



# Town of Altavista

## Town Council

### Regular Meeting Agenda

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

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Tuesday, September 12, 2017

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#### 7:00 PM Council Regular Meeting

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

#### 6. Public Comments

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

#### 7. Consent Agenda

- a. Approve minutes (Attachment #2a) ..... p. 3 - 17
  - i. Council's Regular meeting August 8, 2017
  - ii. Council's Work Session August 22, 2017
- b. Acceptance of Monthly Financial Reports ..... p. 18 - 43
- c. Delinquent Tax List (Attachment #2c) .....p. 44 – 64
- d. Region 2000 Hazard Mitigation Plan (Attachment #2d).....p. 65
- e. Charlotte Drainage Project/7<sup>th</sup> Street Sidewalk Project Bid Award .....p. 66 - 69
- f. New Prospect Baptist Church Request to Use English Park (5k Fundraiser) .....p. 70

#### 8. Public Hearing

- a. Special Use Permit – 902 Main Street “Auto repair service, major” (Attachment #3)...p. 71 – 84

**9. New/Unfinished Business (20 minutes)**

- a. Ordinance Discussion (Junk, Debris, Trash, etc.) (Attachment #4) .....p. 85 - 94
- b. Planning Commission Recommendation (Schedule Public Hearing) (Attachment #5).....p. 95
- c. WWTP Clarifier Replacement CIP Project Update (Attachment #6).....p. 96
- d. Property Maintenance Enforcement – No Interest Loans (Attachment #7).....p. 97

**10. Reports**

- a. Town Manager's Report (Attachment #8)..... p. 98
- b. Departmental Reports (Attachment #9).....p.99 – 108

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

- a. Calendars (Attachment #10).....p.109 - 110
- b. Correspondence

**12. Matters from Council****13. Closed Session**

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

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

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

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

Tuesday, September 26, 2017 @ 5:00 p.m.	Town Council Work Session
Tuesday, October 10, 2017 @ 7:00 p.m.	Town Council Regular Meeting
Tuesday, October 24, 2017 @ 5:00 p.m.	Town Council Work Session

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

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



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** September 12, 2017

Agenda Item #: | 7a |

Attachment #: | 2a |

**Agenda Placement:** | Consent Agenda |

**Subject Title:** | Minutes |

### **SUBJECT HIGHLIGHTS**

Minutes in draft form are attached for Council's review. The minutes are from the Town Council's regular meeting held August 8, 2017; and the Council's Work Session held on August 22, 2017. If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda

**Staff recommendation, if applicable:** Approval

**Action(s) requested or suggested motion(s):** Motion to approve the minutes of the August 8, 2017 Regular Meeting; and the August 22, 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 (August 8, 2017 & August 22, 2017)**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

Regular Council Meeting—August 8, 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 August 8, 2017 at 7:00 p.m.

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

Council members  
present:

Mayor Michael Mattox  
Mrs. Micki Brumfield  
Mrs. Beverley Dalton  
Mr. 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  
Deputy Chief Kenneth Moorefield  
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 asked if there were any questions or changes to the agenda.

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

Motion carried:  
VOTE:

Mr. Michael Mattox	Yes
Mrs. Micki Brumfield	Yes
Mrs. Beverley Dalton	Yes
Mr. Tracy Emerson	Yes
Mr. Timothy George	Yes
Mr. Jay Higginbotham	Yes
Mrs. Tanya Overbey	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 July 11, 2017/Council’s Work Session July 25, 2017 –  
The Council approved the minutes of the Council meeting and Council Work Session meeting.
- b) Monthly Finance Reports-Council approved the monthly reports
  - i. Invoices
  - ii. Revenues & Expenditures Report
  - iii. Reserve Balance/Investment Report
- c) Budget Amendments

## Regular Council Meeting—August 8, 2017

### d) VDH Grant Application-Emergency Electrical Power Engineering

Mrs. Dalton, seconded by Mrs. Overbey, 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

## 8. Public Hearing

### a. Text Amendment—Zoning Ordinance—Section 86-32, 86-192, 86-482, 86-483—“Non Profit Facility” and “Personal Service Business” Developmental Standards

Mr. Coggsdale advised the scheduled public hearing is to receive comment on the proposed text amendments to Section 86-32, 86-192, 86-482, 86-483. He noted the Planning Commission held their public hearing and recommends approval of the changes.

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 7:04 p.m.

Mr. Emerson, seconded by Mrs. Brumfield, motioned to approve the proposed text amendments to Section 86-32, 86-192, 86-482, 86-483.

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. Planning Commission Update/Request

Mr. Coggsdale advised the Planning Commission conducted a public hearing on a Special Use Permit application for 902 Main Street on Monday, August 7, 2017. The application requests consideration of a “Major Auto Repair” facility at 902 Main Street, which is in the C-2 Commercial District. He noted as the Planning Commission meeting was the day before the Council Meeting, staff was giving a verbal update.

Mr. George mentioned this would be a new business in town as a mechanic shop. He noted there are other mechanical businesses on Main Street and because they fall into the grandfather clause are not required to have a closed in area for the cars they work on. Mr. George stated Mr. Payne was wondering how quickly the fence had to be installed. He felt Mr. Payne should not be required to put in the fence, as it would be the only one on the street and noted there was adequate room behind the building for the vehicles.

Mrs. Dalton, seconded by Mrs. Overbey, motioned to schedule a public hearing for September 12, 2017 to receive comments on the proposed Special

Regular Council Meeting—August 8, 2017

Use Permit application for 902 Main Street for a “Major Auto Repair” facility at 902 Main Street.

Mr. Witt advised he has meet with Mr. Timith Payne and Mr. Chad Shelton (the property owner). Mr. Payne stated he had already received approval from Mr. Shelton to building the fence. His intention is to have the fence in place before the September public hearing. Mr. Witt advised Mr. Payne of Council’s contact information as Mr. Payne wants to make them aware of his desire to handle this the right way.

Mayor Mattox encouraged Council members to visit the location and talk with the owner if there are concerns.

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

**Strategic Planning Retreat**

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

**Staunton River RIFA**

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

**Broadband Planning Study**

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

**Charlotte Avenue Drainage Project**

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

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

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

**English Park**

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

**Water Plant Projects**

- Water Treatment Plant Electrical Updates project (Southern Air)
- Submittals of electrical components at 85% review.
- Work on site should begin in next two weeks.
- Facility Assessment and Improvement Plan (FAIP)

## Regular Council Meeting—August 8, 2017

- Staff has met with Consultant on Water Treatment Plant and Distribution Technical Review
- Staff meeting with Consultant on Wastewater Treatment Plant and Collection Technical Review
- Springs Fluoride Improvement Project – Ongoing
- Abbott meter and vault – Working with staff to build vault.
- Right of Way Clearing - working with contractor on removal of trees on Clarion Tank lot and continuing annual clearing of right of ways/easements.

Mr. Emerson left the Chamber at 7:12 p.m. and returned at 7:14 p.m.

Mr. Coggsdale presented an update on the re-use of the effluent water from the town to Dominion Energy.

### b. Departmental Reports

## 11. Informational Items/Late Arriving Matters

### a. Calendars-August/September

## 12. Matters from Town Council

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

Mr. Coggsdale stated he would be presenting a preliminary drawing at the work session.

Mrs. Brumfield asked if the backwash decant is still being considered.

Mr. Coggsdale advised this is something Woodward & Curran is working on.

## 13. Closed Session

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

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

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

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

Motion carried:

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

Council went into closed session at 7:15 P.M.

Notice was given that council was back in regular session 7:52 P.M.

### FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

Motion carried:

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

Mrs. Overbey, seconded by Mr. Emerson, motioned to approve the purchase of Tax Map #: 83A-4-1, Save and Except 3.8 083 acres per two separate plats as noted from Mr. Donald Holland for \$29,000 and appropriation of said funds. Staff is authorized to complete the transaction and submit a budget amendment at a later date.

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

14. Adjournment

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

The meeting was adjourned at 7:55 p.m.

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

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



COUNCIL WORK SESSION AUGUST 22, 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 August 22, 2017 at 5:00 p.m.

Council members  
present:

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

Council members  
absent:

Mrs. Micki Brumfield

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 Michael Milnor, 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. Mayor Mattox advised of an addition to the agenda: New Prospect Baptist Church “Relay for Life” Event Request.

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

Motion carried:  
VOTE:

Mr. Michael Mattox	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. Introductions and Special Presentations

- a. Rotary Club-Flag Presentation-“Flag Project”

Mr. Steve Farmer, business owner and member of the Altavista Rotary Club, addressed Council advising the Altavista Rotary has purchased 50 United States of America flags for the decorative street lamp poles along Main Street and would like to place them in one area of Main Street. He noted there are 122 decorative street lamp poles and the Altavista Rotary would eventually purchase the remainder. The cost of these flags are approximately \$44.00 each. Mr. Farmer stated they would be contacting other organizations and private citizens that may be interested in helping with this project. The request of the Rotary Club is that the town employees install the brackets on the designated poles. The Rotary Club would provide the flags and be

## COUNCIL WORK SESSION AUGUST 22, 2017

responsible for putting them up and taking them down noting the flags would be put up on at least 7 occasions. Mr. Farmer felt the flags would beautify the town.

Council was in agreement that this was a great idea.

Mayor Mattox asked if Council was willing to help with the remaining flags as a match of funds.

Mr. Farmer noted they plan to contact the Altavista Chamber of Commerce, Altavista on Track, the Town and concerned citizens in regards to supporting this project.

Mr. Emerson suggested asking Mr. Farmer to advise if assistance is needed after contacting the other organizations.

Mrs. Dalton motioned, Mr. Emerson seconded, to honor Mr. Farmer's request that the Town's employees install the brackets on the designated poles.

Mrs. Dalton amended her motion, Mr. Emerson seconded, to allow the Town's employees to install brackets on all of the decorative poles.

Motion carried:

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

### 5. Items for Discussion

#### a. Bedford Avenue Park Discussion (Tennis Courts)

Mr. Coggsdale advised last month, Council considered a previous recommendation from the Recreation Committee regarding the removal of the tennis courts at the Bedford Avenue Park. Discussion focused on whether to remove the courts or repair/reconstruct them. He advised staff contacted Dr. Robert Johnson, Superintendent of Campbell County Schools, concerning their policy of public use of school facilities during the school year/hours. Dr. Johnson indicated that it is their practice to not allow school facilities, including tennis courts, to be used during school hours throughout the school year. This period would run from approximately mid-August to late May/early June from the hours of approximately 8:00 a.m. to 3:00 p.m.

Mr. Coggsdale stated staff also spoke with Mr. Steve Jester, Executive Director of the Altavista Area YMCA, who indicated that he would consider public use of the YMCA's courts if it were a request of Town Council. Mr. Coggsdale stated previously staff reported to Council that the cost to reconstruct the tennis courts at the high school was approximately \$122,000, which included their four courts. There are only two courts at the Bedford Avenue Park. Staff has received a quote to reconstruct the courts and is seeking another for comparison purposes. He noted the options included: 1) Repair/reconstruction of the tennis courts; 2) Removal of the tennis courts; or 3) Removal of the tennis courts and relocation of new tennis courts.

Mr. Coggsdale presented Council with recommendations from the Recreation Committee which included their previous recommendation of having the courts removed, reseed the area and possibly adding benches and picnic tables along with a sidewalk.

Mr. George noted soon the town will hire a firm for the Master Plan and they will survey citizens to see what is wanted. There is still the option to build tennis courts at

## COUNCIL WORK SESSION AUGUST 22, 2017

English Park if that is what is wanted. He felt the consensus is there is not a large demand for tennis.

Mr. Coggsdale advised he visited the park and there are two half basketball courts. He measured the courts for the consideration of pickle ball courts but found them not to be wide enough.

Mrs. Dalton asked what would happen to the existing courts while Council is waiting for the planning and surveying to occur.

Mr. Coggsdale advised the Recreation Committee suggests removing the courts.

Mr. George stated they would like to turn it into a green space with trees, benches and picnic tables. He stated they would also like to get away from the parking issue; although there is parking on Bedford Avenue people are parking in the grass along Myrtle Lane and the alley. He added the chain-link fence around the basketball court at English Park is being removed, except for the back fence near the railroad tracks.

Mayor Mattox asked if it was the consensus of Council to wait until the Master Plan has been reviewed before making a decision.

Mr. George stated he is ready to move forward.

Mr. Coggsdale stated the Recreation Committee is ready to move forward with the Bedford Avenue Park and build new courts if needed.

Mr. George stated there was discussion if something was done for one neighborhood park was Council obligated to go above and beyond for the other parks.

Mrs. Dalton stated she was on Council when the neighborhood parks were discussed and there was never a discussion about having them exactly alike. The discussion was to make each one the best it could be, where it could be. Mrs. Dalton felt the tennis courts needed to be left there and it might be less dollars to reconstitute them there before ripping them out. She felt they should be left as they are until the planning is finished.

Mayor Mattox suggested waiting until the Master Plan is completed before anything is done.

Mrs. Dalton stated her other thought about the tennis court is that it is probably not the most popular sport at the moment.

Mr. George stated he is prepared to go along with Council but another set of tennis courts is redundant when other courts are available and felt spending the money on other courts is not money well spent.

Mayor Mattox asked about signage at the park regarding the roughness of the courts.

Mr. Coggsdale stated there are wide cracks but not unevenness. This makes the tennis court not the best for playing on but not a major issue in terms of safety noting staff could take some precautions with signage in that area.

Mr. Eller felt filling the cracks and signage such as "Play at your own risk. Rough Surface" would be appropriate.

Mr. Emerson questioned the Master Plan details; when would this take place.

