f. Avoca Museum Request-Duct Work

Mr. Michael Hudson, Avoca Museum Executive Director, addressed Council and read the following:

Esteemed members of Town Council,

Over the past four years and, indeed, prior to my tenure as your museum's director, Avoca Museum has sought to manage its own yearly finances with less than one-third of its budget supplied by the Town of Altavista. The museum's leadership has consistently found cost-efficient means to serve its guests and meet its organizational goals without continuous requests brought to the Town for additional funding. In short, we have made it a matter of policy to request additional funding only when it is absolutely necessary and when all other available possibilities have been explored.

The Board of Directors join me in gratitude for the town's support and we reach out now to propose a solution for an emergency matter that has arisen here at the museum. Avoca Museum is contending with an issue involving its HVAC ducts and this issue has caused the museum to lose personnel time and incur heating/cooling expenses due to the fragile nature of the mansion's ductwork located in the cellar. The museum currently uses flex ducts in the cellar and those ducts are little more than wire and brittle metallic paper. This system was poorly installed many years ago and it has led to an untold amount of lost funds due to the inefficiency of its design. The flex duct was allowed to sag between points where it was attached to the structure, causing a sluggish movement of air and heat, making proper air conditioning or heating of the house quite difficult. Unfortunately, repairs using duct tape have met with limited success. The connections found in the duct work lines have "blown out" in many places and have led to a failure of conditioned air to reach the interior of the mansion where it is needed. To exacerbate the matter, small animals have chewed many holes in the ductwork. Two large blow-outs in the lines portend that the issue will continue to get much worse as the fall season prolongs. The Board of Directors and I fear that continued loss of energy will result in higher energy bills. The problem may also bring about a situation in which pipes could freeze in the winter and cause disastrous leaks inside the house. As a result of these challenges as they stand now, the museum is estimated to be losing about 40% of its heating/cooling capability. The Board joins me in a conviction that the situation must be remedied as soon as possible.

The Board of Directors has requested that I propose to Town Council that these insufficient ducts be replaced with sheet metal "hard pipes". We feel that this approach to ducting is most appropriate as it is designed and specifically cut to fit the area where it is needed. The fact that it is made of sheet metal will make hard pipe be more efficient as the ductwork we currently use sags from joint to joint, increasing resistance to air flow. Most importantly, hard pipes do not need to be constantly repaired or replaced. Once hard pipes are installed, resistance and pest issues are sure to be eliminated.

## Regular Council Meeting—October 10, 2017

It would cost the museum \$3,000 to \$3,500 to repair the issues we currently have with the flex duct system. While a significant downturn in the efficiency of the system has called my attention to the matter, I did not learn of the most recent issues until last week. As a result, Avoca Museum is still collecting repair estimates. We anticipate that we will have three or four contractor bids to install hard pipes by Tuesday evening.

The museum has kept to a strict budget for FY '17-'18 and we intend to continue maintaining a strict adherence to it. Thus far, the museum has stayed within its budgetary means, but we have not anticipated an issue this costly. Further compounding our difficulty, the museum did not receive the grant funds this year that it had previously counted upon. With estimates expected to range \$6,000 to \$9,000, Avoca Museum is respectfully requesting assistance that the Town absorb these costs so that the museum will still be able to meet its FY '17-'18 financial obligations.

Please review the estimates we will provide on Tuesday evening and consider whether the Town of Altavista will be able to absorb the cost of installing the hard pipes. We feel that such a decision would be economical, minimize the possibility of continued problems in the years moving forward, and provide an energy-efficient solution to what could grow to a costly issue in the future. Most importantly, it will provide all of us the best means to protect the priceless investment we all have in the mansion.

We thank you for your time and attention to this very important matter. Unfortunately, emergencies arise from time to time. While Avoca Museum seeks to handle as many as we can independently, this emergency is beyond our ability to address in any reasonable amount of time.

Respectfully,  
Michael Hudson  
Executive Director, Avoca Museum

Mr. Higginbotham asked Mr. Hudson if he had obtained any quotes on the installation.

Mr. Hudson advised he has reached out to three contractors with two responding. He would provide this information to Council in an email. He stated the lowest estimate has come in at just over \$9,000.

Mr. Emerson asked why Council needs to wait on this item because it needs to be fixed.

Mrs. Dalton stated it is hard to know what the energy bills will adjust to once the duct work is more efficient.

Mr. Hudson stated the contractors have told him Avoca is losing 40 to 50% yield; noting the heating and cooling bills could be cut in half next year.

## Regular Council Meeting—October 10, 2017

Mrs. Dalton stated the town has a vested interest as the town owns the building.

Mrs. Dalton, seconded by Mr. Emerson, motioned that Avoca work with Town staff on which quote to accept and proceed with replacing Avoca's ductwork in an amount not to exceed \$10,000.

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

Mr. Hudson noted the contractor who bid approximately \$9,000 for the job is offering a life time warranty.

### g. VDOT Rt. 29 Bridge Replacement Project-Right of Way

Mr. Coggsdale advised staff has been working with VDOT representatives regarding the Route 29 Bridge replacement right of way. He noted the right of way will be for both: temporary for construction and permanent for drainage. He advised VDOT will be making an offer to the town in the next few weeks and requested authorization for him and the Town Attorney to negotiate the Right of Way issue with VDOT.

Mrs. Dalton, seconded by Mr. Emerson, motioned that the Town Manager and Town Attorney negotiate the Right of Way issue for the Rt. 29 Bridge Replacement Project with VDOT.

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

## 10. Reports

### a. Town Manager's Report

#### **Staunton River RIFA**



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2018:

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

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Highway Fund Materials & Supplies / Pavement 020-4101-601.60-36	\$ 15,500.00	
Highway Fund Transfer In from Reserves 020-0000-361.01-00		\$ 15,500.00

#### Summary

At the October 10, 2017 meeting, Council approved to appropriate \$15,475 towards the paving of Hillcrest Street.

#### Budget Impact

This will result in a net increase to the budget of \$15,500.00.

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

Adopted this 14th day of November 2017

## Regular Council Meeting—October 10, 2017

Mrs. Dalton, seconded by Mrs. Overbey, motioned to approve the contract with LPDA in regard to the Master Planning services as outlined.

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

### d. Approval of Hillcrest Street to Paving Contract

Mr. Coggsdale advised Town Council has previously indicated that Hillcrest Street would be added to the current year's paving; at the September Work Session when a motion was made/seconded and approved, there was a slight technicality. He requested that Council approve this item to clear the matter up.

Mr. George, seconded by Mrs. Brumfield, motioned to approve the addition of Hillcrest Street to the current paving contract.

Motion carried:

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

### e. Rotary Club Flag Project Funding Request

Mr. Ed McCann, President of the Altavista Rotary, addressed Council. He advised the Altavista Rotary had originally contemplated asking Council for funds to complete their "Flag" project. They are planning to place flags on all the decorative light poles on Main Street, Broad Street and Seventh Street. He stated this idea comes from Mr. Jarvis. He thanked Mr. Steve Farmer for his work in gathering the cost information. The total cost is \$6,100. The first \$2,300 was contributed by the Altavista Rotary for the first 50 flags. He added the Altavista Rotary has been very fortunate to raise the remaining amount.

**LAWHORNE BROTHERS PAVING**  
**DIVISION OF ADAMS CONSTRUCTION COMPANY**  
P O Box 15028  
Lynchburg, VA 24502  
Phone: (434) 239-8821 Fax: (434) 237-1106

Page 1 of 3

**CONTRACT**

**David Garrett**

Email: dgarrett@altavistava.gov

Date: 8-24-17

**Town of Altavista**

Phone: 434-369-6045

**P. O. Box 420**

Job Name: Hillcrest Street

**Altavista, VA 24517**

Job Location: Altavista, VA

Architect:

Date of Plans:

We hereby submit specifications and estimates for the following:

**CHANGE ORDER REQUEST TO PAVE SECTION OF HILLCREST STREET, 925' x 23'**

DESCRIPTION	QTY	UNIT PRICE	TOTAL
SM-9.5A	195 Tons	77.20/ton	\$15,054.00
MILLING	41.33 Square Yards	10.20/Square Yard	\$421.57

NOTE: Quantities will be invoiced per weigh tickets and field measurements.

- ☒ Liquid Asphalt is based on \$ 365.00 per Imperial Ton. Lawhorne Brothers Paving reserves the right to adjust the progress billings and/or final invoice should the cost of liquid increase in the future. This calculation and justification will be based on the actual invoice from our supplier.
- ☒ Haul prices for this project are good for three months. Haul rate is based on \$ \$2.40 per gallon. If after three months price of fuel exceeds \$ \$2.40 per gallon, the pricing will be changed to reflect the increase.
- ☒ Sales Tax for materials is based on 5.3%. Lawhorne Brothers Paving reserves the right to adjust the progress billings and/or final invoice should the sales tax increase.

We propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of:

**AS NOTED ABOVE.**

Payments to be made as follows: **MONTHLY BILLING ON COMPLETED WORK – NET 15 DAYS FROM INVOICE**  
**NON-PAYMENT IN EXCESS OF 60 DAYS WILL CONSTITUTE POSSIBLE LEGAL ACTION.**

**NOTES:**

1. Lawhorne Brothers Paving reserves the right to re-negotiate contract one year from date of acceptance unless completion date is expressed in Project's General Conditions.
2. This contract takes precedence over any subcontract agreement and is considered an attachment to any subcontract Agreement.
3. If the above pricing does not exceed \$30,000.00, this Proposal will serve as the only Contractual Agreement. Any additional Subcontract from Client will require an additional 5% increase in the Contract Amount.
4. Performance Bond &/or Labor and Materials Payment Bond if required will be an additional 1.5% of quoted item.
5. Lawhorne Brothers Paving requires ten day notice prior to mobilization on project.
6. Delays of Client after our mobilization to project will result in a \$410.00 per hour minimum charge.
7. Adverse weather conditions will be subject to re-scheduling of job.
8. Lawhorne Brothers Paving requires a minimum of N/A tons of base stone and N/A tons of asphalt mix per

**ORIGINAL PLEASE SIGN AND RETURN UPON ACCEPTANCE**

# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrrl ID#:

DT-2

See Processing Instructions Below

Requester Steve bond Department Name: Wastewater Treatment Plant Date of Request: 9/21/2017 Fiscal Year: 2018  
 Phone #: \_\_\_\_\_ Email Address: sbond@altavista.gov

Reason for Transfer:

Transfer of funds within the department to cover the cost to replace the Solids PC that is currently running Windows XP. Windows XP was deemed end of life on April 8th 2014. There is no antivirus or windows pathcing working on this desktop.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60-02	\$1,970.00	Mat & Suppl / Office Supplies	
Total Debits:		\$1,970.00	

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
050-5101-702-60-50	-\$1,970.00	Mat & Suppl / Lab Test Equip	
Total Credits:		-\$1,970.00	

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Jobie C. Shultz 9/25/2017  
 Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



# DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer JrmI ID#:

DT-3

See Processing Instructions Below

Requester Mike Milnor Required Department Name: Police Department Required Date of Request: 10/11/2017 Fiscal Year: 2018  
Phone #: \_\_\_\_\_ Email Address: mmilnor@altavistava.gov

Reason for Transfer:

Transfer of funds that were originally budgeted in the office supplies line item for the replacement of the evidence computer, within the department to cover the cost to upgrade the Evidence System that is part of the technology upgrade that Council approved at the October 10th meeting.

Excluding Salary/Wages Line Items

## DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.81-04	\$500.00	CIP / Replacement - Equipment	

Total Debits: \$500.00

## CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - REQUIRED FIELD (Limit to 30 Characters)	Reference
010-3101-501.60-02	-\$500.00	Office supplies	

Total Credits: -\$500.00

Total Credits and Total Debits must be equal zero.

## Approvals Required:

Robin C. Philtrix 10/11/2017  
Prepared By Date Phone

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

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

Attachment #: | **2d** |

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

**Subject Title:** | **CY2018 Town Council Meeting Calendar** |

### **SUBJECT HIGHLIGHTS**

**CY2018 Town Council Meeting Calendar:** Per the attachment, staff is seeking final approval of the CY2018 Town Council Meeting Calendar as presented. No Council Work Session is scheduled in December.

**Staff recommendation, if applicable:** Per direction at the October Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for approval.

**Action(s) requested or suggested motion(s):** Motion to approve the CY2018 Town Council Meeting Calendar as presented.

### **Staff Review Record**

---

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

List them in the order they should appear in packet? **CY2018 Town Council Meeting Schedule**

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*

## CY 2018 Town Council Schedule Town of Altavista

The Altavista Town Council meets the second Tuesday (Regular Meeting) at 7:00 p.m. and the fourth Tuesday (Work Session) at 5:00 p.m. of each month in the Town Hall Council Chambers of the J.R. “Rudy” Burgess Municipal Building, located at 510 Seventh Street. Except for periods of closed session that may be called within a meeting, the business sessions are open to the public. The following schedule is for regular meetings (RM) and work sessions (WS) for Calendar Year 2018. The Mayor and Town Council also may meet at other times and/or places in Special Meetings, which also are open to the public.

Month	Date
January RM	January 9 <sup>th</sup>
January WS	January 23 <sup>rd</sup>
February RM	February 13 <sup>th</sup>
February WS	February 27 <sup>th</sup>
March RM	March 13 <sup>th</sup>
March WS	March 27 <sup>th</sup>
April RM	April 10 <sup>th</sup>
April WS	April 24 <sup>th</sup>
May RM	May 8 <sup>th</sup>
May WS	May 22 <sup>nd</sup>
June RM	June 12 <sup>th</sup>
June WS	June 26 <sup>th</sup>

Month	Date
July RM	July 10 <sup>th</sup>
July WS	July 24 <sup>th</sup>
August RM	August 14 <sup>th</sup>
August WS	August 28 <sup>th</sup>
September RM	September 11 <sup>th</sup>
September WS	September 25 <sup>th</sup>
October RM	October 9 <sup>th</sup>
October WS	October 23 <sup>th</sup>
November RM	November 13 <sup>th</sup>
November WS	November 27 <sup>th</sup>
December RM	December 11 <sup>th</sup>
December WS	NO MEETING



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | **7e** |

Attachment #: | **2e** |

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

**Subject Title:** | **Acceptance of the FY2017 Financial Report (Audit)** |

### **SUBJECT HIGHLIGHTS**

**Acceptance of the FY2017 Financial Report (Audit):** David Foley, Robinson, Farmer, Cox Associates presented the Town's FY2017 Financial Report at the October Work Session. Per Council's direction this item is placed on the November Regular Meeting Consent Agenda for acceptance.

**Staff recommendation, if applicable:** Per direction at the October Work Session, staff has placed this item on the November Regular Meeting Consent Agenda for acceptance.

**Action(s) requested or suggested motion(s):** Motion to accept the FY2017 Financial Report (Audit).

### **Staff Review Record**

---

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable: *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:** November 14, 2017

Agenda Item #: | 9a |

Attachment #: | 3 |

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

**Subject Title:** | Housing Study Committee Recommendation |

### **SUBJECT HIGHLIGHTS**

The Altavista Town Council appointed a Housing Study Committee at their September 26, 2016 Work Session. The original committee has been reduced from seven to four members for various reasons. At this time, Shawn Stone will address Council and update them on the Housing Study Committee work and recommendation.

The remaining members of the committee are: Laney Thompson, Agnes Anderson, and Marie Mitchell.

**NOTE:** The Altavista Economic Development Authority (AEDA) has discussed the creation of a new Strategic Plan related to economic development efforts in the town. At the last AEDA meeting it was discussed that addressing housing could/should be a component of that process. This may be an opportunity to address housing within a larger context.

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

### **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

---

**Meeting Date:** November 14, 2017

Agenda Item #: | **9b** |

Attachment #: | 4 |

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

**Subject Title:** | “Blessing Box” location consideration |

### **SUBJECT HIGHLIGHTS**

Recently, staff was approached by Mr. Tony Mayhew regarding the placement of a “Blessing Box” on town property. A “Blessing Box” is a box similar to the “little free libraries” concept where individuals can place non-perishable food for those in need to pick up for their use. The box would be built and installed by the Order of the Confederate Rose (women’s auxiliary of the Sons of Confederate Veteran’s Camp 2117 Campbell Guard). Their preferred location would be in the proximity of Town Hall.

There is a similar box on Main Street in Gretna (see attached article).

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

### **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? **News article**

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*

[http://www.godanriver.com/news/pittsylvania\\_county/gretna-woman-brings-blessing-box-to-main-street/article\\_21a9c2e6-6da3-11e7-89ab-87f8b4868371.html](http://www.godanriver.com/news/pittsylvania_county/gretna-woman-brings-blessing-box-to-main-street/article_21a9c2e6-6da3-11e7-89ab-87f8b4868371.html)

## Gretna woman brings blessing box to Main Street

Celille Simkiss Jul 20, 2017



The blessing box in Market Square next to Carter Bank & Trust in Gretna is stocked with all sorts of goods for anyone in need.

[Buy Now](#)

Matt Bell/Register & Bee

**GRETNA** — Gretna resident Marsha Huffman has created a “blessing box” in an attempt to help feed anyone who needs it.

The box is similar to the “little free libraries” where residents can drive up and take what they need and give back when they can. The box is located in an empty lot on Main Street in Gretna, next to Carter’s Bank. The box is unlocked all day, and mostly unmonitored.

“I’d seen it online a long time ago, and thought it was the awesomest idea,” Huffman said. “We asked Gretna High School’s shop class to build it for us, and got the material to them. They didn’t have a chance to finish before school was out, so my husband and I finished it.”

Huffman joked that it took her and her husband a while to finish it because they “are not carpenters.” They are proud of the response it’s seen since it was placed last week.

“Each morning when I come by, I see cans and boxes in there,” Town of Gretna Clerk-Treasurer Patsy Thompson said. “We don’t want to embarrass somebody if they’re coming in to take something out, but it’s being stocked.”

There is a limit to what foods can be put in the box, due to its location and lack of refrigeration. It is placed in a parking lot in full sun, so food that is placed in the box needs to be non-perishable and not heat sensitive.

“I went down and straightened it up ... and a little lady came and took some food,” Huffman said. “It was really humbling.”

Huffman keeps an eye on the box throughout the day, and said if she sees foods in there that should not be out in the heat for any length of time, she will remove it.

Small, easy to cook items like ravioli, spaghetti and sauce, and macaroni and cheese have come and gone from the boxes, from what Huffman has seen.

"I don't think anyone should go hungry," Huffman said. "My mother was adamant that no one ever leave her house hungry, and I'm just like her. I just feel that this community could use it. I'm hoping people will pay it forward."

Huffman isn't sure if she'll create more boxes. She's hoping to see other community members build them. She'd like to place one at the church where her parents attended, since her mother was her inspiration for the box.

Simkiss reports for the Danville Register & Bee.

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**Ceillie Simkiss reports for the Danville Register & Bee. Contact her at [csimkiss@registerbee.com](mailto:csimkiss@registerbee.com) or (434) 791-7981.**

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**Ceillie Simkiss**

Pittsylvania County Reporter





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | **9c** |

Attachment #: | 5 |

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

**Subject Title:** | FY2019 Budget and Capital Improvement Program (CIP) discussion |

### **SUBJECT HIGHLIGHTS**

Attached is the draft FY2019 Budget Calendar for Council's review. This would also be an appropriate time for Council to provide any feedback/thoughts on goals and objectives that they would like staff to pursue during the departmental and revenue consideration of the draft budget.

In addition, the Altavista Community Transit System (ACTS) proposed budget is attached for your review. Staff is providing the budget to Council this evening, so you can review it and staff will make a presentation and entertain Council's questions at the November Work Session. In order to have ample time to meet the grant deadlines, staff asks that Council consider adoption of the ACTS budget at their December 12<sup>th</sup> Regular Meeting.