## COUNCIL WORK SESSION AUGUST 22, 2017

Mr. Coggsdale advised the RFP is due August 31, 2017. Council will be advised at their September work session and it should be implemented next spring or summer. Mr. Coggsdale stated hopefully Council will have data that will help with the creation of the CIP for next year's budget.

Mr. Emerson stated he is fine with this but it seems everything that is done takes years to accomplish which is concerning.

Mayor Mattox asked for a consensus to keep things as they are, repair the cracks, add some signage and wait for the Master Plan.

Mr. George requested that "No Parking" signs be added in the grassy area at the Bedford Avenue Park.

Mr. Coggsdale clarified what area.

Mr. George suggested in the alley and the areas surrounding the park. He noted there is a yellow strip there which would indicate "No Parking" but did not feel people would know that. Mr. George stated he visited the other parks and there are plenty of "No Parking" signs.

Mr. Coggsdale advised staff would take care of the "No Parking" signs.

Chief Milnor stated the officers are presently giving warnings about the parking instead of tickets at the Bedford Avenue Park area at this time.

It was the consensus of Council to keep things as they are, repair the cracks, add some signage and wait for the Master Plan.

### b. Nuisance/Blighted Property Discussion

Mr. Coggsdale advised Council directed staff to identify several nuisance properties and present those to Council for consideration of further action. He noted staff is providing seven (7) structures for discussion.

Mr. Witt presented Council with a PowerPoint presentation of these nuisance properties.

With the first property shown, Mr. Higginbotham asked Mr. Witt for his recommendations.

Mr. Witt did not feel the house was repairable. He stated in the past, Council has allocated \$10,000 for a no interest loan; this was not being used and was not put in the budget. He asked Council to consider re-establishing this line item in the budget. The no interest loans were for a period of 3 years and the average loan was between \$3,000 and \$3,500. He felt at the least the house on Hughes Street needs to be boarded up with bushes and overgrowth removed.

Mr. Coggsdale felt Council would be back in 6 months discussing derelict properties because doing the minimum will lead to a second process. He stated it might be good to contact the property owner and let them know there is a problem.

Mr. Witt confirmed with Mr. Gary McGyver, Campbell County Building Inspections, the statewide building code states every opening (windows and doors) has to be boarded up.

Mr. Emerson questioned if this is for a period of six months then the property owner has to do something different.

Mr. Witt stated they have to come back to Council with a plan.

## COUNCIL WORK SESSION AUGUST 22, 2017

Mrs. Dalton asked what if the property owner comes back after six months of boarding up the property and says they don't have a clue what they plan to do.

Mr. Coggsdale stated staff cannot tell them what to do with the property until it is declared a derelict property.

Mrs. Dalton asked what the harm would be in telling a property owner that the property could be declared derelict property.

Mr. Coggsdale stated this would not be a problem.

Mrs. Dalton stated if she was a property owner and was told that she needed to board up a building which would be dollars out of her pocket, then six months later would have to show staff a plan and what if she intends to turn this house into a livable structure.

Mr. Witt responded it would be to renovate or remove.

Mrs. Dalton asked if staff is going to tell this all at once. She suggested advising the property owner from the beginning.

Mr. Witt referred to one structure that was livable up to 2016 when it caught fire and gutted the inside of the home. He was unsure if the homeowner did not have insurance or if he chose not to fix it.

Mr. Emerson asked if this structure was condemned and suggested staff contact the Fire Marshal.

Mr. Higginbotham suggested talking to the homeowner to see if they plan to restore or tear down noting there needs to be communication.

Mrs. Overbey stated she is in agreement with Mr. Emerson that the Fire Marshal should be contacted.

Mr. Witt advised he would be in contact with the Fire Marshal.

Mr. Eller advised of the procedure used by former Councilman Coleman and Mr. Witt. They would look at these structures and Council would then decide if it is a possible nuisance under the procedure (ordinance) then send a letter to the owner and tell him he needs to come to the next Council meeting and discuss whether or not it should be declared a public nuisance. Council would make that determination. He noted the property that Mr. Witt showed on Hughes Street would be considered a public nuisance because it is overgrown and not secure. He mentioned some previous nuisance properties and only the windows/doors that were broken out were boarded up. Mr. Eller stated the derelict building ordinance states the building has to be of apparent danger to one's health and safety

Mr. Coggsdale noted the definition of a derelict building is it has to be boarded up.

Mrs. Dalton stated the property owner needs to be made aware they need to make the structure safe and after six months they need to present a plan.

Mr. Emerson asked why Council needs to see all the pictures. He felt the pictures need to come after staff has done all they can do.

Mayor Mattox stated staff is following the procedure that has been followed in the past. The code states staff will identify properties, then before Council can declare a nuisance the property owner has to be given the opportunity to come before Council with a plan.

Mr. Emerson did not feel this was private showing Council the properties before contacting the property owner.

Mr. Eller stated when the property maintenance code was put together Section 21-1 says the town has the right to remove, repair, secure any buildings which might affect public health or safety to residents, including doing maintenance work and other things. The

## COUNCIL WORK SESSION AUGUST 22, 2017

owner has to be notified by certified mail. Council advised they wanted to know of any property that Section 21-1 would be used on. This is the reason for this preview.

Mr. Emerson asked if staff had done everything required before showing the slides of the houses.

Mr. Coggsdale stated Council can't make someone paint their houses, etc. Section 21-2 requires a reasonable notice to the property owner. He stated there is nothing in the code that says staff can go to a property owner and say "you have got to do these things".

Mr. Emerson asked if a letter could be sent first and let the owner know, staff is preparing to look at your property and there is an interest in knowing what you are doing to clean up the site.

Mrs. Dalton stated the last time Council dealt with houses, staff was told Council wanted to know about them.

Mr. Witt advised Council has been presented with an ordinance from another locality that may cover the needs as it outlines what staff can and cannot do.

Mr. Eller noted he has provided one that he prepared that says much of the same thing.

Mayor Mattox asked who would make the decision on whether or not a structure has reached the threshold of being under inspection of the Town of Altavista; should staff do this or Council.

Mr. Fore stated as being on the Amherst County Board of Supervisors, they allowed the Building Inspector to make this determination. The Building Inspector trained a Law Enforcement official as a county enforcement inspector. This person would inspect and make a recommendation back to the Board of Supervisors.

Mr. Eller noted once a property maintenance code is passed, Council would be able to do this.

Mr. George stated this has been discussed in the Planning Commission meetings and there are no codes to allow them to move forward with property maintenance.

Mrs. Overbey did not feel there was sufficient code and agreed with Mr. Emerson that staff should decide on which property owners should get letters. She stated if you drive through this town with fresh eyes, it is pretty unsightly and hard to bring new businesses or residents to this community with this. Mrs. Overbey stated she has confidence in staff to make these common sense decisions.

Mayor Mattox reminded Council staff is doing what was requested of them at the last meeting and asked if they wanted to continue with the PowerPoint presentation.

Mrs. Dalton asked to proceed.

Mr. Witt advised previously he would send the property owners a letter declaring the property a public nuisance and would give them 30 days to abate the items as listed. The property owner was told to contact Mr. Witt and if he did not hear from them, he would then approach Council. A time was set to allow for the abatement and if not he would have the property cleaned up and bill the property owner.

Mr. Coggsdale did not feel staff had direction on what Council wants them to do.

Mr. Emerson felt letters need to be sent out to the property owners.

Mr. Witt proceeded with the Power Point presentation. He advised he would send "warning" notices offering an opportunity to talk with them about their plans and a timeframe. He will offer them the no interest loan. He stated he will update Council in a report type format.

Mayor Mattox asked if it was the consensus of Council that staff have contact with the property owner before bringing before Council. Council agreed.

## COUNCIL WORK SESSION AUGUST 22, 2017

Mr. Witt asked Council to consider increasing the no interest loan line item by \$5,000.

Mrs. Dalton suggested this item be placed on the September 12, 2017 Council meeting agenda.

### c. Ordinance Discussion (Junk, Debris Trash, Etc.)

Mr. Coggsdale advised in an effort to address situations that appear to be unsightly, staff has found that the different ordinances at our disposal lack clarity about achieving the objective of staff, as well as some Council members. This discussion will seek to address areas that are lacking in the ordinances and what can be done to resolve that issue. It will also be an opportunity for Council to convey their vision for the preferred state of properties in Town. He presented Council with an ordinance developed by John Eller, Town Attorney and an existing ordinance from the Town of Dayton, VA. Mr. Coggsdale asked if toys laying in a front yard is a violation as opposed to tires in the front yard. He stated to some people it is not.

Mr. George asked if this is something that can be discussed at the Retreat noting some of these are grey areas.

Mr. Eller noted all of the ordinances have to be tied to public health and safety.

It was the consensus of Council to discuss this matter at the September regular meeting.

### d. Canoe Launch Site Development Update

Mr. Witt advised he has worked with Gay & Neel and they have provided a power point of the site plan for the Canoe Launch. He noted the site plan has been changed which is advantageous for the Town. The site work has been reduced from \$90,000 to \$10,000. The location of the canoe launch is being moved down stream and the launch will be placed at a 45 degree angle. The size of the paving area was reduced which also reduces cost and the need for a retention pond. Mr. Witt noted there are 20 parking spaces along with spaces for vehicles pulling trailers.

Mr. Higginbotham suggested angling the parking spaces more.

Mr. Witt presented Council with the updates of the actual process. He stated with the grant opportunities he is going to reach out to Cynthia Waymack to determine if this grant can be applied for. Last year the minimum cost for the project had to be \$400,000; the project came in at \$429,000. The probable cost is down \$45,000.

Mayor Mattox asked on the grant, if there is some wiggle room for enhancements that would allow the town to apply for the grant.

Mr. Coggsdale advised when the figure is provided, staff can provide some options on how to get there.

### e. Delinquent Tax List

Mrs. Shelton provided the annual listing of delinquent taxpayers as required by Section 70-3 of the Town code. This year's outstanding taxes total \$26,807.28 (as of 8/18/17); an increase of \$5,600 over last year's listing. Personal Property taxpayers account for the majority of the listing totaling \$22,647.75 - most of which are taxes on vehicles. She noted as in the past, the Department of Motor Vehicles has been authorized to place stops on all active vehicles owned by these taxpayers. Currently, there is a \$40 administrative fee for a stop to be removed once taxes are paid; half of the revenue remains with the Town and half is forwarded to DMV. She advised DMV will be raising their fee associated with the VRWP from \$20 to \$25 effective

## COUNCIL WORK SESSION AUGUST 22, 2017

9/01. Beginning 9/01/2017, the new fee to release a stop will be \$45.00. The remainder of the tax listing accounts for outstanding real estate taxes totaling \$4,159.53.

Mrs. Shelton requested permission from Council to advertise the presented listing of delinquent taxpayers in the Altavista Journal and to prorate the cost of the ad to the delinquent taxpayers. Over the last 11 years, an average of 98% of taxes billed were collected prior to running the ad and placing stops on vehicles. After aggressive collecting efforts, the collection rate over these 11 years increased to an average of 99.72%. She noted according to the auditors, Robinson, Farmer, Cox Associates, based on their experience auditing local governments, most localities are around the mid 90's for a percent of tax levy collected.

Mrs. Shelton requested permission from Council to write-off delinquent Personal Property taxes for deceased individuals in the amount of \$638.83, delinquent Personal Property and Real Estate taxes under \$20.00 in the amount of \$76.62 and uncollectible Real Estate taxes on two parcels in the amount of \$1,483.20. She noted a lien was placed on both properties. The properties sold but did not bring enough to pay the town the taxes due.

Mrs. Shelton stated due to the statute of limitations regarding Personal Property taxes, the 2012 taxes in the amount of \$3,992.87 are due to be written off. She requested permission from Council to write-off the 2012 delinquent personal property taxes with collection efforts continuing thru June 2018.

It was the consensus of Council to place these items on the consent agenda.

### f. Region 2000 Hazard Mitigation Plan

Mr. Coggsdale advised the Town of Altavista participated in the Region 2000 Hazard Mitigation Plan process in 2012 with adoption in 2013. In order to be eligible for mitigation funding either pre-disaster or post-disaster, the Town must participate in the Mitigation Planning process. The Town's share is \$2,500, which may be split over two budget years. (FY2018 and FY2019). He noted it is staff's recommendation to participate in the process.

Mr. Higginbotham questioned the benefit of this.

Mr. Coggsdale advised should there be a hazard impacting housing, they have the ability to apply for funds. Without this plan, the option is not available to the citizens.

It was the consensus of Council to place this item on the consent agenda and pay the total cost in full.

### g. Charlotte Drainage Project & 7<sup>th</sup> Street Sidewalk Project Bid Review

Mr. Coggsdale presented Council with a letter from Hurt & Profitt, Inc. regarding the Charlotte Drainage and 7<sup>th</sup> Street Sidewalk Projects and the results of the bidding process. They noted the low bidder was Best GC.

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

### h. Urban Archery Update

Mr. Witt advised the Urban season opens on September 2 through October 6 and January 7, 2018 through March 25, 2018. As previously reported, archery hunters reported harvesting 11 deer on Town owned properties during last year's season. Fifteen (15) hunters were given permission to hunt on the four (4) identified properties, Greenhill Cemetery, dead end of 11<sup>th</sup> Street, property at the corner of Franklin Ave., 10<sup>th</sup> Street and the acreage north of the wastewater treatment plant. With the acquisition of the Donald Holland property, he asked that Council consider including this property (approximately 47 acres) in the town owned urban archery program and increase the number of permits



## COUNCIL WORK SESSION AUGUST 22, 2017

that may be issued up to 20. Mr. Witt noted the state has now implemented the “Earn a Buck” program.