**Action(s) requested or suggested motion(s):** Approve the FY2019 Budget Calendar (as presented/amended).

### **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? **Budget Calendar, ACTS Memo; ACTS Proposed Budget**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## **PROPOSED BUDGET CALENDAR FY 2019 BUDGET PREPARATION**

<b><u>November</u></b>	<b>Begin revenue forecasts, review Transit Budget; (Grant deadline is January), instruct department managers, and distribute copies of dept. budgets</b>
<b><u>December 12</u> (Tuesday)</b>	<b>Public Input Session for FY 2019 Budget to be held during Council meeting.</b>
<b><u>January 12</u> (Friday)</b>	<b>Department requests due by 5:00 p.m.</b>
<b><u>January 16</u> (Tuesday)</b>	<b>Written requests from outside agencies and non-profits due by this date</b>
<b><u>January 23</u> 5:00 p.m. (Tuesday)</b>	<b>Outside agencies/non-profits requesting funding should attend Council Work Session. Revenue discussion.</b>
<b><u>February 19</u> (Monday)</b>	<b>Council receives Draft Budget document</b>
<b><u>February 27</u> 5:00 p.m. (Tuesday)</b>	<b>Council Budget Work Session / CIP discussion</b>
<b><u>March 27</u> 5:00 p.m. (Tuesday)</b>	<b>Council Budget Work Session</b>
<b><u>April 10</u> 7:00 p.m. (Tuesday)</b>	<b>First Reading of Budget/Designate Public Hearing for May 8<sup>th</sup></b>
<b><u>April 18</u> (Wednesday)</b>	<b>First Public Hearing Advertisement</b>
<b><u>April 25</u> (Wednesday)</b>	<b>Second Public Hearing Advertisement</b>
<b><u>May 8</u> 7:00 p.m. (Tuesday)</b>	<b>Public Hearing on the FY2019 Budget</b>
<b><u>June 12</u> 7:00 p.m. (Tuesday)</b>	<b>Council Meeting to approve FY2019 Budget</b>



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager DNW

**Date:** November 7, 2017

**Re:** ACTS Budget Request

Each year I apply for a grant through the Department of Rail and Public Transportation, DRPT, for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of the CIP items. The next grant application is due on January 31, 2018 and Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding.

The adopted FY2018 operations budget is \$99,800 and the CIP is \$64,000. The amount I would like to request for the FY2019 operations is \$100,950 and for the CIP is \$3,000. On the operations side, several line items have been reduced, based on prior years, but the minor overall increase was due to the change in the salary of the Assistant Town Manager, which was changed based on the Classification & Compensation study. The \$3,000 in the CIP is for replacing the ATM's computer, which is on a 5-year replacement cycle. There was \$12,000 in the FY2019 for two bus shelters but that has been moved out to FY2020.

### Background

As of the end of December 2017 ACTS will have been in operation for 7 full calendar years and 6 full fiscal years. This past year ACTS experienced a slight growth from 2016, and had the second highest annual ridership. For the past year, ACTS averaged over 80 passenger trips per day which is double the number of trips during the first year of operation. ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively.

Summer hours run June through September and for the 6<sup>th</sup> consecutive year a very generous citizen and supporter of ACTS provided an anonymous donation that provided free fares for these same months. Staff ordered a replacement bus in July 2017 to replace a bus that was purchased in 2010 and has over 130,000 miles. The new bus should be put into service in January 2018. The buses travel nearly 50,000 miles per year and while the system started out with two new buses the schedule is to purchase a new bus every other year.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Yearly Total
<b>FY2011</b>							391	590	481	495	551	1,617	<b>4,125</b>
<b>FY2012</b>	1,364	1,499	1,021	805	849	1,076	813	875	983	872	1,028	2,026	<b>13,211</b>
<b>FY2013</b>	1,850	1,962	1,618	1,176	1,083	979	939	1,015	968	1,152	1,362	2,272	<b>16,376</b>
<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	<b>20,230</b>
<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	<b>24,449</b>
<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	<b>21,848</b>
<b>FY2017</b>	1,832	2,213	2,184	1,942	2,075	1,824	1,334	1,609	1,616	1,555	1,622	2,953	<b>22,759</b>
<b>FY2018</b>	1,722	1,915	1,928	<b>1,558</b>									<b>7,123</b>

Staff continues implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2013. Incremental raises have brought the part-time drivers' hourly rates closer to industry standards. Extended summer hours continue to add convenience for the citizens and the deviated route to the Hurt Medical Center continues to be utilized on a weekly basis. Both extended summer hours and deviation to the Town of Hurt will continue.

ACTS continued partnering with the Altavista Combined School, a joint effort with the school to teach the special needs students about access to community resources and how to access public transportation. While this continues to be a very successful endeavor, the school has reduced the number of days from 3 to 2 and this will be reflective in the passenger trips for the coming year. Staff will provide an annual report to the DRPT in January 2018.

### **Budget Request**

Staff requests permission to apply for grant funding for operations in the amount of \$100,950 and \$3,000 for CIP. The estimated town match would be \$33,600 for operations and \$600 for CIP.

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS
FY 2019		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	INCLUDED IN EACH ACCOUNT
<u>TRANSIT DEPARTMENT</u>							
<u>OPERATIONS</u>							
6101-403.10-02	SALARIES AND WAGES / REGULAR	53,036.00	55,121.76	58,293.45	62,400.00	65,600.00	Includes 40% of the Asst. Town Manager's salary, 5% of the Fleet Maintenance supervisor's salary and the 5 PT bus drivers. Includes \$1,900 to be used to fund performance evaluations
6101-403.20-02	BENEFITS / FICA	4,143.50	4,290.99	4,520.92	4,800.00	5,050.00	
6101-403.20-04	BENEFITS / VA RETIREMENT SYSTEM	2,554.46	2,609.52	2,907.64	3,250.00	3,500.00	11.42% (FY 19 rate is unknown at this time)
010-6101-403.20-06	BENEFITS/ GROUP MEDICAL	0.00	0.00	280.32	500.00	500.00	
6101-403.20-08	BENEFITS / GROUP LIFE INSURANCE	277.94	283.92	333.00	500.00	500.00	1.31% (FY 19 rate is unknown at this time)
6101-403.20-10	BENEFITS / WORKER'S COMP	1,066.28	1,287.00	1,427.00	1,500.00	1,600.00	Current premium is \$1,427
010-6101-403.30-06	CONTRACTUAL SERVICES / ADVERTISING	205.00	365.80	241.25	1,000.00	1,000.00	Brochures, banners, newspapers, radio ads, advertising products -
010-6101-403.30-08	CONTRACTUAL SERVICES / MAINTENANCE SVC CONTRACTS	0.00	184.00	0.00	500.00	500.00	Computer Program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350.00 charged to transit. \$150 for ITG and contract repairs related to ACTS.
010-6101-403.30-14	CONTRACTUAL SERVICES / MISC & PROFESSIONAL SVCS	4,894.02	150.00	300.00	300.00	300.00	Professional services. Misc. to be used, if needed for printing of passes and schedules.
					<b>74,750.00</b>	<b>78,550.00</b>	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					
FY 2018		CLOSE OF EACH FISCAL YEAR			<u>Adopted</u>	<u>REQUEST</u>	<u>BRIEF DESCRIPTION OF ITEMS</u>
		<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>FY 2018</u>	<u>FY 2019</u>	<u>INCLUDED IN EACH ACCOUNT</u>
010-6101-403.30-16	CONTRACTUAL SERVICES / PHYSICALS	230.00	205.00	140.00	300.00	250.00	Required drug testing and physicals for new hires as well as quarterly drug screening for drivers.
010-6101-403.50-08	OTHER CHARGES / TELECOMMUNICATIONS	920.76	987.82	698.62	1,200.00	1,000.00	Cell phone for administrator. Any repairs or upgrade to bus communication radio.
010-6101-403.50-12	OTHER CHARGES / MOTOR VEHICLE INSURANCE	888.00	1,144.00	1,496.00	1,300.00	1,400.00	Insurance for 2 buses and transit vehicle.
010-6101-403.50-24	OTHER CHARGES / SUBSISTANCE & LODGING	327.96	483.09	152.40	500.00	500.00	Travel for conferences, board meetings, training, required DRPT meetings. *Most of this is reimbursed 100% through RTAP grant funding. No change
010-6101-403.50-26	OTHER CHARGES / CONVENTIONS & EDUCATIONS	169.78	181.00	14.00	800.00	500.00	CTAV Annual conference. CTAV training; DRPT required training; video resources training for drivers.
010-6101-403.50-28	OTHER CHARGES / DUES & ASSOC MEMBERSHIPS	125.00	147.50	125.00	150.00	150.00	CTAV membership. In the past this item has been charged to 30.14 Misc. and Professional Services.
010-6101-403.50-33	OTHER CHARGES / MISCELLANEOUS / INDIRECT	0.00	0.00	0.00	0.00		
010-6101-403.50-35	OTHER CHARGES / MISC / FIXED COSTS	0.00	0.00	0.00	0.00		
					<b>4,250.00</b>	<b>3,800.00</b>	

TOWN OF ALTAVISTA		ACTUAL BALANCES AT THE					BRIEF DESCRIPTION OF ITEMS
FY 2018		CLOSE OF EACH FISCAL YEAR			Adopted	REQUEST	
		FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	INCLUDED IN EACH ACCOUNT
010-6101-403.60-02	MATERIALS & SUPPLIES / OFFICE SUPPLIES	231.52	225.51	319.42	250.00	300.00	Misc. office supplies, paper, pens, note pads,
010-6101-403.60-06	MATERIALS & SUPPLIES / FUELS & LUBRICANTS	16,876.69	13,233.82	12,343.82	16,000.00	14,000.00	Fuel for buses; reduced based on lower fuel costs and 2 year history.
010-6101-403.60-08	MATERIALS & SUPPLIES / VEHICLE / EQUIP R&M	3,573.29	3,491.51	2,589.16	3,750.00	3,500.00	One set of tires per bus. All parts for the buses. Reduced because of a newer fleet at this time.
010-6101-403.60-14	MATERIALS & SUPPLIES / OTHER OPERATING SUPPLIES	477.73	58.08	284.29	500.00	500.00	Used for 1st Aid supplies, gloves, first aid kits, disinfectants.
010-6101-403.60-18	MATERIALS & SUPPLIES / SUPPLIES	252.54	238.52	127.67	300.00	300.00	Cleaning and deodorizing supplies for inside and outside of vehicles.
					20,800.00	18,600.00	
TOTAL					99,800.00	100,950.00	
CAPITAL OUTLAY							
010-6101-403.81-02	CAPITAL OUTLAY / REPLACE / VEHICLE	0.00	59,858.00	0.00	64,000.00	0.00	
010-6101-403.81-04	CAPITAL OUTLAY / REPLACE / EDP EQUIP (COMPUTER)	1,750.05	0.00	0.00	0.00	3,000.00	On a 5-year replacement cycle.
010-6101-403.82-06	CAPITAL OUTLAY / NEW / MACHINERY & EQUIPMENT	21,738.00	6,870.00	4,500.00	0.00	0.00	
010-6101-403.82-30	CAPITAL OUTLAY / NEW / IMPROVEMENTS OTHER THAN BLDG	12,825.00	2,221.24	0.00	0.00	0.00	\$12,000 for bus shelters was in FY2019 but has been moved out to FY2020.
TOTAL CIP					64,000.00	3,000.00	



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | **9d** |

Attachment #: | 6 |

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

**Subject Title:** | GO Virginia Project Resolution of Support |

### **SUBJECT HIGHLIGHTS**

The Region 2000 Local Government Council (LGC) has submitted a letter indicating interest in funding by GO Virginia Region 2 for a worker training program. The attached letter from the LGC to the Office of Economic Development at Virginia Tech (fiscal agent for GO Virginia Region 2) sets forth the intention to apply for \$300,000, as outlined.