Mr. George asked if the property has been surveyed.

Mr. Witt responded it is pretty well known and felt it was a safe area. He noted he has not given permission for anyone to hunt from the ground on town property; it has to be from a tree stand only.

It was the consensus of Council to allow Mr. Witt to move forward with including the recently purchased land into the hunting locations and to increase the number of permits to 20.

### i. Retreat Update

Mr. Coggsdale presented Council with the agenda for the Planning retreat.

Mr. Coggsdale advised he has received a request from New Prospect Baptist Church Relay for Life Team, Mrs. Karen Mattox, to use the English Park for a 5K fundraiser. The event would be a Halloween “Glow” run/walk for the American Cancer Society and held on October 28<sup>th</sup> at 6:00 p.m. The closing hours of the park would have to be extended for this event.

It was the consensus of Council to allow New Prospect Baptist Church Relay for Life Team to use the English Park for a 5K fundraiser.

Mayor Mattox thanked Mr. Garrett for repairing the Library clock.

### j. Project Updates

Mr. Garrett gave an update on the alleys that are being paved.

Mr. Coggsdale confirmed approval of removing the fencing around the basketball courts at English Park.

Mr. Higginbotham questioned the amount being spent to repave the basketball courts.

Mr. Garrett did not have the figure available.

Council was in agreement.

## 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. Adjournment

Mayor Mattox adjourned the meeting at 7:01 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:** September 12, 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 02/2018  
FROM: 08/01/2017 TO: 08/31/2017

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
36414	9	AFLAC	08/02/2017	2,048.83
36415	39	ALL POINTS EAP & ORGANIZATIONA	08/02/2017	771.88
36416	9999998	Broggin, Georgia	08/02/2017	250.00
36417	12	BRENNTAG MID-SOUTH INC	08/02/2017	3,968.61
36418	9999997	CROUCH, ALISHA	08/02/2017	109.10
36419	754	D L BRYANT HEATING & COOLING	08/02/2017	557.69
36420	786	DUDE SOLUTIONS INC	08/02/2017	1,390.00
36421	123	FIRE & SAFETY EQUIP CO INC	08/02/2017	315.62
36422	41	FISHER SCIENTIFIC	08/02/2017	978.06
36423	43	FOSTER FUELS INC	08/02/2017	11,135.59
36424	52	HACH COMPANY	08/02/2017	1,210.95
36425	58	INSTRUMENTATION SERVICES INC	08/02/2017	708.00
36426	566	INTEGRATED TECHNOLOGY GROUP IN	08/02/2017	2,850.00
36427	143	KONE INC	08/02/2017	594.96
36428	1	LAURIE THOMAS	08/02/2017	50.00
36429	138	MID ATLANTIC PRINTERS LTD	08/02/2017	302.00
36430	218	MINNESOTA LIFE	08/02/2017	148.62
36431	121	MULTI BUSINESS FORMS INC	08/02/2017	774.20
36432	9999997	NASH, DANIELLE MARIE	08/02/2017	5.32
36433	765	PRIVIA MEDICAL GROUP LLC	08/02/2017	270.00
36434	379	REI CONSULTANTS INC	08/02/2017	730.42
36435	627	SOUTHERN AIR INC	08/02/2017	35,934.73
36436	778	SPRINT	08/02/2017	1,166.81
36437	722	UTILITY SERVICE CO INC	08/02/2017	198,581.08
36438	601	VACORP	08/02/2017	190.41
36439	130	VDH-WATERWORKS TECH ASSIST FUN	08/02/2017	4,953.05
36440	787	VIRGINIA TECHNICAL INSTITUTE	08/02/2017	3,356.00
36441	1	JOHNS WOODSON 2ND	08/11/2017	100.00
36442	103	BEACON CREDIT UNION	08/11/2017	325.00
36443	461	KATHI BOGERT	08/11/2017	862.68
36444	4	BOXLEY AGGREGATES	08/11/2017	1,161.72
36445	1	BRANDON WAGMAN	08/11/2017	35.34
36446	427	CENTURYLINK	08/11/2017	813.93
36447	145	CHANDLER CONCRETE CO INC	08/11/2017	207.00
36448	28	COLUMBIA GAS	08/11/2017	145.01
36449	32	CONTROL EQUIPMENT CO INC	08/11/2017	1,096.99
36450	164	DMV	08/11/2017	220.00
36451	36	DOMINION VIRGINIA POWER	08/11/2017	43,799.95
36452	20	J JOHNSON ELLER JR	08/11/2017	2,000.00
36453	71	FAIRPOINT COMMUNICATIONS	08/11/2017	367.81
36454	305	HAWKINS-GRAVES INC	08/11/2017	1,241.62
36455	57	ICMA RETIREMENT TRUST-457 #304	08/11/2017	675.00
36456	1	JJ ELLER FIDUCIARY ACCOUNT	08/11/2017	29,043.00
36457	158	KORMAN SIGNS INC	08/11/2017	3,164.79
36458	476	LBM OFFICE SOLUTIONS INC	08/11/2017	130.27
36459	172	LLOYD ELECTRIC COMPANY INC	08/11/2017	1,501.23
36460	788	MOMAR INC	08/11/2017	961.95
36461	1	MAIN STREET CAFE	08/11/2017	149.60
36462	1	MICHAEL ABBOTT	08/11/2017	73.27
36463	791	BRIAN PARROW	08/11/2017	9,850.00
36464	358	PHILLIPS EQUIPMENT CORPORATION	08/11/2017	3,903.13

36465	789	PLUMB-RITE PLUMBING SERVICE IN	08/11/2017	250.00
36466	584	RICHMOND MACHINERY	08/11/2017	3,850.00
36467	718	ROTARY CLUB OF ALTAVISTA VA	08/11/2017	192.00
36468	504	SAFE SPACES LLC	08/11/2017	166.09
36469	1	SHAYNE PETRIE	08/11/2017	42.27
36470	80	SOUTHSIDE ELECTRIC COOP	08/11/2017	849.06
36471	1	STANLEY RUSSELL	08/11/2017	100.00
36472	124	TREASURER OF VA	08/11/2017	206.50
36473	85	TREASURER OF VA /CHILD SUPPORT	08/11/2017	553.15
36474	515	DALE TYREE JR	08/11/2017	3,025.00
36475	756	WAGeworks INC	08/11/2017	160.92
36476	9999998	WHITE, STEVE	08/11/2017	150.00
36477	1	WILLIAM REED	08/11/2017	84.94
36478	658	WKDE-FM	08/11/2017	199.00
36479	551	WOHLFORD, LARRY	08/11/2017	160.00
36480	700	WOODARD & CURRAN	08/11/2017	7,792.65
36481	207	AEDA	08/16/2017	27,500.00
36482	675	BKT UNIFORMS	08/16/2017	1,036.80
36483	706	BLAIR MARKETING	08/16/2017	845.00
36484	12	BRENNTAG MID-SOUTH INC	08/16/2017	1,237.60
36485	301	ENGLISH'S LLC	08/16/2017	299.96
36486	118	FERGUSON ENTERPRISES INC #75	08/16/2017	17,518.77
36487	41	FISHER SCIENTIFIC	08/16/2017	3,689.25
36488	119	FOSTER ELECTRIC CO INC	08/16/2017	360.13
36489	1	GRAHAM PETRIE	08/16/2017	100.00
36490	52	HACH COMPANY	08/16/2017	3,296.89
36491	1	JIMMIE BROWN JR	08/16/2017	145.50
36492	1	JUSTIN WYATT	08/16/2017	100.00
36493	790	TIMOTHY MARTIN	08/16/2017	285.00
36494	154	MUNICIPAL CODE CORPORATION	08/16/2017	950.00
36495	300	NAPA AUTO PARTS	08/16/2017	683.53
36496	454	O'REILLY AUTOMOTIVE INC	08/16/2017	408.30
36497	250	OVERHEAD DOOR COMPANY	08/16/2017	440.00
36498	1	PAULINE BROWN	08/16/2017	29.83
36499	92	UNIFIRST CORP	08/16/2017	1,752.18
36500	110	VUPS INC	08/16/2017	71.40
36501	116	XEROX CORPORATION	08/16/2017	VOID
36502	9	AFLAC	08/24/2017	2,048.83
36503	84	ALTAVISTA JOURNAL	08/24/2017	1,823.95
36504	103	BEACON CREDIT UNION	08/24/2017	325.00
36505	162	BENNETT'S MECHANICAL COMPANY I	08/24/2017	1,005.00
36506	294	BUSINESS CARD	08/24/2017	18,454.85
36507	1	CHARLES SMITH	08/24/2017	67.14
36508	1	CHERYL DUDLEY	08/24/2017	19.03
36509	1	CMG GRETN	08/24/2017	240.04
36510	381	EMORY C COLLINS CO INC	08/24/2017	651.67
36511	122	FEREBEE-JOHNSON COMPANY INC	08/24/2017	1,014.98
36512	43	FOSTER FUELS INC	08/24/2017	80.35
36513	46	GENTRY LOCKE ATTORNEYS	08/24/2017	1,024.75
36514	50	GRETN TIRE INC	08/24/2017	716.60
36515	57	ICMA RETIREMENT TRUST-457 #304	08/24/2017	675.00
36516	58	INSTRUMENTATION SERVICES INC	08/24/2017	2,501.50
36517	566	INTEGRATED TECHNOLOGY GROUP IN	08/24/2017	3,249.30
36518	143	KONE INC	08/24/2017	9,921.35
36519	218	MINNESOTA LIFE	08/24/2017	147.66
36520	792	MITCHELL 1	08/24/2017	2,374.56
36521	67	ORKIN PEST CONTROL LLC	08/24/2017	286.16

36522	765 PRIVIA MEDICAL GROUP LLC	08/24/2017	125.00
36523	778 SPRINT	08/24/2017	1,159.48
36524	237 TECH STAR INDUSTRIAL ELECTRONI	08/24/2017	3,249.00
36525	124 TREASURER OF VA	08/24/2017	8,892.00
36526	85 TREASURER OF VA /CHILD SUPPORT	08/24/2017	553.15
36527	96 UNIVAR USA INC	08/24/2017	8,724.00
36528	136 USABLUBOOK	08/24/2017	317.95
36529	116 XEROX CORP	08/24/2017	249.82
36530	793 XEROX FINANCIAL SERVICES	08/24/2017	382.00
36531	91 ANTHEM BLUE CROSS/BLUE SHIELD	08/28/2017	36,838.00
36532	12 BRENNTAG MID-SOUTH INC	08/31/2017	9,140.18
36533	583 CAMPBELL COUNTY PUBLIC LIBRARY	08/31/2017	902.86
36534	19 CARTER MACHINERY CO INC	08/31/2017	47.62
36535	427 CENTURYLINK	08/31/2017	1,114.13
36536	145 CHANDLER CONCRETE CO INC	08/31/2017	598.50
36537	28 COLUMBIA GAS	08/31/2017	159.15
36538	754 D L BRYANT HEATING & COOLING	08/31/2017	75.00
36539	119 FOSTER ELECTRIC CO INC	08/31/2017	670.25
36540	639 GAY AND NEEL INC	08/31/2017	4,295.50
36541	648 HALEY FORD SOUTH	08/31/2017	33,033.14
36542	566 INTEGRATED TECHNOLOGY GROUP IN	08/31/2017	5,353.93
36543	533 LYNN KIRBY	08/31/2017	225.00
36544	379 REI CONSULTANTS INC	08/31/2017	408.19
36545	80 SOUTHSIDE ELECTRIC COOP	08/31/2017	864.29
36546	1 SVETLA WEAVER	08/31/2017	377.23
36547	35 TREASURER OF VA/VITA	08/31/2017	6.87
36548	92 UNIFIRST CORP	08/31/2017	2,479.70
36549	147 US POSTAL SERVICE/POSTMASTER	08/31/2017	225.00
36550	601 VACORP	08/31/2017	189.60

NO. OF CHECKS: 137

TOTAL CHECKS

621,629.02

Town of Altavista  
FY 2018 Revenue Report  
17% 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	1,253	1	1,325	1	209,000
Public Service - Real & Personal	99,600	99,600	0	0	0	0	99,600
Personal Property	210,000	210,000	1,578	1	1,983	1	210,000
Personal Property - PPTRA	100,000	100,000	0	0	0	0	100,000
Machinery & Tools	1,628,500	1,628,500	0	0	0	0	1,628,500
Mobile Homes - Current	200	200	5	2	7	3	200
Penalties - All Taxes	5,500	5,500	349	6	423	8	5,500
Interest - All Taxes	3,000	3,000	399	13	447	15	3,000
Local Sales & Use Taxes	160,000	160,000	14,810	9	28,961	18	160,000
Local Electric and Gas Taxes	110,000	110,000	9,444	9	10,318	9	110,000
Local Motor Vehicle License Tax	43,000	43,000	887	2	1,140	3	43,000
Local Bank Stock Taxes	150,000	150,000	0	0	0	0	150,000
Local Hotel & Motel Taxes	95,000	95,000	2,304	2	9,349	10	95,000
Local Meal Taxes	910,000	910,000	82,660	9	164,983	18	910,000
Container Rental Fees	1,100	1,100	0	0	0	0	1,100
Communications Tax	40,000	40,000	3,113	8	6,306	16	40,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	160,000	160,000	22,706	14	30,533	19	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  
17% 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	20	2	80	8	1,000
Fines & Forfeitures - Court	9,000	9,000	408	5	1,503	17	9,000
Parking Fines	500	500	0	0	20	4	500
Interest and Interest Income	70,000	70,000	2,578	4	5,278	8	70,000
Rents - Rental of General Property	1,200	1,200	75	6	225	19	1,200
Rents - Pavilion Rentals	3,000	3,000	325	11	775	26	3,000
Rents - Booker Building Rentals	4,000	4,000	600	15	1,225	31	4,000
Rents - Rental of Real Property	70,000	70,000	4,504	6	8,658	12	70,000
Property Maintenance Enforcement	0	0	0	0	0	0	0
Railroad Rolling Stock Taxes	16,700	16,700	2	0	16,583	99	16,700
State DCJS Grant	82,700	82,700	0	0	0	0	82,700
State Rental Taxes	1,100	1,100	107	10	278	25	1,100
State/Misc. Grants (Fire Grant & Others)	11,000	11,000	722	7	20,868	190	11,000
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	0	0	0	0	0	0	0
State Transit Revenue	14,000	14,000	0	0	19,008	136	14,000
Campbell County Grants	32,100	32,100	0	0	0	0	32,100
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	2,500	2,500	2,244	90	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	581	1	581	1	97,700
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	5,000	5,000	0	0	4,575	92	5,000
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista  
FY 2018 Revenue Report  
17% 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	2,059	8	6,372	25	25,000
Reimbursement of Insurance Claim	0	0	0	0	0	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	97,700	0	0	0	0	97,700
	<u>4,604,800</u>	<u>4,604,800</u>	<u>153,733</u>	<u>3</u>	<u>344,761</u>	<u>7</u>	<u>4,604,800</u>