At this point, staff would like to know if the Town Council would like to adopt a resolution of support to the VT OED in regard to the funding request. Draft Resolution is attached.

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

### **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? **LGC letter to Provo; Draft Resolution**

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*



828 Main Street  
12th Floor  
Lynchburg, VA 24504



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[www.region2000.org](http://www.region2000.org)

October 19, 2017

John A. Provo, Ph.D.  
Director  
Office of Economic Development (0373)  
Outreach and International Affairs  
Virginia Tech  
702 University City Blvd.  
Blacksburg, VA 24061

Dear Dr. Provo:

On behalf of the many partners throughout the Go Virginia Region 2, Virginia's Region 2000 Local Government Council, as the proposed fiscal agent, is submitting this letter to indicate our interest in applying for the first round of funds that become available for Region 2. We seek your input and feedback on this proposal as we begin developing the final application.

Specifically, the GoVA Talent Collaborative in the 18 jurisdictions in Go Virginia Region 2 seeks \$300,000 to stimulate the region's economic growth by closing the skill and interest gaps in middle-to-high skilled occupations in Manufacturing, Healthcare, and Information Technology. Our work will be accomplished by making two strategic investments that will create both immediate and long-range results.

**Existing Worker Training Program:** We propose to start an existing worker training program that helps priority industries further develop their talent and training to remain competitive in both regional and global markets. The training is business driven and responds to changes in market conditions as well as the introduction of new technology into the workplace. The program will pay for up to 90% of the cost of training for existing workers that are ready to move into higher wage technical or leadership positions. Existing worker training programs have been successful across the United States and the Region 2 Talent Collaborative needs an infusion of non-federal funding to launch it here. By helping businesses train and promote their existing workers into high demand areas, our talent collaborative will better respond to business needs and build the talent pipeline needed to fill other vacant positions. This proposal will provide two years of funding to launch the program.

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**Skills and Interest Campaign:** We propose to create a Region 2 Career and Technical Interest Campaign to address the interest gap in hard-to-fill, technical occupations across all priority industry clusters. Partners will work directly with those businesses to identify the top 20 occupations and the training needs for them. Based on that feedback, marketing resources will be deployed to develop career pathways and a multimedia campaign to educate students and parents regarding those career opportunities. Short videos and web content will be made on each occupation, highlighting local businesses, training opportunities, potential wages, and other benefits of that career choice. This model will also build a sustainable career pathway system by directly engaging employers for on-going resources to maintain and update the career pathways for high demand, living wage occupations. This campaign will also include hands-on career exploration opportunities for students to better understand the skills, training and work expectations for our region's employers.

**Primary Applicant:**

Virginia's Region 2000 Local Government Council  
828 Main St #12, Lynchburg, VA 24504

**Jurisdictions to be served:**

Cities of Covington, Lynchburg, Radford, Roanoke, and Salem; the counties of Alleghany, Amherst, Appomattox, Bedford, Botetourt, Campbell, Craig, Floyd, Franklin, Giles, Montgomery, Pulaski, and Roanoke, and the Towns of Amherst, Altavista, Appomattox, Bedford, Blacksburg, Brookneal, Christiansburg, Clifton Forge, Floyd, Glen Lyn, Narrows, Pearisburg, Pembroke, Pulaski, Vinton, Rich Creek, Boones Mill and Rocky Mount.

**Partners:**

Virginia's Region 2000 Workforce Development Board  
Virginia's Blue Ridge Works  
New River-Mount Rogers Workforce Development Board  
Virginia's Region 2000 Local Government Council  
Roanoke Valley-Alleghany Regional Commission  
New River Valley Regional Commission  
Central Virginia Community College  
Virginia Western Community College  
Dabney S. Lancaster Community College  
New River Community College  
Lynchburg Regional Business Alliance  
Roanoke Regional Chamber of Commerce  
Montgomery County Chamber of Commerce  
Floyd County Economic Development

Serving Amherst, Appomattox, Bedford and Campbell Counties;  
the Towns of Altavista, Amherst, Appomattox, Bedford and Brookneal; and the City of Lynchburg.

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### Budget & Leveraged Funds

Category	GoVA Funds	Leveraged Funds	Total Costs
<b>Existing Worker Training Program</b>			
Existing Worker Training	\$210,000	\$315,000	\$525,000
Business Engagement Personnel	\$0	\$90,000	\$90,000
<b>Skills and Interest Campaign</b>			
Marketing Campaign	\$55,000	\$80,000	\$135,000
Youth Career Expo's	\$15,000	\$25,000	\$40,000
<b>Administrative Costs</b>	\$20,000	\$40,000	\$60,000
<b>TOTAL</b>	<b>\$300,000</b>	<b>\$550,000</b>	<b>\$850,000</b>

Leveraged funds for the Existing Worker Training Programing will be provided through a 50% employer match and the present, but limited, federal funds that are available to support existing worker training. The salaries of Business Engagement personnel at each of the Workforce Development Boards will also be leveraged to deliver the program.

Leveraged funds for the Skills and Interest Campaign will come from federal funding for workforce system outreach, in-kind support from Workforce Development Boards, Chambers of Commerce, and the salaries of personnel at the Regional Commissions and Council.

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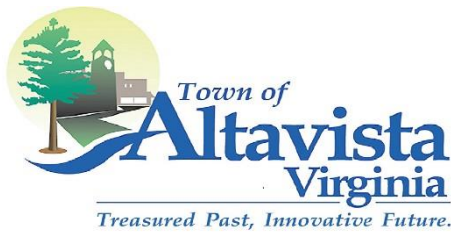
Your feedback is greatly appreciated.

Sincerely,

Gary Christie  
Executive Director  
Virginia's Region 2000 Local Government Council

Sincerely,

Ben S. Bowman  
Executive Director  
Virginia's Region 2000 Workforce Development Board



---

***Town Council***

At the regular meeting of the Altavista Town Council held on the 14<sup>th</sup> day of November 2017 in the Council's Chambers of the J.R. Burgess Municipal Building, Altavista, Virginia:

WHEREAS GO Virginia is a statewide initiative to advance economic development through regional collaboration; and

WHEREAS economic development entities throughout the GO Virginia Region 2, which includes the Town of Altavista, have developed a proposal to further stimulate the region's economic growth; and

WHEREAS, that proposal includes closing the skills and interest gap in middle-to-high skilled occupations in Manufacturing, Healthcare and Information Technology; and

WHEREAS, the proposal specifically calls for an existing worker training program and a skills and interest campaign; and

WHEREAS, the Altavista Town Council has a commitment to the continued economic vitality of the region; and

WHEREAS, the programs outlined in the proposal stand to benefit Town of Altavista industry as well as industry throughout the GO Virginia Region 2;

NOW THEREFORE BE IT RESOLVED, that the Altavista Town Council does hereby lend its support to the GO Virginia funding request and encourages the award of funding for the programs proposed.

---

J. Waverly Coggsdale, III, Clerk  
Altavista Town Council



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | 9e |

Attachment #: | 7 |

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

**Subject Title:** | Nuisance Property Update |

### **SUBJECT HIGHLIGHTS**

Previously, the Altavista Town Council directed staff to move forward with addressing nuisance properties in town. The first properties addressed are included in attached memo updating the progress.

At this time, staff would like to identify and proceed with up to five more properties and understand what role Council would like to play in the process. Do you want the properties identified and brought back for your consideration or do you want staff to handle and update you as to the progress?

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

### **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? **Memo updating Nuisance property progress**

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*



## MEMORANDUM

**To:** Waverly Coggsdale, Town Manager

**From:** Dan Witt, Assistant Town Manager

**Date:** October 27, 2017

**Re:** Nuisance Properties Update

In August & September Town Council had discussions about the nuisance ordinance and staff identified 6 structures that Council requested be addressed using current ordinances. This purpose of this memo is to provide an update as to the status of each and provide before and current photos of each.

1. 1221 Main Street was engulfed in vegetation and uninhabitable. Staff met with the owner and the structure has since been removed, the lot has been cleared and reseeded with grass.





2. 1286 Lynch Road was engulfed in vegetation, the structure had damage to the porch and it was uninhabitable in its current condition. Staff met with the owner's daughter and the intentions were to have the house removed. They are interested in the Town's no interest loan opportunity. To date the asbestos siding has been removed and the usable lumber is now being removed from the house. The remaining materials will be hauled away. Although no deadline has been established, ongoing progress is being made.



3. 1028 & 1030 7<sup>th</sup> Street are located on the same lot and neither home is inhabitable. Staff met with the owner's son, who is a contractor. The intent is to rehabilitate both homes and use them as rental property. The plan is to have the exterior of both homes renovated by the first of the year. That includes new siding, windows, roof, and repair structural issues. The owner has started cleaning up the back yard but the exterior renovations have not started. Once the exterior has been secured, there is no timeframe for the interior renovations.





4. 900 Park Street was gutted by fire in 2017. In August it was engulfed in vegetation and uninhabitable. Staff has met with the owner on multiple occasions, most recently October 27, 2017. The owner said he still has plans to renovate the home to use as rental property, however, he has no plans to begin until after the first of the year. Staff pointed out that the building was not properly secured and the owner said he would take care of it 'next week.' Staff has given the owner until November 3<sup>rd</sup> to have this done or it will be done for him. The owner has removed the vegetation and kept the yard mowed.