Town of Altavista  
Fund Expenditure Totals  
FY 2018  
17% 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	6,988,650	486,100	7	894,003	13	6,988,650
Debt Service	445,400	445,400	0	0	251,829	0	445,400
CIP	2,795,420	2,795,420	322,742	12	337,803	12	2,795,420
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>10,361,060</u></b>	<b><u>808,842</u></b>	<b><u>8</u></b>	<b><u>1,483,635</u></b>	<b><u>14</u></b>	<b><u>10,361,060</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
17% 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	2,091	8	4,733	17	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>2,091</u>	<u>3</u>	<u>4,733</u>	<u>8</u>	<u>62,200</u>
Administration							
Operations	804,950	804,950	44,987	6	153,027	19	804,950
Debt Service	0	0	0	0	0	0	0
CIP	38,500	38,500	7,837	20	14,470	38	38,500
Administration - TOTAL:	<u>843,450</u>	<u>843,450</u>	<u>52,824</u>	<u>6</u>	<u>167,497</u>	<u>20</u>	<u>843,450</u>
Non-Departmental							
Operations	444,040	444,040	28,462	6	71,387	16	444,040
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>308,550</u>	<u>28,462</u>	<u>9</u>	<u>71,387</u>	<u>23</u>	<u>308,550</u>
Non-Departmental - TOTAL:	<u>308,550</u>	<u>308,550</u>	<u>28,462</u>	<u>9</u>	<u>71,387</u>	<u>23</u>	<u>308,550</u>
Public Safety							
Operations	961,850	961,850	69,317	7	138,337	14	961,850
Debt Service	0	0	0	0	0	0	0
CIP	80,000	80,000	33,033	41	33,281	42	80,000
Public Safety - TOTAL:	<u>1,041,850</u>	<u>1,041,850</u>	<u>102,350</u>	<u>10</u>	<u>171,619</u>	<u>16</u>	<u>1,041,850</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
17% 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	58,001	5	105,765	10	1,080,450
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	<u>711,360</u>	<u>711,360</u>	<u>43,189</u>	<u>6</u>	<u>51,369</u>	<u>7</u>	<u>711,360</u>
Public Works - TOTAL:	<u>1,815,010</u>	<u>1,815,010</u>	<u>101,189</u>	<u>6</u>	<u>161,596</u>	<u>9</u>	<u>1,815,010</u>
Economic Development							
Operations	144,550	144,550	9,303	6	17,333	12	144,550
CIP	<u>34,000</u>	<u>34,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>34,000</u>
Economic Development - TOTAL:	<u>178,550</u>	<u>178,550</u>	<u>9,303</u>	<u>5</u>	<u>17,333</u>	<u>10</u>	<u>178,550</u>
Transit System							
Operations	99,800	99,800	9,146	9	15,593	16	99,800
Debt Service	0	0	0	0	0	0	0
CIP	<u>64,000</u>	<u>64,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>64,000</u>
Transit System - TOTAL:	<u>163,800</u>	<u>163,800</u>	<u>9,146</u>	<u>6</u>	<u>15,593</u>	<u>10</u>	<u>163,800</u>
Main Street							
Operations	55,900	55,900	4,063	7	6,150	11	55,900
Debt Service	0	0	0	0	0	0	0
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Main Street - TOTAL:	<u>55,900</u>	<u>55,900</u>	<u>4,063</u>	<u>7</u>	<u>6,150</u>	<u>11</u>	<u>55,900</u>
GENERAL FUND TOTALS							
Operations	3,483,250	3,483,250	225,369	6	512,325	15	3,483,250
Debt Service	23,200	23,200	0	0	4,463	0	23,200
CIP	<u>962,860</u>	<u>962,860</u>	<u>84,059</u>	<u>9</u>	<u>99,120</u>	<u>86</u>	<u>962,860</u>
GENERAL FUND - GRAND TOTAL:	<u>4,469,310</u>	<u>4,469,310</u>	<u>309,428</u>	<u>7</u>	<u>615,908</u>	<u>14</u>	<u>4,469,310</u>

Town of Altavista  
Council / Planning Commission  
FY 2018 Expenditure Report  
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<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	3,499	17	21,000
Other Employee Benefits			0	0	0	0	
Services	0	0	0	0	0	0	0
Other Charges	6,200	6,200	341	6	1,234	20	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>2,091</b>	<b>3</b>	<b>4,733</b>	<b>8</b>	<b>62,200</b>

Town of Altavista  
Administration  
FY 2018 Expenditure Report  
17% 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>ADMINISTRATION - FUND 10</u></b>							
Wages & Benefits	448,150	448,150	30,268	7	73,644	16	448,150
Other Employee Benefits	49,400	49,400	1,202	2	1,202	2	49,400
Services	205,500	205,500	8,758	4	63,147	31	205,500
Other Charges	67,400	67,400	2,447	4	12,506	19	67,400
Materials & Supplies	34,500	34,500	2,311	7	2,529	7	34,500
Capital Outlay	38,500	38,500	7,837	20	14,470	38	38,500
<b>Total Expenditures</b>	<b>843,450</b>	<b>843,450</b>	<b>52,824</b>	<b>6</b>	<b>167,497</b>	<b>20</b>	<b>843,450</b>

Town of Altavista  
Non-Departmental  
FY 2018 Expenditure Report  
17% 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	130,850	0	0	5,000	4	130,850
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	0	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	0	0	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	10,000	10,000	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	27,500	100	27,500	100	27,500
Contribution - YMCA Recreation Program	100,000	100,000	0	0	25,000	25	100,000
Contribution - Altavista Fire Co.	11,000	11,000	0	0	0	0	11,000
Contribution - Avoca	18,700	18,700	0	0	4,675	25	18,700
Contribution - Altavista On Track (MS)	7,000	7,000	0	0	8,250	118	7,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>306,050</b>	<b>306,050</b>	<b>27,500</b>	<b>9</b>	<b>70,425</b>	<b>23</b>	<b>306,050</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	2,500	2,500	962	38	962	38	2,500
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>2,500</b>	<b>2,500</b>	<b>962</b>	<b>38</b>	<b>962</b>	<b>38</b>	<b>2,500</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>308,550</b>	<b>308,550</b>	<b>28,462</b>	<b>9</b>	<b>71,387</b>	<b>23</b>	<b>308,550</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  
17% 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>444,040</b>	<b>28,462</b>	<b>6</b>	<b>71,387</b>	<b>16</b>	<b>444,040</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>308,550</b>	<b>308,550</b>	<b>28,462</b>	<b>9</b>	<b>71,387</b>	<b>23</b>	<b>308,550</b>

Town of Altavista  
Public Safety  
FY 2018 Expenditure Report  
17% 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	60,690	7	123,998	15	837,100
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,500	10,500	449	4	449	4	10,500
Other Charges	43,050	43,050	3,126	7	8,839	21	43,050
Materials & Supplies	71,200	71,200	5,052	7	5,052	7	71,200
Capital Outlay	80,000	80,000	33,033	41	33,281	42	80,000
<b>Total Expenditures</b>	<b>1,041,850</b>	<b>1,041,850</b>	<b>102,350</b>	<b>10</b>	<b>171,619</b>	<b>16</b>	<b>1,041,850</b>



Town of Altavista  
Public Works  
FY 2018 Expenditure Report  
17% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</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>
Wages & Benefits	638,950	638,950	34,135	5	67,692	11	638,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	12,600	12,600	271	2	271	2	12,600
Other Charges	40,000	40,000	2,397	6	5,747	14	40,000
Materials & Supplies	388,900	388,900	21,198	5	32,055	8	388,900
Debt Service	23,200	23,200	0	0	4,463	0	23,200
Capital Outlay	711,360	711,360	43,189	6	51,369	7	711,360
<b>Total Expenditures</b>	<b>1,815,010</b>	<b>1,815,010</b>	<b>101,189</b>	<b>6</b>	<b>161,596</b>	<b>9</b>	<b>1,815,010</b>

Town of Altavista  
Economic Development  
FY 2018 Expenditure Report  
17% 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	6,318	8	14,323	18	81,250
Other Employee Benefits	0	0	0	0	0	0	0
Services	25,000	25,000	845	3	845	3	25,000
Other Charges	31,300	31,300	1,365	4	1,390	4	31,300
Materials & Supplies	7,000	7,000	775	11	775	11	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>9,303</b>	<b>5</b>	<b>17,333</b>	<b>10</b>	<b>178,550</b>

Town of Altavista  
Transit System  
FY 2018 Expenditure Report  
17% 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	6,355	9	12,477	17	72,950
Services	2,100	2,100	0	0	0	0	2,100
Other Charges	3,950	3,950	449	11	774	20	3,950
Materials & Supplies	20,800	20,800	2,342	11	2,342	11	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>9,146</b>	<b>6</b>	<b>15,593</b>	<b>10</b>	<b>163,800</b>

Town of Altavista  
FY 2018 Revenue Report  
17% 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	380	8	755	17	4,500
Water Charges - Industrial	1,600,000	1,600,000	141,442	9	298,225	19	1,600,000
Water Charges - Business/Residential	243,000	243,000	6,235	3	13,525	6	243,000
Water Charges - Outside Community	135,000	135,000	9,237	7	19,163	14	135,000
Water Charges - Water Connection Fees	3,000	3,000	0	0	0	0	3,000
Bulk Water Purchase	5,000	5,000	136	0	1,163	0	5,000
Sewer Charges - Industrial	1,132,000	1,132,000	108,958	10	225,264	20	1,132,000
Sewer Charges - Business/Residential	230,000	230,000	5,864	3	13,535	6	230,000
Sewer Charges - Outside Community	1,700	1,700	0	0	719	42	1,700
Sewer Charges - Sewer Connection Fees	5,200	5,200	0	0	0	0	5,200
Sewer Charges - Sewer Surcharges	95,000	95,000	16,319	17	34,834	37	95,000
Charges for Service - Water/Sewer Penalties	5,000	5,000	24	0	1,450	29	5,000
Misc. Cash Discounts	0	0	0	0	4	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	20,000	20,000	2,040	10	13,075	65	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>290,636</u></b>	<b><u>6</u></b>	<b><u>646,592</u></b>	<b><u>13</u></b>	<b><u>4,865,910</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
17% 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	120,133	8	172,992	12	1,467,800
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	657,270	657,270	238,683	36	238,683	36	657,270
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,547,270</u>	<u>2,547,270</u>	<u>358,816</u>	<u>14</u>	<u>659,041</u>	<u>26</u>	<u>2,547,270</u>
Wastewater Department							
Operations	1,404,200	1,404,200	111,389	8	169,633	12	1,404,200
Debt Service	0	0	0	0	0	0	0
CIP	914,440	914,440	0	0	0	0	914,440
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>2,318,640</u>	<u>2,318,640</u>	<u>111,389</u>	<u>5</u>	<u>169,633</u>	<u>7</u>	<u>2,318,640</u>
ENTERPRISE FUND TOTAL							
Operations	2,872,000	2,872,000	231,522	8	342,625	12	2,872,000
Debt Service	422,200	422,200	0	0	247,366	0	422,200
CIP	1,571,710	1,571,710	238,683	<u>15</u>	238,683	<u>15</u>	1,571,710
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,865,910</u>	<u>4,865,910</u>	<u>470,205</u>	<u>10</u>	<u>828,674</u>	<u>17</u>	<u>4,865,910</u>

Town of Altavista  
Water Department  
FY 2018 Expenditure Report  
17% 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
WATER DEPARTMENT - FUND 50							
Wages & Benefits	626,500	626,500	42,497	7	90,357	14	626,500
Other Employee Benefits	0	0	0	0	0	0	0
Services	264,300	264,300	9,135	3	10,260	4	264,300
Other Charges	324,050	324,050	24,189	7	28,063	9	324,050
Materials & Supplies	252,950	252,950	44,313	18	44,313	18	252,950
Debt Service	422,200	422,200	0	0	247,366	0	422,200
Capital Outlay	657,270	657,270	238,683	36	238,683	36	657,270
Transfer Out to Reserves	0	0	0		0		0
Total Expenditures	2,547,270	2,547,270	358,816	14	659,041	26	2,547,270