5. 301 Hughes Street is structurally unsound, windows were broken out and the structure was engulfed in trees and shrubs. After receiving notice the owner came in and met with staff. He informed staff that he was in the process of getting bids to have the structure removed. Staff has followed up with the owner via a letter on October 25<sup>th</sup> and phone call on October 27<sup>th</sup>. The owner has received 2 quotes for removal, \$12,000 and \$14,000. He is interested in speaking with the person who is removing the structure and salvaging the lumber on Lynch Road and staff is going to assist with this information. Other than keeping the yard mowed, no other progress has been made to date.





## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** November 14, 2017

Agenda Item #: | 9f |

Attachment #: | 8 |

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

**Subject Title:** | Appointments |

### **SUBJECT HIGHLIGHTS**

Currently, a member of the Board of Zoning Appeals term has expired. Staff would like to know if you would like to approach the individual currently serving in this capacity for reappointment. If so desired, Council could address this issue in Closed Session.

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

### **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:** November 14, 2017

Agenda Item #: | 9g |

Attachment #: | 9 |

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

**Subject Title:** | VDOT Comprehensive Roadside Management Program |

### **SUBJECT HIGHLIGHTS**

Previously, staff has been reviewing the feasibility of having landscaped areas (existing or proposed) in the street right of way. VDOT has a program that covers their right-of ways and a local government, private business, individual, or civic organization can participate. (A description of the program is attached.) Staff is exploring to see if Council is interested in developing a complementary program that would provide the same opportunity for local businesses, individuals or civic organizations to contribute to the landscaping costs of areas owned by the Town or the right-of-way that is under the Town's control and not covered under VDOT's program.

If Council is interested, staff would seek your assistance in identifying which areas should be included. Staff would create the necessary document that would be needed to promote the program. If the areas fall within the VDOT right of way, then the existing VDOT program would be used for those areas.

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

### **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 Comprehensive Roadside Management Program details; Roanoke County webpage information**

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*



Landscaping projects with "Landscaping By" sponsor signs are allowed in VDOT right-of-way through the [VDOT Comprehensive Roadside Management Program](#).

For most locations, an investment of \$7,500 in landscaping material, labor and maintenance for five years is required to be eligible for the program. The "Landscaping By" sign must meet [VDOT requirements](#) and cannot be counted against the \$7,500 investment.

This program is a public-private partnership between VDOT, Roanoke County and the interested business. A public hearing and a Resolution of Support from the Board of Supervisors is required as part of the package submitted to VDOT for approval.

# **Guidance for the VDOT Comprehensive Roadside Management Program**

## **Participation (Eligible Entities)**

- Local government, private business, community, individual, or civic organization
- May fully fund the development, establishment, or maintenance, or any combination of these, of landscaping a segment of the right-of-way upon
- Application to, and approval by, a designated department representative.

Such entities are eligible to participate as:

- A single local government;
- A local government partnership between one or more contiguous local governments;
- A private business, civic organization, community or individual through sponsorship by a local government or local government partnership.
- Such entities are eligible to participate as a donor through the local government by providing to the local government cash or non-cash contributions.

## **Acknowledgement signs**

- Signs acknowledging the name or logo, or both, of participating entities may be authorized for erection at the project site.
- However, no acknowledgment signs installed pursuant to this program shall remain in place for more than 10 years.
- In order to be recognized, an entity must provide a minimum cash or in-kind contribution to the permittee for the landscaping activity as specified below. Such contribution shall allow an acknowledgement sign for five years, unless the need arises for removal or relocation of the sign. Cost of the acknowledgement sign shall not count toward the minimum contribution requirement.

## **Application requirements**

All program activities must be applied for by the local governments within the jurisdiction in which the activity is proposed to occur in accordance with the General Rules and Regulations of the Commonwealth Transportation Board (24 VAC 30-20-20 and 24 VAC 30-20-80), and the Land Use Permit Manual (24 VAC 30-150). The Land Use Permit Manual and the general rules may be obtained from the Virginia Department of Transportation, Asset Management Division, 1401 E. Broad Street, Richmond, Virginia 23219,

- Single activity or segment permit. A local government may apply for a permit for each individual proposed activity or for all proposed activities on a specific route.
- Jurisdiction-wide permit. A local government may apply for a jurisdiction-wide permit to cover all proposed activities occurring within that local government's jurisdictional boundaries on the right-of-way. Such jurisdiction-wide permits must be renewed on an annual basis from the date of permit issuance.

The application shall be in the form prescribed by the Land Use Permit Manual and shall at a minimum include:

- The name, telephone number, and complete mailing address of the local government and the authorized local government representative who shall be officially designated by the local government as having full administrative and operational authority over all proposed activities;
- A maintenance agreement that outlines obligated specific maintenance activities and responsibilities, projected maintenance costs, and related funding commitments necessary to ensure areas are maintained and performing as originally permitted; and
- A formal resolution [of endorsement] from the local governing body, adopted subsequent to a public hearing during which the proposed landscaping activities are made available for review. The local governing body shall provide written notification to the department of its intention to hold such a hearing no later than 14 days prior to such hearing. Such notification shall be made to the Virginia Department of Transportation, Asset Management Division Administrator, 1401 E. Broad Street, Richmond, Virginia 23219.

### **Conditions**

In order to participate in the program, each project must comply with the Land Use Permit Manual and the following considerations.

- All work shall be performed by qualified local government personnel or qualified individuals acting as an agent of the permitted local government.
- Such work shall comply with all departmental specifications, standards, policies, and guidance and all applicable federal, state, and local government policies, laws, regulations, and ordinances.
- Any permitted activity must ensure a net improvement to existing right-of-way conditions and impose no net operational or financial burden to the department as determined by the department.
- The permittee shall be responsible for the maintenance of the permitted areas in perpetuity. In the event the permittee fails to adequately maintain the improvements, the department may, at its discretion, revoke the permit. Prior to such revocation, the department may, at its discretion and at the permittee's expense, return the permitted area to its original condition.
- The master plan, project concept plan, sketches, drawings, estimates, specifications, and descriptive text of all activities and any required federal, state, or local permits shall be available for review by the department at all times.
- The site must not be scheduled for future construction as defined within the department's current six-year improvement plan which would conflict with the activities proposed on the project;
- The site must contain sufficient right-of-way to reasonably permit planting and landscaping operations without conflicting with safety, geometric, and maintenance considerations,
- The site must not contain overhead or underground utilities, driveways, pavement,

sidewalks, or highway system fixtures including traffic signage or signalization which will conflict with the planting or landscaping operations proposed under the project; and

- The site must not obstruct or interfere with existing drainage conditions along the site.
- The project design shall not include the following design elements:
  - Lighting;
  - Flagpoles or pennant poles;
  - Fountains or water features;
  - Landscaping that depicts or represents any logo, name, or constitutes an advertisement in any form;
  - Statuary, sculpture, or other art objects
  - Pruning or cutting within highway rights-of-way of vegetation with trunk base diameter greater than 4 inches, unless approved by the District Roadside Manager;
  - Any improvements intended to provide greater visibility to any existing or future business, advertisement or advertising structure;
  - Any improvements that obscure or interfere with the view of existing lawfully erected advertising structures from the main traveled way.

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



## **Staunton River RIFA**

- Staff continuing to work with other jurisdictions in regard to creation of the Staunton River Regional Industrial Facility Authority.
- Staff working with legal counsel in regard to the document associated with formation of the RIFA.
- Staff working with Peed & Bortz on the Utility Assessment for this project. Report was presented to Town Council at their October Work Session.
- Staff is working with other jurisdictions and the property owner to decide on “next steps”.

## **Campbell Avenue Drainage Project**

- Project is underway.

## **Rt. 43 Gateway Project (Streetscape/Utilities)**

- Plan progress meeting held with Hurt & Proffitt to go over the project. Plans are being reviewed by staff and additional information is being supplied to the engineer.
- Application filed for additional funds through the VDOT “TAP” process.

## **English Park**

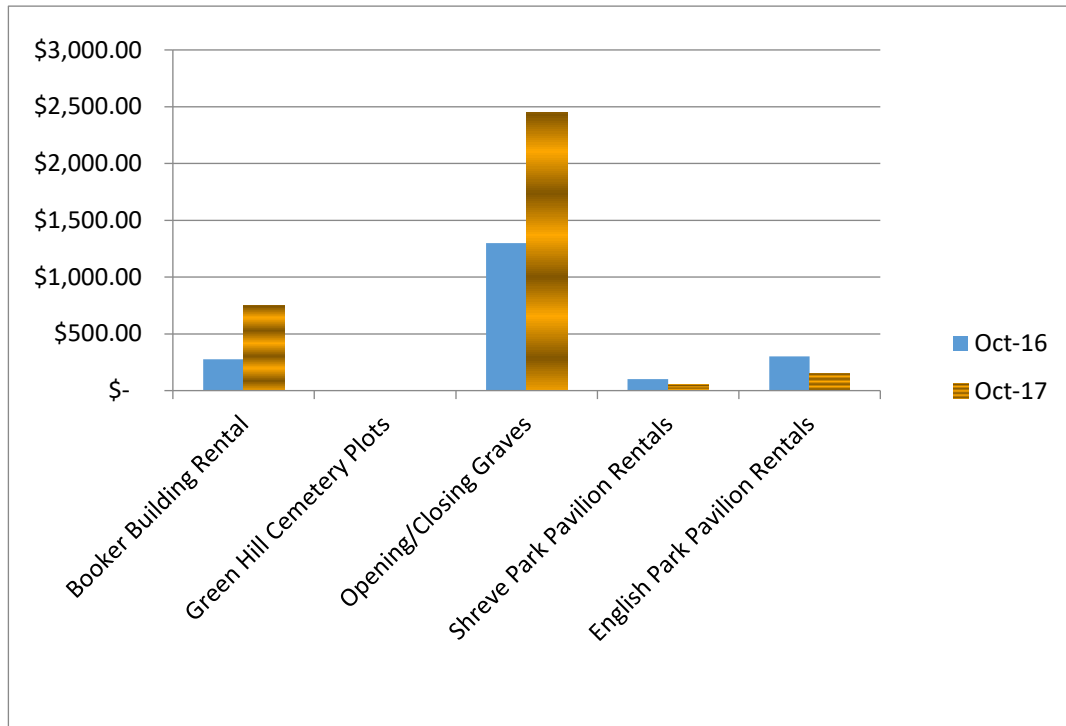
- Property has been transferred to the Town from the County.
- Master Planning (Park and Trails) – Public Input Meeting on Tuesday, November 14<sup>th</sup> 4:00 – 6:30 p.m. at the YMCA (gym).