Town of Altavista  
Wastewater Department  
FY 2018 Expenditure Report  
17% 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>WASTEWATER DEPARTMENT - FUND 50</b>							
Wages & Benefits	785,550	785,550	57,680	7	112,558	14	785,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	75,800	75,800	2,024	3	2,024	3	75,800
Other Charges	343,100	343,100	35,771	10	39,041	11	343,100
Materials & Supplies	199,750	199,750	15,915	8	16,010	8	199,750
Debt Service	0	0	0	0	0	0	0
Capital Outlay	914,440	914,440	0	0	0	0	914,440
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>2,318,640</b>	<b>2,318,640</b>	<b>111,389</b>	<b>5</b>	<b>169,633</b>	<b>7</b>	<b>2,318,640</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2018  
17% 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>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	601,000	601,000	27,761	5	37,504	6	601,000
CIP	<u>260,850</u>	<u>260,850</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>260,850</u>
<b>State/Hwy Water Department - TOTAL:</b>	<u>861,850</u>	<u>861,850</u>	<u>27,761</u>	<u>3</u>	<u>37,504</u>	<u>4</u>	<u>861,850</u>

	<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>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	32,400	32,400	1,448	4	1,549	5	32,400
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<b>Cemetery Fund - TOTAL:</b>	<u>57,400</u>	<u>57,400</u>	<u>1,448</u>	<u>3</u>	<u>1,549</u>	<u>3</u>	<u>57,400</u>



Town of Altavista  
FY 2018 State/Highway Fund  
17% 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	0	0	670,000
Street & Highway Maintenance/Carry Over	191,850	191,850	0	0	0	0	191,850
Street & Highway Maintenance/Cash Discount	0	0	0	0	0	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b><u>861,850</u></b>	<b><u>861,850</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>861,850</u></b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,300	3	1,318	3	48,200
Maintenance - Pavement	300,000	300,000	4,699	2	5,492	2	300,000
Maintenance - Traffic Control Devices	56,800	56,800	4,138	7	4,138	7	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	453	1	453	1	56,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	15,424	31	20,935	42	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,747	2	5,168	6	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b><u>601,000</u></b>	<b><u>601,000</u></b>	<b><u>27,761</u></b>	<b><u>5</u></b>	<b><u>37,504</u></b>	<b><u>6</u></b>	<b><u>601,000</u></b>
Improvements Other Than Buildings - New	260,850	260,850	0	0	0	0	260,850
Engineering - New							
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b><u>260,850</u></b>	<b><u>260,850</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>260,850</u></b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b><u>861,850</u></b>	<b><u>861,850</u></b>	<b><u>27,761</u></b>	<b><u>3</u></b>	<b><u>37,504</u></b>	<b><u>4</u></b>	<b><u>861,850</u></b>

Town of Altavista  
FY 2018 Cemetery Fund  
17% 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>								
090-0000-308.02-02	Permits/Burials	15,000	15,000	2,450	16	4,250	28	15,000
090-0000-321.02-00	Interest/Interest Income	9,500	9,500	13	0	180	2	9,500
090-0000-351.02-00	Miscellaneous/Sale of Real Estate	4,000	4,000	2,600	65	2,600	65	4,000
090-0000-351.04-00	Miscellaneous/Misc.	0	0	25	0	50	0	0
090-0000-361.03-00	Transfer In From General Fund	28,900	28,900	0	0	0	0	28,900
<b>Cemetery Fund - GRAND TOTAL:</b>		<b>57,400</b>	<b>57,400</b>	<b>5,088</b>	<b>9</b>	<b>7,080</b>	<b>12</b>	<b>57,400</b>
<b>EXPENDITURES</b>								
090-0000-603.10-02	Salaries and Wages/Regular	9,700	9,700	243	3	317	3	9,700
090-0000-603.10-04	Salaries and Wages/Overtime	1,000	1,000	98	10	98	10	1,000
090-0000-603.20-02	Benefits/FICA	800	800	25	3	30	4	800
090-0000-603.20-04	Benefits/VRS	1,200	1,200	30	3	39	3	1,200
090-0000-603.20-06	Benefits/Medical Insurance is pre-paid	1,500	1,500	50	3	60	4	1,500
090-0000-603.20-08	Benefits/Group Life	200	200	3	2	5	2	200
090-0000-603.50-34	Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
090-0000-603.60-04	Materials/Supplies & Repairs/Maint.	18,000	18,000	1,000	6	1,000	6	18,000
<b>CAPITAL OUTLAY</b>								
090-0000-603.81-06	Machinery & Equip. - Replc.	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>								
090-0000-603.70-01	Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>		<b>57,400</b>	<b>57,400</b>	<b>1,448</b>	<b>3</b>	<b>1,549</b>	<b>3</b>	<b>57,400</b>

**Town of Altavista**

Grand Total of all Investments and Deposits

**\$ 17,216,626.58**

Balance as of August 31, 2017

**Non-Specific**Green Hill Cemetery 630,748.39

General Fund Reserves

Capital Improvement Program Reserves

3,542,612.83

Altavista EDA Funding 266,852.61 \*266,852.61

Enterprise Fund Reserves

Capital Improvement Program Reserves

1,034,628.95

PCB Remediation 569,707.59Highway Fund 915,583.54Police Federal 2,893.32Police State 18,554.21

Public Funds Money Market Accounts

9,507,346.14

Operating Checking Account (Reconciled Balance) 727,699.00**DESIGNATED FUNDS** 3,132,038.66

14,084,587.92

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

-6,663,417.00**UNDESIGNATED FUNDS**7,421,170.92

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

-153,155.86

Funds earmarked for items not completed during prior FY

-377,000.00

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

-135,350.00

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

**UNDESIGNATED RESERVE FUND BALANCE**5,682,894.61



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** September 12, 2017

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

Attachment #: | **2c** |

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

**Subject Title:** | **Delinquent Tax List** |

### **SUBJECT HIGHLIGHTS**

At the August Town Council Work Session, staff presented the Delinquent Taxpayer list and sought approval to publish the list and add the pro-rated cost of the ad to each paid account. Staff also seeks to write off the specified accounts as outlined. The staff memo and Delinquent Taxpayer list are attached.

**Action(s) requested or suggested motion(s):** Motion to approve the publishing of the Delinquent Taxpayer list, write off the specified accounts and proceed with collection as outlined.

### **Staff Review Record**

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

List them in the order they should appear in packet? **Staff memo; and Delinquent Taxpayer list**

Department Head initials and comments, if applicable:

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

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



**TO:** Mayor Mattox and Members of Council

**FROM:** Tobie Shelton

**DATE:** August 22, 2017

**RE:** Submission to Town Council of Delinquent Taxpayers Section 70-3 of the Town Code

Attached for your review is a listing of delinquent taxpayers I am required to submit annually to the Town Council as defined by Section 70-3 of the Code of the Town of Altavista. Section 70-3 is as follows:

- a. The treasurer, after ascertaining which of the taxes and levies assessed at any time in the town have not been collected, shall, within 60 days of the end of the fiscal year, make out lists as follows:
  1. A list of real estate on the land book of the county commissioner of the revenue improperly placed thereon or not ascertainable, with the amount of taxes charged thereon.
  2. A list of other real estate which is delinquent for the nonpayment of the taxes thereon. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
  3. A list of such of the taxes assessed on tangible personal property, machinery and tools and merchants' capital, and other subjects of local taxation, other than real estate, as he was unable to collect which are delinquent. This list shall not include any taxes listed under subsection (a) (4) or (5) of this section.
  4. A list of the uncollected taxes amounting to less than \$20.00 each for which no bills were sent under Code of Virginia, § 58.1-3912.
  5. A list of uncollected balances of previously billed taxes amounting to less than \$20.00 each as to which the treasurer has determined that the costs of

collecting such balances would exceed the amount recoverable, provided that the treasurer shall not include on such list any balance with respect to which he or she has reason to believe that the taxpayer has purposely paid less than the amount due and owing.

Final notices have been mailed to all individuals advising action to be taken if taxes were not paid within our deadlines. My letter advised their names and amounts due would be published in the Altavista Journal and possible legal action taken by the Town. Such legal action includes authorizing the Department of Motor Vehicles to withhold registration of all vehicles owned and/or co-owned by the taxpayer until their debt has been cleared otherwise submitting a claim to the Department of Taxation's Integrated Revenue Management System (IRMS) to withhold the delinquent tax from revenue taxpayers may receive from the Department of Accounts through tax returns or lottery winnings.

Section 70-4(c) and (d) require Council's approval to advertise the listing of delinquent taxpayers in the local newspaper. This is an effective tool helping reduce the outstanding delinquent taxes and again this year I am requesting permission to advertise in late October or early November. This schedule would allow us to publicly announce our intentions to advertise and provide a time frame for delinquent taxpayers to resolve past due taxes before advertising in the local newspaper.

I respectfully request your approval to advertise in the Altavista Journal as noted above. Additionally, request the approval to write-off the amounts under \$20.00, past due taxes for deceased individuals, uncollectable real estate taxes and the 2012 personal property taxes due to statute of limitations making it difficult for us to collect.

Thank you.

**TOWN OF ALTAVISTA  
DELINQUENT PERSONAL PROPERTY TAXES  
DECEASED INDIVIDUALS  
August 14, 2017**

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Andrews, Quentin Blaine	63481	20.07
Barksdale, Todd	10832	\$ 9.51
Barksdale, Todd	10830	\$ 6.26
Barksdale, Todd	44661	\$ 89.11
Barksdale, Todd	57831	\$ 40.04
Barksdale, Todd	59529	\$ 39.72
Barksdale, Todd	68401	\$ 29.08
Barksdale, Todd	68241	\$ 66.20
Brownlow, Thomas James	62069	\$ 13.59
Brownlow, Thomas James	69107	\$ 31.65
Callands, Tardie Bill	11138	\$ 17.74
Callands, Tardie Bill	11140	\$ 17.74
Callands, Tardie Bill	20108	\$ 16.77
Hubbard, Wendell	59185	\$ 60.58
Hubbard, Wendell	69057	\$ 5.87
Johnson, Janice	12628	\$ 16.77
Pannell, David	61227	\$ 17.60
Pannell, David	62727	\$ 10.56
Pannell, David	62729	\$ 17.60
Pannell, David	62731	\$ 17.60
Pannell, John E	58079	\$ 14.06
Payne, Herman William	17102	\$ 16.77
Payne, Robert Lee	68761	\$ 27.58
Tuck, Guy A	62935	\$ 56.43
		<hr/>
		\$ 638.83

**TOWN OF ALTAVISTA  
DELINQUENT PERSONAL PROPERTY TAXES**

**UNDER \$20.00  
August 14, 2017**

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Ashby, Arlena	67595	\$ 0.53
Ashby, Arlena	67597	\$ 0.16
Bruce, Dean Brian	64879	\$ 2.50
CHMI Inc	63871	\$ 13.84
Clements Annette	68611	\$ 0.41
Conopco Inc	51745	\$ 2.35
Fauver, Joseph	68997	\$ 0.10
Hiler, Jewel	12424	\$ 0.01
Hockaday, David	68969	\$ 2.19
Hockaday, David	68971	\$ 2.19
Martinez, Melissa	10982	\$ 0.01
Pannell, John E	64329	\$ 0.22
Perschino, Tyler	69329	\$ 0.01
Phillips, William T	68367	\$ 4.27
Puryear, Robert	68673	\$ 0.39
Quench USA Inc	63889	\$ 0.02
Staton Kenneth Oneil	54537	\$ 0.16
Stegall Willie Ben	17104	\$ 0.25
TCF National Bank	69807	\$ 1.17
Wolfe, Candace	69741	\$ 0.06
		<hr/>
		\$ 30.84



**TOWN OF ALTAVISTA**  
**DELINQUENT REAL ESTATE TAXES**  
**August 14, 2017**

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Anderson, Christopher	44971	\$ 138.08
Andrews, Ronnie & Delene	45537	\$ 14.08
Andrews, Ronnie & Delene	45539	\$ 10.13
Ashwell, William & Gracie	44623	\$ 80.82
Barksdale, Todd	44661	\$ 93.49
Bon Aire Associates	44763	\$ 14.08
Bon Aire Associates	44765	\$ 14.08
Booth, Regina	46725	\$ 36.42
Brown, Cilla	44815	\$ 43.37
Clark, Lillian	45043	\$ 461.29
Coleman, Dorella	45119	\$ 148.94
Coles, Altavista	45143	\$ 22.53
Coles, Altavista	45145	\$ 14.08
Coles, Carleton	45147	\$ 35.57
Cook, Frances D	45173	\$ 69.01
Crider, Deborah W	45259	\$ 85.79
Fariss, Matthew	47169	\$ 200.36
Gregory, Marcellus Preston	47535	\$ 33.44
Gregory, Marcellus Preston	45927	\$ 224.65
Hall, David	45961	\$ 44.59
Hall, David	45963	\$ 42.34
Hamer, Jeston	46553	\$ 80.93
Hamer, Jeston	46555	\$ 56.15
Hamer, Jeston	46557	\$ 439.19
Kershner, Darl & Shirley	46363	\$ 310.07
Lambert, Jason & Kathy	46823	\$ 152.44
Little, Sheila Exec	45755	\$ 96.02
Little, Sheila Exec	45757	\$ 11.73
Minnis, Earl & Odessa	46745	\$ 205.59
Miller, Dennis & Shirley	46841	\$ 70.50
Payne, Cindy L	47055	\$ 275.05
Stovall, Diane	47787	\$ 58.42
Thomasville Retail	46411	\$ 49.09
Trent, Curtis & Brenda	47941	\$ 263.91
Tyler, Sarah	47491	\$ 231.01
Wright, John & Yvonne	48285	\$ 11.17
Wright, John & Yvonne	48287	\$ 7.04
Wright, John & Yvonne	48289	\$ 14.08
		<hr/>
		\$ 4,159.53