## **Utility Projects**

- Facility Assessment and Improvement Plan (FAIP)
  - Staff continues to work with Woodard & Curran to complete this document.
  - Woodard & Curran is gathering data to begin the Rate Study.
- Springs Fluoride Improvement Project – Ongoing – VDH Memorandum of Understanding for the second part of the grant has been received/signed and returned to VDH.
- Abbott meter and vault – Working with staff to build vault.



Town of Altavista  
October 2017 Report  
Misc. Revenue Sources



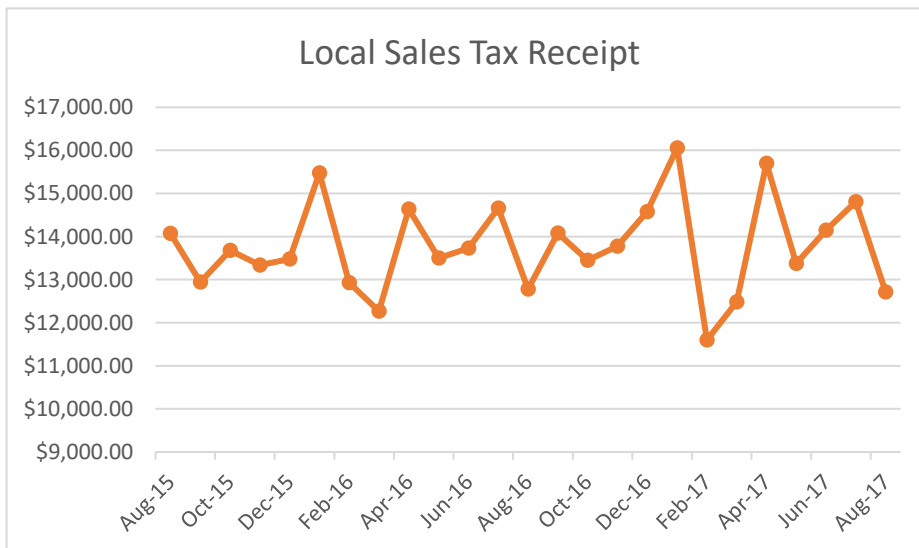
## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

<u>Month</u>	<u>Collections</u>		
Aug-15	\$61,309.00		
Sep-15	\$61,560.00		
Oct-15	\$63,460.00		
Nov-15	\$55,798.00		
Dec-15	\$61,928.00		
Jan-16	\$51,250.00		
Feb-16	\$57,390.00		
Mar-16	\$64,020.00		
Apr-16	\$61,664.00		
May-16	\$62,702.00		
Jun-16	\$64,356.00		
Jul-16	\$77,934.00		
Aug-16	\$79,415.00		
Sep-16	\$78,369.00		
Oct-16	\$77,843.00		
Nov-16	\$76,293.74		
Dec-16	\$80,126.95		
Jan-17	\$71,669.47	<i>FY2017</i>	<b><u>MTD TOTAL</u></b> \$235,718.00
Feb-17	\$74,876.88	<i>FY2018</i>	\$235,668.75
Mar-17	\$82,040.84	+/-	-\$49.25
Apr-17	\$86,217.44		
May-17	\$84,409.32		
Jun-17	\$82,323.07		
Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		



**Town of Altavista  
Local Sales Tax**

Aug-15	\$12,947		
Sep-15	\$13,681		
Oct-15	\$13,337		
Nov-15	\$13,481		
Dec-15	\$15,473		
Jan-16	\$12,926		
Feb-16	\$12,265		
Mar-16	\$14,634		
Apr-16	\$13,503		
May-16	\$13,734		
Jun-16	\$14,657		
Jul-16	\$12,782		
Aug-16	\$14,083		
Sep-16	\$13,446		
Oct-16	\$13,776		
Nov-16	\$14,578		
Dec-16	\$16,055		
Jan-17	\$11,598		<b><u>MTD TOTAL</u></b>
Feb-17	\$12,485	FY2017	\$26,865
Mar-17	\$15,699	FY2018	\$26,314
Apr-17	\$13,372	+/-	-\$551
May-17	\$14,150		
Jun-17	\$14,810		
Jul-17	\$12,712		
Aug-17	\$13,602		



## Monthly Report to Council

**Date:** November 14, 2017

**To:** Town Council

**From:** Dan Witt, Assistant Town Manager

**Re:** October 2017 Reporting

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>
10-Oct	031-17	Todd Carter, 714 Main Street	Change in use to residence at this location
10-Oct	032-17	Lisa Bowers, 1823 Sunset Dr. Altavista	Home Occupation- Esthetics and Massage- Amberella Therapies
12-Oct	033-17	Thomas McCue- 1000 Main Street	Interior renovations and wiring upgrades
20-Oct	034-17	Southern Air, Inc. Lynchburg, VA	103 Ogden Rd new HVAC at this address
27-Oct	035-17	Joseph Monile, 320 Peninsula Pl, Hurt	Contractor Office and Retail Sales at 914 Main St.
31-Oct	012-17	Alysa Campbell, 315 13th Street, Altavista	Vista Fitness 24- 623 Broad Street, Altavista

•

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

- None

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

- November meeting was canceled.
- Staff is working on public hearing notices for SUP application for Vista Pawn at 1000 Main Street. Hearing will be held at December meeting.

### 4. AOT Related

- Nothing noted.

### 5. ACTS Related

- Validated daily ridership and revenue for bus system (October) - see bus report.
- Reimbursements submitted for September FY2018.
- Started working on operations and CIP budgets for FY2019.

### 6. Projects and Administrative Related:

- Updated GIC.
- Certified September bank statements.
- Assisted Emelyn with the 2018 Town Calendar template. She completed the draft and sent it to the printers.
- Attended CEDS meeting in Lynchburg. The committee is working on the vision and objectives for the region's river/blue way system.

- **Route 43 Streetscape and Utility Project**
  - TAP grant application was completed and submitted to VDOT by November 1.
  - Project update meeting is scheduled for November 9<sup>th</sup> at Town Hall.
  - Streetscape – The 7<sup>th</sup> Street section is the first priority. The engineer has been developing preliminary plans from Broad to Bedford to address the ponding water. The centerline profile will be used to design the utility improvements.
  - Utilities – With a proposed centerline profile, the engineer is starting work on the utilities in 7<sup>th</sup> Street. They met with Tom Fore to discuss the location of the new water & sewer line and keeping the existing lines in service.
  - The engineers met with their CADD staff to go over the progress plans. They should have a good set of drawings for review/discussion for the meeting on the 9<sup>th</sup>.
- **Canoe Launch Site**
  - The design is completed and the JPA is in the hands of the Marine Resource Commission.
  - One written objection has been submitted to the MRC, and staff has reached out to this person to try to resolve the matter. If it cannot be resolved the MRC cannot administratively approve the application and the Board will make the decision at one of their meetings, likely in January or February.
  - Staff has not received notice from the DCR Recreational Trails Program Grant that that an application period has started.
  - G&N told staff it would take 30-days to prepare bid documents.
- **Personnel Policy Manual**
  - Staff continued reviewing chapters from the draft policy manual.
- **VDOT Main Street Bridge Replacement**
  - The use of Urban Funds has been approved and a meeting with VDOT has been scheduled for November 14<sup>th</sup> at 1:00PM.
  - Staff (Waverly Coggsdale, John Eller, and Dan Witt) met with VDOT to consider offers for r/w acquisition and construction easements for this project. Staff plans to counter the VDOT offer.
- **Parks and Trails Master Plan**
  - Staff has been working with the consultants at LPDA on this project. A public input meeting is scheduled for November 14, 2017 at the YMCA. This has been advertised in the Journal and other social media methods, Facebook, town GIC, and town website.
  - A survey has been designed and handed out at the meeting but will be available on line, through a survey monkey and distributed at various locations.

## Monthly Staff Report Water Plant

DATE: 11/2/2017  
 TO: Town Manager  
 FROM: Tom Fore  
 DEPARTMENT: Water Treatment Plant  
 MONTH: October

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 9.21 Hours per day which yielded approximately 1,040,000 gallons of water per day.

Rainfall for the month 1.95 was measured at the water treatment plant.

Average Hours per day (week days)	<u>9.75</u>	hrs
Average Hours per day (weekends)	<u>7.89</u>	hrs
Average produced (week days)	<u>1,110,000</u>	gallons per day
Average produced (weekends)	<u>889,000</u>	gallons per day
Total Raw Water Pumped:	<u>32.36</u>	million gallons
Total Drinking Water Produced:	<u>30.71</u>	million gallons
Average Daily Production: (drinking)	<u>980,000</u>	gallons per day
Average percent of Production Capacity:	<u>32.67</u>	%
Plant Process Water:	<u>1,724,560</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>8,300</u>	gallons
Water lost due to leaks	<u>0</u>	
Flushing of Hydrants/Tanks/FD use/Town Use	<u>801,400</u>	gallons
<b>McMinnis Spring</b>		
Total Water Pumped:	<u>7.495</u>	million gallons
average hours per day	<u>13.6</u>	
Average Daily Produced:	<u>249,903</u>	gallons per day
Rain at MC	<u>2.40</u>	
<b>Reynolds Spring</b>		
Total Water Pumped:	<u>30.13</u>	million gallons
average hours per day	<u>10.9</u>	
Average Daily Produced:	<u>200,250</u>	gallons per day
Rain at RE	<u>2.1</u>	
Purchased Water from CCUSA	<u>1,567,060</u>	gallons
Sold to Hurt	<u>2,806,400</u>	gallons
	<u>24,716,13</u>	
Industrial Use	<u>2</u>	gallons

### Comments: Water Plant Activities & CIP Projects:

- 1- Clarion Tank cleaned, BACT taken and back in service
- 2- Electrical upgrade continues with completion expected in November per Southern Air project manager .5 MGD pump is installed with the 1.0 MGD pump to be installed on November 8. Still waiting on main switch over with the old electrical to the new.
- 3- Fluoride equipment installation at Springs will be bid out in November
- 4- Lead and Copper testing and certification completed
- 5- Applied for Design Grant with Virginia Department of Health for generators. Application was denied.
- 6- Industrial users were down during the month of October. Shutdowns are completed and usage is back to normal.

### Wastewater Plant

Date: 11/6/2017  
TO: Town Manager  
FROM: Steve Bond  
DEPARTMENT: Wastewater Plant  
MONTH: October

Average Daily Flow 1.21 MGD

TSS Reduction 99 %

BOD Reduction 98 %

VPDES Violations 0

Sludge ( Regional Land Fill) 151 tons

Rain Total 1.37 Inches      Snow Total \_\_\_\_\_ Inches

### Other Wastewater Activities and CIP Projects:

CIP - The plans for the clarifier have been completed for a biddable set.  
Prebid for clarifier retrofit scheduled for November 8.

### Utilities Distribution and Collection

# of Service Connections	2		
# of Service Taps	1		
# of Meters Read	94	Monthly	
# of Meters Tested	0		
# of Loads of Sludge to Landfill	12		
# of Location Marks made for Miss Utility	72		
# of Meters Replaced	16		
# of Water Lines Repaired	2	# of Sewer Lines Unstopped	2
Locations:		Locations:	
5 Dogwood Lane		1401 Amherst Ave.	
147 Gibson Road		2207 Beech Ave.	

### Other Utilities Distribution and Collection Activities & CIP Projects:

CIP - Abbott water meter installation has begun with the goal of setting the vault by the end of November



## Public Works Monthly Report

### Monthly Staff Report B&G

Date: 11/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Building and Grounds  
MONTH: Oct. 2017

# Burials	2
# of Cremations	1
# of Labor Hours for Green Hill Cemetery	###
# of Curbside Brush Stops	100
# of Curbside Brush Loads	11
# of Curbside Bulk Stops	123
# of Curbside Bulk Tonnage	12
Solid Waste Total Tonnage	88
# of Labor Hours to Maintain Buildings	156
# of Labor Hours to Maintain Parks	323
# of Acres Mowed	71

#### Other Public Works Activities and CIP Projects:

The Building and Grounds Started the Shreve Park bathroom renovations on November 6, 2017  
We started with the men's restroom. This should be completed and back in service on November 17th.  
Then we will start the renovations on the Women's Restroom and that will also should be completed  
by November 30th.

## PUBLIC WORKS - Streets Division

### Monthly Staff Report Streets

Date: 11/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Streets  
MONTH: Oct. 2017

# of Lane Miles Mowed	0
# of Litter Bags Collected	6
# of Weed Control Gallons Applied	130
# of Swept Lane Miles	21
# of Weekend Trucks	3
# of Total Tonnage for Weekend Trucks	1.76
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	699
<u>Asphalt Totals:</u>	26.62

### Other Streets Activities and CIP Projects:

7th Street Project - The new storm drain pipe, DI drain box, sidewalk, and curb has been install. The milling and paving will start on November 13th and should be completed by the end of the week of November 17th.

Charlotte Ave. Project - The Storm Drain DI boxes and pipe has been installed, We ran into a 6 inch sewer line that was not marked on the map and due to the condition of the pipe we have decided to replace the 175 +/- feet of sewer pipe. This project should be completed by November 13th. The paving contractor will be repaving this

## Fleet Maintenance

### Monthly Staff Report FM

Date: 11/6/2017  
TO: Town Manager  
FROM: David Garrett  
DEPARTMENT: Fleet Maintenance  
MONTH: Oct. 2017

# of State Inspection	0
# of Preventive Maintenance Work Orders	197
# of Emergency Repair Work Orders	18

#### Other Fleet Maintenance Activities and CIP Projects:

CIP: Two trucks to be delivered by the end of the month

## **Main Street Coordinator October Monthly Report**



### Presentations and Conferences

- Coordinator attended women's luncheon hosted by the Altavista Area Chamber of Commerce

### Business Updates

- The business community will be holding the Christmas Open House event on November 11<sup>th</sup>. Multiple businesses have joined together in various forms of marketing to help the event succeed
- Vista Fitness plans to open in 623 Broad Street January 1<sup>st</sup>, 2018
- Met with downtown business owners to discuss town-wide marketing ideas, shop small Saturday, and the holiday open house event
- Worked with Town Manager and Director of Economic Development to tour downtown buildings that could be used for a potential brewery

### AOT

- Held monthly AOT board meeting October 12<sup>th</sup>
- Board and Coordinator has been working on the Gibley Jog 5k planning, advertising, and fundraising
- Scarecrow Stroll had 21 businesses participate and over 400 votes. The DMV won first place for the 3<sup>rd</sup> year in a row.
- Finalized FY 18 work plan
- AOT has been reviewing quotes from sign companies for possible brown historic district on highway 29
- Coordinator attended Town Council Work Session

### Town Marketing and Promotions

- Created a social media policy for the Town's new social media pages
- Continued to work on Town Calendar, the calendar will be finalized in November.

- Working with Land Planning & Design Associates to market and advertise the APT public meeting
- Town's Facebook page, Twitter page, and Instagram page all went live on Oct. 11.
- Coordinator has been updating Town website more frequently to add calendar items, events, alerts, agendas, and job postings
- Assisted Director of Economic Development in marketing the Holiday Open house for LHOV

# ACTS RIDER TALLY

## October 2017 Ridership Report

DATE	CASH	PUNCH CARD	TOKEN	MONTHLY PASS	FREE	TOTAL DAILY	TOTAL OVERALL	Cash	Daily Miles	Total Miles
2-Oct	36	20	4	9	5	74	74	\$ 18.00	165	165
3-Oct	52	8	12	12	8	92	166	\$ 26.00	161	326
4-Oct	35	15	6	9		65	231	\$ 17.50	163	489
5-Oct	49	6	13	6	3	77	308	\$ 24.50	160	649
6-Oct	32	23	8	1	3	67	375	\$ 16.00	160	809
7-Oct	27	3	5	1		36	411	\$ 13.50	76	885
9-Oct	33	30	6	3	8	80	491	\$ 16.50	163	1048
10-Oct	27	11	5	1	3	47	538	\$ 13.50	161	1209
11-Oct	38	10	10	13	2	73	611	\$ 18.50	164	1373
12-Oct	33	7	7	4		51	662	\$ 16.50	160	1533
13-Oct	42	10	4	3		59	721	\$ 21.00	160	1693
14-Oct	19	1	4	2		26	747	\$ 9.50	80	1773
16-Oct	32	8	10	7	3	60	807	\$ 16.00	164	1937
17-Oct	24	6	5	7		42	849	\$ 12.00	160	2097
18-Oct	37	3	7	13		60	909	\$ 18.50	165	2262
19-Oct	47	5	8	9		69	978	\$ 22.50	160	2422
20-Oct	41	18	7	9		75	1053	\$ 20.50	160	2582
21-Oct	39		2	7	2	50	1103	\$ 19.50	80	2662
23-Oct	43	18	4	11	11	87	1190	\$ 21.50	163	2825
24-Oct	42	7	5	18		72	1262	\$ 20.00	160	2985
25-Oct	29	3	9	10		51	1313	\$ 14.50	163	3148
26-Oct	28	3	3	6	1	41	1354	\$ 13.00	160	3308
27-Oct	32	19	11	6	4	72	1426	\$ 16.00	158	3466
28-Oct	11			5		16	1442	\$ 5.50	81	3547
30-Oct	33	16	3	10	4	66	1508	\$ 16.50	165	3712
31-Oct	30	2	4	14		50	1558	\$ 15.00	162	3874
240 Hours	Total Riders to date: 7,173							\$ 271.00		
	Total Revenue to Date \$793.00					Total Month Revenue		\$ 713.00		
	Days Run-	24	Average daily riders		64.9					
Total days run		109.4						65.6	TOTAL MILES	8,286

## Annual Ridership Tally FY2013—FY2018

[illegible]

November 2017						
◀ Oct 2017						Dec 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6 Planning Commission 5:00 PM	7	8	9 Chamber of Commerce Business Expo @ YMCA 4:00-7:00 PM	10	11
12	13	14 Council Meeting 7:00 PM Park/Trails Master Planning 4:00-6:30 YMCA	15	16 Southside Electrical Coop. Ribbon Cutting 2491 Dearing Ford Road 11:00 AM	17	18
19	20	21	22	23 Thanksgiving Day Town Offices Closed No ACTS Bus	24 Thanksgiving Day Town Offices Closed Regular ACTS Bus	25 Chamber of Commerce Shop Small Saturday
26	27	28 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM	29	30	Notes:	



December 2017						
◀ Nov 2017						Jan 2018 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 Avoca Christmas Open House Chamber of Commerce Christmas Parade 5:00 p.m.
3 Avoca Christmas Open House	4 Planning Commission 5:00 PM	5 Town Taxes Due	6 Avoca Members' Christmas Party	7	8	9 Avoca Christmas Open House
10 Avoca Christmas Open House	11	12 Council Meeting 7:00 PM	13	14	15	16
17	18	19	20	21	22 Christmas Holiday Town Offices Closed Regular ACTS Bus	23
24	25 Christmas Day Town Offices Closed No ACTS Bus	26 Christmas Holiday Town Offices Closed Regular ACTS Bus	27	28	29	30
31	<b>Notes:</b> <b>No EDA Meeting/No Town Council Work Session</b>					



## COMMONWEALTH of VIRGINIA

*Marine Resources Commission*  
2600 Washington Avenue  
Third Floor  
Newport News, Virginia 23607

Molly Joseph Ward  
Secretary of Natural Resources

John M.R. Bull  
Commissioner

November 2, 2017

Town of Altavista  
Post Office Box 420  
Altavista, VA 24517

Re: VMRC #17-1875

Dear Adjacent Property Owner:

We have received an application submitted by Virginia Electric and Power Company, seeking authorization from the Virginia Marine Resources Commission to install two 4-inch air pipes and two 12-inch water pipes, and a water intake structure with associated riprap armor protection, encroaching over 420 square feet of the Roanoke River and extending 25 feet channelward of ordinary high water, as part of the Water Intake Replacement Project at Dominion Power's Altavista Power Plant Facility located at 104 Wood Lane in Campbell County.

Your name was provided as an adjacent property owner, therefore, we are advising you of this project. Attached please find a copy of the drawings indicating the proposed work to be done.

If you have any questions about this project, please contact me at (757) 247-2255. If I cannot answer your questions, I may need to refer you to the applicant.

If we do not hear from you by November 17, 2017, we will assume that you have no objections to the project.