**TOWN OF ALTAVISTA  
DELINQUENT REAL ESTATE TAXES**

**August 14, 2017**

**UNDER \$20.00**

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Age Old Revocable Trust	45369	\$ 0.28
Brown, Valerie	44837	\$ 0.94
Copley, Bryant & Julia	45193	\$ 0.82
D & C Enterprises	45303	\$ 4.32
Davis, Kathy	44585	\$ 11.26
Edwards, Suzanne	45491	\$ 0.05
Fellers, Julie	45387	\$ 1.43
Kelly, Maggie	46347	\$ 0.59
Knaus, Samuel	45631	\$ 1.19
Merritt A W Estate	46713	\$ 16.71
Moorman, Oliver & Betty	46857	\$ 1.31
Pugh, Harold	47243	\$ 3.29
Rosser, Donna	47435	\$ 0.54
Simpson, Michael	47621	\$ 0.23
Wells Fargo Bank	48181	\$ 2.82
		<hr/>
		\$ 45.78

**TOWN OF ALTAVISTA**  
**DELINQUENT PERSONAL PROPERTY TAXES**  
**August 14, 2017**

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>		<u>TAX AMOUNT</u>
Adams, Robbie Darlene	67153	\$	17.60
Adams, Robbie Darlene	67155	\$	30.47
Adams, Robbie Darlene	68679	\$	17.60
Adams, Valerie Lee	59475	\$	32.23
Adams, Valerie Lee	68353	\$	39.16
Alexander, Vernon Louis	62225	\$	54.92
Andrews, Duncan Ewart	18010	\$	36.85
Andrews, Duncan Ewart	55237	\$	36.85
Andrews, Duncan Ewart	61569	\$	62.30
Andrews, Quentin Blaine	63481	\$	20.90
Anthony, Thomas Julian	15896	\$	80.30
Anthony, Thomas Julian	15898	\$	80.30
Armistead, Franchesca Nicole	67677	\$	55.11
Arnold, Hilda Dalton	67425	\$	17.60
Arnold, Mary Paggans	68981	\$	73.16
Arnold, Mary Paggans	68983	\$	63.36
Austin, Charles Thomas	57747	\$	14.13
Austin, Charles Thomas	57749	\$	22.55
Austin, Charles Thomas	62473	\$	7.52
B & D Auto Sales	64169	\$	63.95
B & D Auto Sales	10814	\$	117.33
Barnard, Robert Glenn Jr	69415	\$	17.60
Barnwell, Bronson Jermale	62569	\$	37.08
Barnwell, Bronson Jermale	64171	\$	17.60
Barnwell, Bronson Jermale	65501	\$	34.98
Barnwell, Bronson Jermale	68403	\$	33.57
Barnwell, Laquienta	66459	\$	55.50
Barnwell, Laquienta	66461	\$	60.32
Bertiz, Rafeal	67939	\$	19.25
Birdsall, Cassandra E	66513	\$	44.00
Blanchard, Donna Simpson	68845	\$	17.60
Bogert, Abbey Marie	65051	\$	34.98
Bogert, Kyler Charles	67571	\$	40.60
Bogert, Kyler Charles	69063	\$	27.94
Bolen, Brenda Jo	66551	\$	118.45
Broadhurst, Elizabeth	68923	\$	31.80
Brooks, Teri Kelly	60135	\$	12.78
Brooks, Teri Kelly	64703	\$	66.39
Brown, Carolyn Joan	59941	\$	57.75
Brown, Elburn L	66813	\$	19.25
Brown, Elburn L	66815	\$	61.02
Brown, Hariott	66633	\$	45.88
Brown, Nathaniel	68157	\$	76.23
Brown, Shana Matirs	58659	\$	80.30
Brown, Shana Matirs	58661	\$	80.30

Brown, Shana Matirs	58663	\$	80.30
Brown, Timron Debae	69505	\$	17.60
Brown, Virginia Catherine	61825	\$	37.43
Bruce, Jonathon	68937	\$	31.68
Brumfield, Candace Nicole	64957	\$	43.45
Brumfield, Candace Nicole	64959	\$	147.85
Bryant, Jonathan	67925	\$	71.06
Burgess, Benjamin K	65741	\$	63.45
Burroughs, Ashley	69747	\$	40.60
Cabell, Patricia Reynolds	69551	\$	30.47
Cabell, Patricia Reynolds	69553	\$	34.87
Cadogan, Brandon Andrew	59031	\$	22.55
Callands, Kenneth Lewis	69055	\$	194.49
Calloway, Crystal	65431	\$	30.14
Calloway, Crystal	68329	\$	75.68
Calloway, Crystal	68331	\$	25.74
Canada, Tallulla L	59549	\$	22.55
Carr, Angela	64623	\$	14.27
Carr, William Robert	67639	\$	36.85
Castillo, Isidro	60345	\$	67.39
Catron Jamie Fitzgerald	60181	\$	30.76
Chambers, Gregory Paul	64995	\$	22.55
Chambers, Gregory Paul	64997	\$	22.55
Chapman, Andrea	61087	\$	51.82
Chapman, Andrea	65519	\$	45.76
Chauncey Hutter/Pro Tax	51693	\$	140.75
Chavis, Lisa Ann	69763	\$	26.84
Chen Fang Shandong	65227	\$	99.88
Childress, Martha Rae	65011	\$	74.25
CJL Enterprises Inc	59093	\$	133.82
Clay, Emily Nicole	68039	\$	34.33
Clay, Phyllis E	53031	\$	17.60
Clay, Phyllis E	54611	\$	38.61
Clay, Phyllis E	63601	\$	17.60
Clerval, Dennis Martin Jr	66647	\$	40.15
Clerval, Dennis Martin Jr	67877	\$	3.35
Coffer, Angela Brandi	66123	\$	29.85
Coffer, Angela Brandi	67555	\$	64.84
Coffey, Kimberley	68053	\$	43.34
Cole, Vincent Ethan	65173	\$	20.90
Cole, Vincent Ethan	65175	\$	67.74
Coleman, Dorella	68797	\$	38.61
Coles, Carrissa Tscharner	60313	\$	60.98
Coles, Carrissa Tscharner	62107	\$	39.06
Collado, James	69327	\$	49.50
Collins, Alice Morris	67281	\$	35.54
Collins, Larry Boyd Jr	65033	\$	73.70
Comer, Joshua Reuben	68055	\$	30.04
Cox, James Allen	69377	\$	17.60
Cox, James Allen	69379	\$	35.42
Cox, James Allen	69381	\$	17.60
Crider, Joann Denise	67881	\$	38.27

Crider, Joann Denise	67883	\$	19.25
Crider, Joann Denise	69267	\$	30.47
Crider, Joann Denise	69269	\$	17.60
Crider, Shamica Nicole	60393	\$	36.96
Crider, Shamica Nicole	69043	\$	27.18
Dalton, Dennis Lee	68743	\$	80.08
Davis, Deshawn	69841	\$	17.60
Davis, Donald R	69743	\$	47.30
Davis, Donald R	69745	\$	33.11
Davis, Erica Latrice	68087	\$	59.83
Davis, Jacqueline	66421	\$	39.41
Davis, Jeremy Maurice	63691	\$	80.30
Davis, Jeremy Maurice	63693	\$	136.04
Davis, Karlton L	64823	\$	36.08
Devercelly Ashley Kay	65029	\$	36.85
Devercelly, Ashley Kay	66235	\$	59.37
Destiny Christian Fellowship	67893	\$	73.63
Devercelly, Ashley Kay	69147	\$	34.87
Dickerson, Brittany Leschae	61941	\$	42.30
Dickerson, Brittany Leschae	67895	\$	74.53
Dino's Sportsbar & Grill	66775	\$	122.84
Dillard, Eugene	55001	\$	17.60
Dillard, Eugene	56607	\$	9.98
Dominique, Warren Anthonio	65059	\$	20.90
Dominique, Warren Anthonio	65061	\$	20.90
Easley, Frank James	67721	\$	19.25
Easley, Quintin Matthew	55515	\$	22.55
Elawady, Ahmed Elsayed	68149	\$	311.95
Elliott, Richard Terrell	62183	\$	17.51
Ellis, Harold	63303	\$	20.90
Emerson, Woodrow Jr	67489	\$	17.60
Erk, Patrick Hughes	62265	\$	130.52
Farrell, Marisa Marie	66617	\$	60.84
Farrell, Marisa Marie	66619	\$	17.60
Fauver, Margaret Ferguson	57419	\$	19.25
Fauver, Margaret Ferguson	57421	\$	61.17
Ferlise, Nicholas Wayne	67857	\$	67.97
Fielder, Eddie Johnson	69011	\$	65.90
Fielder, Hannah Elizabeth	69383	\$	35.20
Fitzgerald, Sara Salgado	69669	\$	17.60
Fitzgerald, Sara Salgado	69671	\$	17.60
Fitzgerald, Shanice Lynette	67927	\$	32.00
Ford, Randy	64621	\$	109.79
Freeman, Frank William	69487	\$	42.90
Freeman, Hannah Grace	69725	\$	44.33
Fulsom, Paula Melton	64609	\$	28.82
Garvin, Dedrick Slayton	62233	\$	34.94
Giboyeaux, Felicia Jannette	66555	\$	46.87
Giboyeaux, Felicia Jannette	66557	\$	61.86
Giboyeaux, Felicia Jannette	66559	\$	34.30
Gilbert, Sherwood	68625	\$	33.99
Gilbert, Sherwood	68627	\$	33.56

Glass, Michael Doyle	65283	\$	67.39
Glass, Rosa Mae	69171	\$	56.54
Goard, Cadedra Jeanette	69373	\$	72.28
Goodman, Linda	66199	\$	37.08
Goodman, James Robert Jr	51719	\$	308.01
Graves, Clarence	69313	\$	35.53
Graves, Clarence	68013	\$	32.99
Graves, Devin Davorn	68013	\$	84.17
Graves, Kiara Marie	66213	\$	46.39
Graves, Lindsey Alphonzo	59183	\$	43.45
Graves, Lucy Mitchell	68933	\$	17.60
Graves, Lucy Mitchell	63161	\$	17.60
Graves, Margaret M	64251	\$	78.57
Graves, Preston Oshea	65105	\$	43.92
Greene, Christopher	69699	\$	17.60
Greene, William Henry Jr	66005	\$	41.27
Greene, William Henry Jr	66007	\$	44.05
Gregory, Marcella Pearl	17256	\$	32.16
Hagans, Marcus	68195	\$	77.33
Hall, Jessica Lyn	67493	\$	58.37
Hall, Jessica Lyn	67495	\$	133.12
Hall, Trevor Wayne	63317	\$	95.04
Hall, Yvonne Bolen	67953	\$	36.30
Ham, Casey Latree	67725	\$	29.26
Harris, Gene Allen	12354	\$	47.03
Hancock, Charlie Dante	69677	\$	45.65
Hancock, Charlie Dante	69679	\$	31.02
Hansen, Michael Lee	64979	\$	12.87
Hansen, Michael Lee	69127	\$	30.81
Haynes, Brian Eugene	66689	\$	17.60
Haynes, Brian Eugene	66691	\$	38.61
Hayward, Latasha	69389	\$	33.44
Hendricks, Terri Lynn	63695	\$	41.77
Hensley, Jason Brian	63713	\$	74.91
Hodges, Thoma Wayne	66457	\$	55.56
Holland's Asphalt Sealing	60383	\$	57.75
Hooper, Colleen	69391	\$	41.58
Horne, Christian Eric	67739	\$	17.60
Hubbard, Robert A Jr	57343	\$	9.98
Hubbard, Robert A Jr	66097	\$	54.68
Hubbard, Robert A Jr	66099	\$	17.60
Hubbard, Robert A Jr	68991	\$	33.99
Hudson, Neah Denise	67901	\$	31.46
Hudson, William Raymond 3rd	67789	\$	17.60
Hudson, William Raymond 3rd	59241	\$	44.00
Hunt, Dena Ruth	69393	\$	33.44
Hunt, Raleigh Lee	61479	\$	28.71
Hunt, Raleigh Lee	65889	\$	28.05
Hunt, Shantia Marie	65323	\$	35.81
Hunt, Shantia Marie	66407	\$	34.55
Hunt, Wesley Leon	65307	\$	17.60
Hunt, Wesley Leon	66337	\$	17.60

Hunter, Gary Patrick	68015	\$	14.11
Hunter, Gary Patrick	68017	\$	10.91
Hunter, Gary Patrick	68019	\$	13.47
Hunter, Gary Patrick	68021	\$	25.92
Hunter, Gary Patrick	68023	\$	19.25
Hunter, Gary Patrick	68025	\$	19.25
Hyman, Jerome Terrill	66339	\$	138.64
Hyman, Jerome Terrill	66341	\$	97.01
Jennings, James Junior	64743	\$	22.55
Johnson, Jeffrey Marlando	66639	\$	58.82
Johnson, Sharmia Danielle	60653	\$	103.46
Johnson, Sharmia Danielle	64903	\$	158.69
Jones, Karen Miranda	69363	\$	17.60
Jones, Sandra Diane	67831	\$	37.85
Jones, Stephanie Lynnette	58757	\$	45.34
Jordan, Junior	51257	\$	80.30
Jordan, Junior	58505	\$	80.30
Jordan, Marissa	69797	\$	69.42
Kemp, Minnie Gibson	69537	\$	70.73
Kemp, Samuel Lloyd	69539	\$	63.36
Kershner, Darl K Jr	65147	\$	110.57
Kershner, Kevin Ray	63385	\$	20.90
Kershner, Kevin Ray	66191	\$	57.75
Kershner, Kevin Ray	67611	\$	29.95
Kidd, Corey Blaine	63313	\$	20.90
Kidd, Corey Blaine	66153	\$	20.90
King, Heather Marie	61897	\$	77.53
King, Heather Marie	67589	\$	89.65
King, Heather Marie	67591	\$	50.17
Klein, Zora B	64125	\$	31.13
Klekotka, Teresa Lynn	66609	\$	40.15
Klemm, Adam Robert	65125	\$	57.75
Knowles, Kristin Darnell	67529	\$	70.50
Lambert, Jacob Roger	69693	\$	32.99
Lambert, Jason K	68355	\$	21.02
Lambert, Kathy Doss	62075	\$	9.98
Lambert, Kathy Doss	62081	\$	60.49
Lambert, Kathy Doss	63387	\$	17.60
Lambert, Kathy Doss	69111	\$	32.01
Lear, Marianne	69231	\$	28.28
Lear, Marianne	69233	\$	35.86
Lee, Shelby Grace	68807	\$	17.60
Lee, Todd Wayne	62301	\$	55.45
Lewis, Joshawa Dale	64555	\$	34.59
Logwood, Jessica	68209	\$	150.45
Lomotey, Michael	66499	\$	204.59
Lomotey, Michael	66501	\$	57.75
Maltz, Barry Lee	68921	\$	17.60
Marshall, April L	66225	\$	33.58
Martin, Bluthoyd T Jr	69501	\$	31.13
Martin, Charles Bea	12900	\$	17.60
Martin, Charles Bea	56319	\$	17.60

Martin, Charles Bea	65617	\$	27.40
Martin, Charles Bea	66993	\$	39.27
Martin, Charles Bea	66995	\$	17.60
Martin, Charles Bea	68509	\$	56.76
Martin, Charles Bea	68511	\$	42.57
Martin, Shannon Henry	65829	\$	17.60
Martin, Teresa Lynn	57155	\$	39.72
Martin, Tina Renee	67761	\$	66.77
Martinez, Raymundo	66529	\$	15.32
Mattox, Dustin Brice	63257	\$	54.89
Mattox, Dustin Brice	66119	\$	50.40
McClain, Robert Rogers	67531	\$	87.25
McCuen, Teresa Anders	62133	\$	65.89
McCuen, Teresa Anders	64861	\$	65.17
McGee, Lisa Ann	63333	\$	98.58
McGee, Lisa Ann	63335	\$	49.55
McGee Lisa Ann	69081	\$	100.44
McHeimer, Marcella J	59683	\$	17.60
McRae, Tameka Lauren	69097	\$	44.00
Melvin, Shannon Charisse	65983	\$	207.22
Melvin, Shannon Charisse	67353	\$	89.07
Midkiff, Jennine Michele	65009	\$	17.60
Miller, Charles Joseph	60183	\$	37.16
Miller, Charles Joseph	61705	\$	22.55
Miller, Charles Joseph	61707	\$	22.55
Miller, Courtney Leigh	69799	\$	17.60
Miller, Dennis Darrell	64131	\$	31.57
Miller, Dennis Darrell	67439	\$	28.82
Miller, Dennis Darrell	67441	\$	30.92
Miller, Dennis Darrell	68359	\$	41.79
Miller, Sheryl Laverne	64601	\$	32.92
Miller, Sheryl Laverne	65953	\$	75.76
Millner, Estelle Mae	68095	\$	41.80
Miracle Outreach Deliverance	56841	\$	76.27
Mitchell, Renita Latoya	67431	\$	94.03
Monroe, Lashonna	55503	\$	17.60
Monroe, Lashonna	63155	\$	32.34
Monroe, Lashonna	66079	\$	33.44
Moon, Cindy A	13144	\$	36.85
Moore, Heather Ann	69139	\$	33.22
Moorman, Darnell A	68851	\$	45.43
Moorman, Darnell A	64969	\$	17.60
Moreland, Jessica Desiree	64989	\$	43.45
Morgan, Quintin R	13204	\$	17.60
Morgan, Quintin R	65631	\$	39.82
Morgan, Quintin R	68533	\$	17.60
Morris, Rita Ann	63615	\$	40.90
Myers, Deandre Marcus	65205	\$	54.75
Myers, Iuwanti Kendra	63205	\$	86.78
Myers, Iuwanti Kendra	64777	\$	42.98
Myers, Iuwanti Kendra	66071	\$	41.88
Myers, Jasmine Cartika	66411	\$	101.34



Myers, Jasmine Cartika	69221	\$	40.03
Myers, Stevie Clinton	65911	\$	35.53
Myers, Stevie Clinton	67265	\$	19.25
Myers, Walter 3rd	50599	\$	9.98
Myers, Walter 3rd	59703	\$	37.96
Myers, Walter 3rd	61219	\$	36.74
Myers, Walter 3rd	64325	\$	39.05
Myers, Walter 3rd	67029	\$	10.45
Myers, Walter 3rd	68539	\$	5.87
Myers, Walter 3rd	68541	\$	17.60
Newman, Sherrie Lynn	66267	\$	62.73
Nguetchang, Donna	67871	\$	63.07
Nowlin-Vincent, Nicole	67797	\$	47.30
Owen, Donna Jean	62535	\$	17.60
Owen, Donna Jean	66857	\$	17.60
Paape, Ronald Charles 2nd	53907	\$	22.55
Paggans, Robert William	63009	\$	45.52
Palmer, Bobby John	65861	\$	17.60
Palmer, Bobby John	67221	\$	50.38
Palmer, Bobby John	68735	\$	38.65
Palmer, Bobby John	68737	\$	113.23
Palmer, Jonathan Wayne	68143	\$	157.90
Pannell, John D	67485	\$	54.68
Pannell, Nathan Reece	62915	\$	37.96
Patrick, Dorothy Marie	62737	\$	67.61
Patrick, Dorothy Marie	64335	\$	54.08
Payne, Cindy Lee	62739	\$	44.66
Payne, Jasmine Symone	66365	\$	34.10
Payne, Jasmine Symone	69207	\$	34.33
Payne, John C	56083	\$	80.30
Payne, John C	62537	\$	80.30
Payne, Robert Lee	68761	\$	28.94
Perkins, Silvy	64013	\$	184.25
Perkins, Silvy	68291	\$	88.00
Peters, William Evertt	68909	\$	34.98
Pfeffer, Samantha	67763	\$	60.61
Piercy, Suzanne Michelle	69343	\$	17.60
Pittman, Kimberly Michelle	62909	\$	36.08
Plumley, Ashley Dawn	64991	\$	34.74
Pollard, William E	65655	\$	13.97
Pollard, William E	65659	\$	29.81
Pollard, William E	67059	\$	32.12
Pollard, William E	68565	\$	17.60
Powell, Benjamin Carroll	69607	\$	30.47
Powell, Benjamin Carroll	69609	\$	37.62
Powell, Benjamin Carroll	69611	\$	38.50
Powell, Benjamin Carroll	68181	\$	38.50
Power, Annette O	67197	\$	27.71
Power, Jessica Lynn	63405	\$	85.79
Power, Jessica Lynn	68035	\$	29.39
Pritchett, James Edward	53327	\$	80.30
Quishpe, Sanchez Javier	69571	\$	72.49
Reynolds, Albert McLinden	64487	\$	22.55

Reynolds, Annie Keesee	65007	\$	81.56
Ribeiro Steven Manuel	66869	\$	9.98
Ribeiro Steven Manuel	66871	\$	9.98
Ribeiro Steven Manuel	66875	\$	30.14
Ribeiro Steven Manuel	66877	\$	51.59
Rice, Brian David	68859	\$	33.98
Rice, Matthew William	69561	\$	33.66
Robbins, Deborah Williams	60329	\$	17.60
Robertson, Davon Lamarr	69435	\$	39.05
Robertson, Lindsey Gayle	65277	\$	22.55
Robinson, Ashby Ulysses Jr	55509	\$	17.60
Robinson, Ashby Ulysses Jr	63157	\$	33.22
Robinson, Ashby Ulysses Jr	68925	\$	33.99
Robinson, Dionta Lemar	69409	\$	17.60
Robinson, Sharon Teresa	65975	\$	47.61
Robinson, Sharon Teresa	67331	\$	19.25
Robinson, Sharon Teresa	68847	\$	25.74
Rogers, Joyce Edwards	65923	\$	70.37
Rosser, Jennifer Anne	65189	\$	17.60
Russell, Vernetta Deniece	68787	\$	49.50
Sanitate, Joseph James Jr	60643	\$	43.45
Scott, Denise J	68385	\$	96.47
Scott, Kimberley Dawn	65237	\$	37.84
Shelton, Jeremy Keith	69019	\$	29.37
Shelton, Jeremy Keith	69021	\$	29.81
Shelton, Stuart Arthur	59887	\$	43.45
Shields, Dwayne E	10534	\$	58.90
Shields, Jeremy Lynn	56781	\$	80.30
Shields, Jeremy Lynn	56783	\$	80.30
Shields, Jeremy Lynn	63035	\$	20.90
Shields, Jeremy Lynn	65939	\$	19.39
Shorey, Brady J	69637	\$	50.06
Shorey, Brady J	69639	\$	27.18
Slayton, Raven Sheree	62215	\$	44.66
Smith, Mitzi Marie	63519	\$	85.73
Smith, Osmond C	66643	\$	29.92
Smith, Shaneisha Tiara	69189	\$	35.86
Snead, Jennifer Grove	69437	\$	29.81
Snively, Philip	67701	\$	32.23
Spidle, Michael William II	69623	\$	17.60
Spohn, Gregory Lane	69587	\$	40.03
Spradlin, Pauline R	66369	\$	63.41
Stegall, Willie Ben Jr	59961	\$	20.90
Stevens, Scott Edward	57301	\$	36.32
Stevens, Scott Edward	63231	\$	50.38
Stevens, Scott Edward	63233	\$	102.30
Stevens, Scott Edward	66089	\$	17.60
Stevens, Scott Edward	68979	\$	278.97
Stewart, James Darrell Jr	66613	\$	17.60
Stone, Germaine Monroe	61787	\$	43.45
Stone, Marcus Dean	55977	\$	43.45
Stone, Phillip Anthony Jr	61865	\$	20.90

Stone, Tonya Logwood	64913	\$	37.43
Stone, Tonya Logwood	64915	\$	39.73
Stovall, William Jr	67381	\$	36.85
Strouth, Jerry Francis	58445	\$	74.32
Stump, Karley Madison	69613	\$	81.74
Sutphin, Joel Wayne Sr	52729	\$	57.37
Sutphin, Joel Wayne Sr	53225	\$	22.76
Sutphin, Joel Wayne Sr	65711	\$	75.27
Symmnes, Tracy Elizabeth	67873	\$	57.24
Tapp, Wesley Scott	65977	\$	29.26
Tavarez, Vargas	67993	\$	29.15
Thacker, Dustin Jeremie	55339	\$	17.60
Thacker, Dustin Jeremie	68867	\$	62.91
Thacker, Janet Scruggs	58467	\$	39.18
Thomas, Adettra A	59417	\$	85.86
Thomas, Adettra A	69801	\$	108.53
Thornhill, Russell L	56459	\$	32.02
Tinsley, Shelley Jackson	69251	\$	32.46
Tinsley, Shelley Jackson	69253	\$	92.95
Towler, Jamie Lee	68701	\$	33.66
Towler, Jamie Lee	68703	\$	31.13
Towler, Jamie Lee	68705	\$	17.60
Trent, Brenda Marsh	62099	\$	36.85
Trent, Brenda Marsh	64955	\$	36.85
Trent, Brenda Marsh	69115	\$	36.51
Tucker, Angela Eloise Myers	67019	\$	44.22
Tucker, Angela Eloise Myers	68963	\$	95.70
Tucker, Courtney Ladawn	69563	\$	32.12
Tucker, Gloria Dalton	55061	\$	62.23
Tucker, Kenneth W	66895	\$	19.25
Tucker, Raven Dawn	67779	\$	29.95
Tweedy, Patrick H	14450	\$	234.67
Unroe, Judith	61051	\$	43.45
Valentine, Brittany Nicole	65153	\$	24.64
Vaughn, Whitney	65267	\$	6.49
Vaughn, Whitney	65269	\$	36.49
Vennable, Bernard Lee	62063	\$	36.85
Vennable, Bernard Lee	64947	\$	17.60
Vennable, Bernard Lee	67889	\$	155.43
Vennable, Minnie Pannell	69077	\$	29.26
Vennable, Shanice Alicia	66599	\$	130.67
Walker, Irene	67289	\$	29.16
Waller, Alen Augustus	69641	\$	17.60
Waller, Bertha Mae	60665	\$	17.60
Waller, Bertha Mae	69079	\$	38.50
Waller, James Alvin	14508	\$	18.28
Waller, James Alvin	62817	\$	37.08
Waller, Jasmine Desire	67907	\$	64.25
Waller, Jasmine Desire	67909	\$	190.70
Waller, Karrissa Reshod	66323	\$	20.90
Waller, Kayla Davis	69803	\$	17.60
Waller, Kerry Wayne	59881	\$	29.26