Sincerely,

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

J. Michael Johnson  
Environmental Engineer

JMJ/jaj

HM

Enclosure

cc: Applicant  
Agent

*An Agency of the Natural Resources Secretariat*  
[www.mrc.virginia.gov](http://www.mrc.virginia.gov)

Telephone (757) 247-2200 (757) 247-2292 V/TDD Information and Emergency Hotline 1-800-541-4646 V/TDD

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OCT 27 2017

MARINE RESOURCES  
COMMISSION

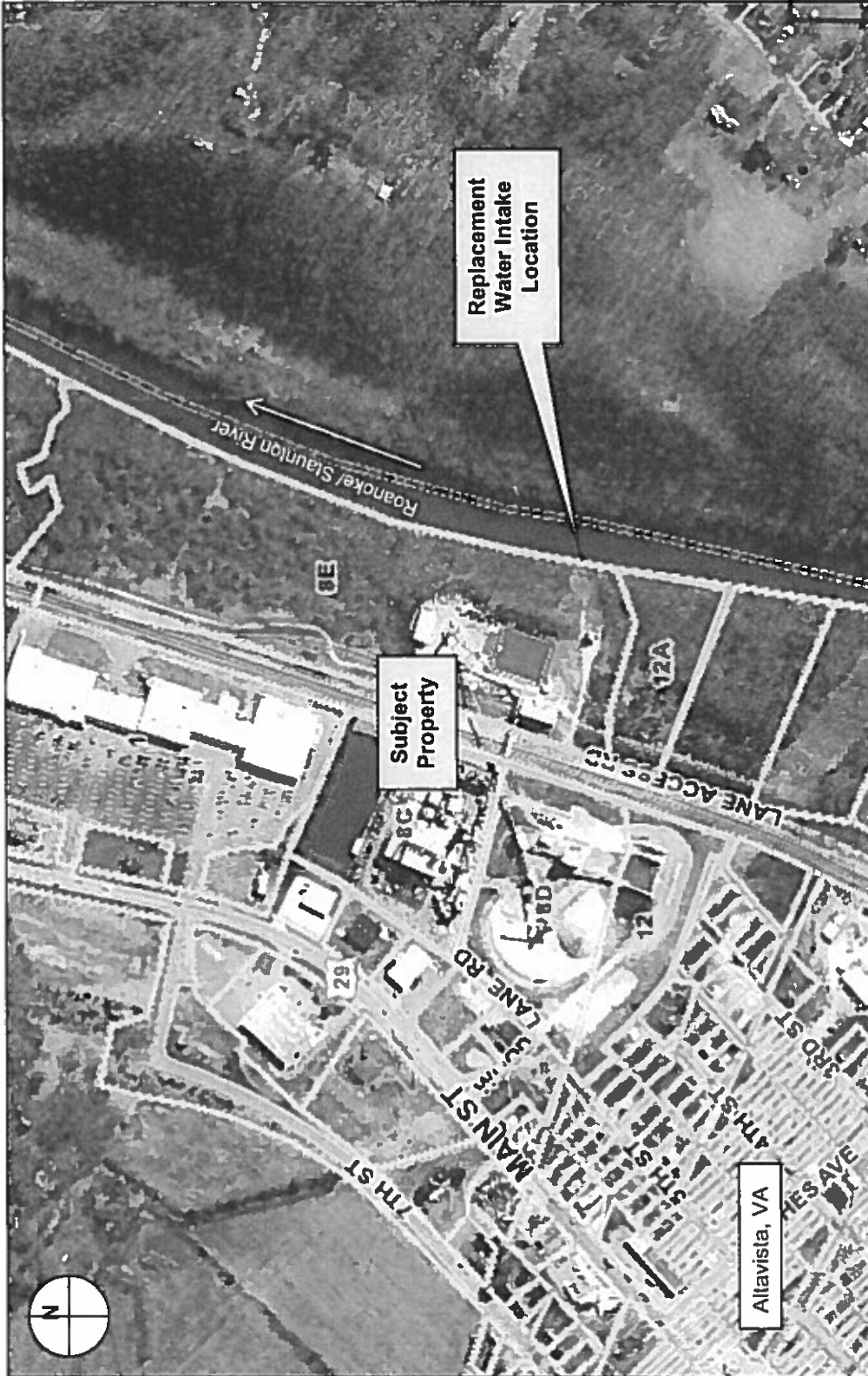
Figure  
3

Aerial  
Photograph

Dominion Virginia Power  
Replacement Water Intake  
Altavista (Campbell County), Virginia

Source: Campbell County, VA GIS (2016), NTS

2524 LANGHORNE ROAD  
LYNCHBURG, VA 24501  
800 242-4900 TOLL FREE  
434 847-7795 MAIN  
434 847-0047 FAX  
WWW.HANDP.COM



MARINE RESOURCES  
COMMISSION

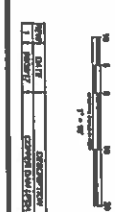
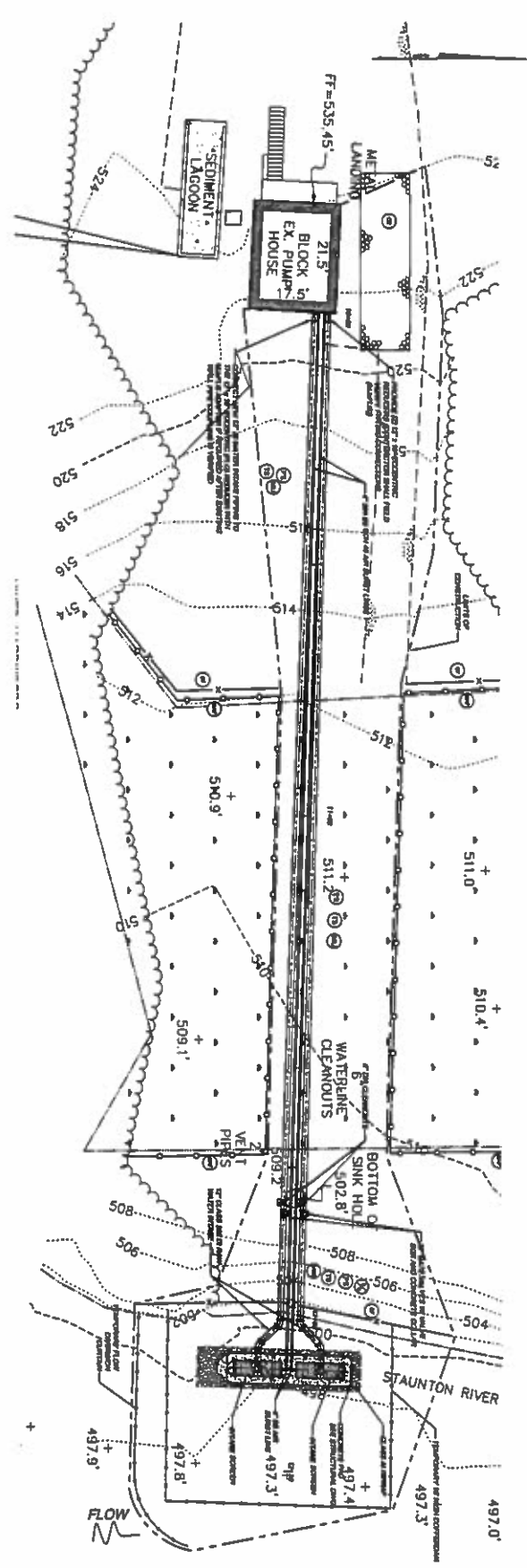
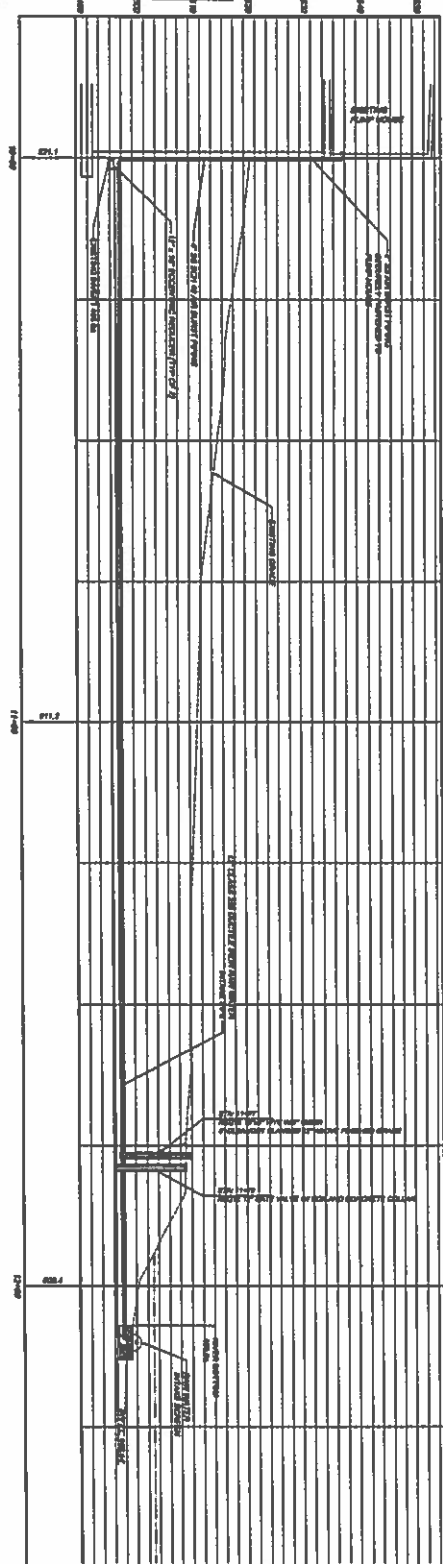
Source: Campbell County, VA GIS (2016), NTS



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OCT 27 2017

MARINE RESOURCES  
COMMISSION



DATE	DESCRIPTION
10/27/17	CONSTRUCTION

SHEET NO.  
C2.2



RAW WATER LINE PLAN & PROFILE  
FOR  
DOMINION POWER  
RAW WATER INTAKE STRUCTURE PROJECT  
ALTAVISTA, VIRGINIA

**HURT & PROFFITT**  
2524 LANDHORNE ROAD  
LYNCHBURG, VA 24001  
434.342.7700 FAX  
434.342.7700 FAX  
434.342.7700 FAX