Waller, Kerry Wayne	59883	\$	17.60
Waller, Kerry Wayne	64475	\$	17.60
Waller, Kerry Wayne	65813	\$	42.57
Weeks, Christopher Lee	60685	\$	29.05
Weeks, Christopher Lee	66157	\$	39.38
West, Helen	67619	\$	56.87
West, Tiffany Amber	67345	\$	19.25
Wilson, Jonathan Bennett	68721	\$	10.62
Wilson, Jonathan Bennett	68723	\$	34.98
Wimbush, Erika Denise	61863	\$	43.53
Woodruff, Sharon Elizabeth	64611	\$	22.55
Woodruff, Sharon Elizabeth	68825	\$	17.60
Worley, Stephanie M	68653	\$	7.69
Younger, Donnie Lynn	66695	\$	59.01
ZED Enterprises LLC	69843	\$	26.78
		\$	22,647.75

**TOWN OF ALTAVISTA  
DELINQUENT PERSONAL PROPERTY TAXES**

**August 14, 2017**

**2012 TAX YEAR**

(Recommended write-off)

<u>TAXPAYER NAME</u>	<u>TAX ROLL NUMBER</u>	<u>TAX AMOUNT</u>
Anthony, Thomas Julian	15896	\$ 24.20
Anthony, Thomas Julian	15898	\$ 24.20
Bank of the West	62873	\$ 308.53
Berry, Angle Mae	62255	\$ 24.20
Brooks, Teri Kelly	13.72	\$ 13.72
Brooks, Teri Kelly	60137	\$ 64.36
Brooks, Teri Kelly	63113	\$ 72.63
Brown, Shana Matirs	58659	\$ 24.20
Brown, Shana Matirs	58661	\$ 24.20
Brown, Shana Matirs	58663	\$ 24.20
Cadogan, Brandon Andrew	59031	\$ 24.20
Cadogan, Tyrone Jerome	58785	\$ 24.20
Canada, Tallulla	59549	\$ 24.20
Castillo, Isidro	60345	\$ 39.22
CJL Enterprises	59093	\$ 45.14
Davis, Jeremy	63691	\$ 24.20
Davis, Jeremy	63693	\$ 42.59
Dickerson, Brittany	61941	\$ 32.40
Easley, Quintin Matthew	55515	\$ 24.20
Elliott, Richard Terrell	62183	\$ 6.59
Ellis, Harold	63303	\$ 39.38
Ellis, Harold	63305	\$ 24.20
Farrar, Leslie Meadows	63655	\$ 74.17
Fox, Kelly Nichole	63273	\$ 47.49
Graves, Lindsey Alphonzo	59183	\$ 24.20
Graves, Lucy Mitchell	61699	\$ 118.46
Graves, Lucy Mitchell	63161	\$ 47.20
Gregory, Marcella Pearl	17256	\$ 35.39
Hall, Trevor Wayne	63317	\$ 99.60
Hendricks, Terri Lynn	63695	\$ 49.19
Hensley, Jason Brian	63713	\$ 84.89
Holcombe, Jessica	62239	\$ 45.35
Holcombe, Jessica	62241	\$ 202.90
Holland's Asphalt	60383	\$ 24.20
Hudson, Sarah	58569	\$ 53.78
Hudson, Sarah	61673	\$ 112.33
Hunt, Shanna Nicole	63789	\$ 39.69
Jordan, Junior	51257	\$ 36.77
Jordan, Junior	58505	\$ 24.20
Little, David Malcolm	60535	\$ 13.72
Maselli, Karina	63585	\$ 52.10
Mattox, Dustin Brice	58957	\$ 41.52
Mattox, Dustin Brice	63257	\$ 62.38
McDaniel, Robert W	62521	\$ 37.55

Miller, Charles Joseph	61705	\$	24.20
Mlynarczyk, Thomas	63467	\$	24.20
Myers, Iuwanti	63205	\$	53.33
Myers, Sandy Berger	60407	\$	42.59
Myers, Sandy Berger	62041	\$	41.67
Myers, Sandy Berger	63373	\$	46.89
Myers, Sandy Berger	63375	\$	24.20
Paggans, Robert W	63009	\$	13.72
Patrick, Dorothy Marie	62737	\$	87.05
Payne, John C	56083	\$	34.63
Payne, John C	62537	\$	24.20
Pittman, Kimberly	62909	\$	40.30
Power, Jessica Lynn	61829	\$	56.39
Power, Jessica Lynn	63405	\$	50.26
Pritchett, James Edward	53327	\$	24.20
Robinson, Carl Antonio	55539	\$	24.20
Sanitate, Joseph James Jr	60643	\$	24.20
Shelton, Michael Jeffrey	62207	\$	24.20
Shelton, Michael Jeffrey	62209	\$	24.20
Shelton, Stuart Arthur	59887	\$	24.20
Shields, Dwayne E	10534	\$	22.15
Shields, Jeremy Lynn	56781	\$	24.20
Shields, Jeremy Lynn	56783	\$	24.20
Shields, Jeremy Lynn	63035	\$	41.36
Smith, Mitzi Marie	63519	\$	101.14
Speed-Keane April	61447	\$	62.07
Stone, Germaine Monroe	61787	\$	24.20
Stone, Marcus Dean	55977	\$	24.20
Stone, Tonya Logwood	61929	\$	37.08
Stone, Tonya Logwood	63323	\$	38.75
Sutphin, Joel Wayne Jr	57127	\$	24.20
Thornhill, Russell L	56459	\$	34.94
Tucker, Gloria Dalton	55061	\$	35.85
Tucker, Shirley Mae	60467	\$	37.08
Unroe, Judith	61051	\$	24.20
Waller, Christopher	63521	\$	52.87
White, Tammie Lynn	60667	\$	47.05
White, Tammie Lynn	60669	\$	45.04
White, Tammie Lynn	60671	\$	35.10
Wilson, Billie Ruth	62995	\$	38.46
Wimbush, Erika Denise	61863	\$	52.10
Witt, Rhonda Shelton	63131	\$	42.59
Womack, Stephanie Ann	62017	\$	61.60
Woodruff, Sharon	58453	\$	23.77
Woods, Jessica	60289	\$	47.80
		\$	3,992.87

**TOWN OF ALTAVISTA  
UNCOLLECTED TAXES AMOUNTING  
TO LESS THAN \$20.00 FOR WHICH  
NO BILLS WERE SENT  
AS OF AUGUST 14, 2017**

**REAL ESTATE TAXES**

**None**

**PERSONAL PROPERTY TAXES**

**None**

**TOWN OF ALTAVISTA  
DELINQUENT REAL ESTATE TAXES  
August 14, 2017  
(RECOMMENDED WRITE-OFF)**

<b><u>TAXPAYER NAME</u></b>	<b><u>TAX ROLL NUMBER</u></b>	<b><u>TAX AMOUNT</u></b>
Adkins, Gerald Jr	46041	862.78
Interstate Mortgage	46681	620.42





## Town of Altavista, Virginia Regular Meeting Agenda Form

---

**Meeting Date:** September 12, 2017

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

Attachment #: | **2d** |

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

**Subject Title:** | **Region 2000 Hazard Mitigation Plan** |

### **SUBJECT HIGHLIGHTS**

At the August Town Council Work Session, staff presented the request to participate in the Region 2000 Hazard Mitigation Plan update. The last plan was done in 2013. The cost to the Town of Altavista is \$2,500. The consensus of Town Council was to participate in the Region 2000 Hazard Mitigation Plan process and appropriate the \$2,500 for this purpose in the FY2018 Budget. Staff will present a budget amendment to Council at a later date.

**Action(s) requested or suggested motion(s):** Motion to approve participation in the Region 2000 Hazard Mitigation Plan update and appropriate the funds (\$2,500) in the FY2018 Budget.

### **Staff Review Record**

---

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

List them in the order they should appear in packet?

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## Town of Altavista, Virginia Regular Meeting Agenda Form

---

**Meeting Date:** September 12, 2017

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

Attachment #: | **2e** |

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

**Subject Title:** | **Charlotte Avenue Drainage Project/7<sup>th</sup> Street Sidewalk Project Bid Award** |

### **SUBJECT HIGHLIGHTS**

At the August Town Council Work Session, staff presented the information relative to the bids received for the Charlotte Avenue Drainage Project/7<sup>th</sup> Street Sidewalk Project Bid Award. The consensus of Town Council was to award the bids for these projects. Staff is currently working out a couple of details regarding the 7<sup>th</sup> Street Sidewalk project and will update Council at the meeting, if necessary.

**Action(s) requested or suggested motion(s):** Motion to approve the Charlotte Avenue Drainage project bid as indicated. Motion to approve the 7<sup>th</sup> Street Sidewalk project bid as indicated.

### **Staff Review Record**

---

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

List them in the order they should appear in packet? **Hurt & Proffitt Project Bid Award Recommendation letter**

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

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



**HURT & PROFFITT**  
INCORPORATED

August 21, 2017

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

**Subject: Town of Altavista Drainage Improvements  
H&P # 20170051 & 20170052**

Dear Mr. Coggsdale III:

Hurt and Proffitt has been working with the Town of Altavista to prepare construction documents for storm water drainage improvements in two areas of Town. The Part A drainage improvements include replacement of 150 lf sidewalk, curb, and appurtenances along 7<sup>th</sup> Street while Part B improvements include the installation of 800 lf of storm sewer and appurtenances system from the intersection of 5<sup>th</sup> and Charlotte to Main Street.

Bidding documents were prepared, reviewed, and advertised in both the Altavista News and the Lynchburg News and Advance. In addition, the Invitation to Bid was provided to five contractors known to be qualified for this specialized work. Three of the contractors subsequently requested construction documents. A total of seven (7) contractors downloaded bid documents from the Hurt and Proffitt website. The project was developed as a unit price bid project. Separate subtotals for Part A and Part B were identified and bids were to be compared based on the total project cost (Part A + Part B).

A public bid opening was held at the Altavista Town office at 2 pm, August 17, 2017. One bid was received, opened, and read aloud. The low bidder was Best GC Inc. A tabulation of the contractors bid and the engineer estimate is attached. The information is summarized below:

<u><b>Contractor</b></u>	<u><b>Part A</b></u>	<u><b>Part B</b></u>	<u><b>Base Bid</b></u>
Best GC Inc.	\$108,900	\$190,310	\$299,210
<i>Eng. Estimate</i>	<i>\$154,000</i>	<i>\$138,270</i>	<i>\$292,270</i>



We have contacted several of the contractors that requested bid documents but did not provide a bid. They noted having other work/project tasks that need to be completed in the fall and that they did not have the resources to devote to this project.

With a project bid ~2.5% above the estimated cost and the Town wanting to correct the 7<sup>th</sup> Street drainage improvements this fall, we recommend that a construction contract be awarded to Best GC, Inc. for the Base Bid amount.

Please contact us if you have any questions or if we may be of further assistance.

Sincerely,  
**Hurt & Proffitt, Inc.**

A handwritten signature in blue ink, appearing to read 'Mike Wilson', is written over a horizontal line.

Mike Wilson, P.E.  
Director of Municipal/Government Engineering

Encl.

Altavista Drainage Improvements P# 20170052

Pay Item No.	Description	Quantity	Units	Engineer Estimate		Best GC Inc	
				Unit Price	Price	Unit Price	Price
	<b>Part A - 7th Street Improvements</b>						
1	Connect to Ex. Structure	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00
2	Storm Manhole	1	LS	\$ 4,500.00	\$ 4,500.00	\$ 3,000.00	\$ 3,000.00
3	Curb Inlet Structure	1	EA	\$ 7,500.00	\$ 7,500.00	\$ 3,500.00	\$ 3,500.00
4	15" RCP	30	LF	\$ 50.00	\$ 1,500.00	\$ 40.00	\$ 1,200.00
5	8" DI Water line Relocation	1	LS	\$ 2,800.00	\$ 2,800.00	\$ 10,000.00	\$ 10,000.00
6	New Water Service	5	EA	\$ 2,500.00	\$ 12,500.00	\$ 2,000.00	\$ 10,000.00
7	Adjust Ex Structures to Grade	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00
8	Trench Cut/Disposal	45	SY	\$ 25.00	\$ 1,125.00	\$ 20.00	\$ 900.00
9	Trench Subbase (6" Layer)	45	SY	\$ 20.00	\$ 900.00	\$ 50.00	\$ 2,250.00
10	Trench - Asphalt Base (8" Layer)	45	SY	\$ 20.00	\$ 900.00	\$ 75.00	\$ 3,375.00
11	Street Subbase (5" Layer)	250	SY	\$ 25.00	\$ 6,250.00	\$ 42.00	\$ 10,500.00
12	Remove Ex. Sidewalk & Curb	175	SY	\$ 25.00	\$ 4,375.00	\$ 25.00	\$ 4,375.00
13	New Sidewalk & Subbase	175	SY	\$ 170.00	\$ 29,750.00	\$ 60.00	\$ 10,500.00
14	New Facedown Curb	130	LF	\$ 40.00	\$ 5,200.00	\$ 30.00	\$ 3,900.00
15	Sidewalk Bricks	1	LS	\$ 15,000.00	\$ 15,000.00	\$ 2,000.00	\$ 2,000.00
16	Remove/Replace Tree Planter	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 2,000.00	\$ 2,000.00
17	Handicap Ramps	3	EA	\$ 1,000.00	\$ 3,000.00	\$ 800.00	\$ 2,400.00
18	Concrete Entrance for Alley	1	EA	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00
19	Paint Stripping	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 4,000.00	\$ 4,000.00
20	Light Pole Base Adjustment	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 3,000.00	\$ 3,000.00
21	Traffic Control	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 7,000.00	\$ 7,000.00
22	Pre/Post Video Documentation	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00
23	Mobilization	1	LS	\$ 6,700.00	\$ 6,700.00	\$ 10,000.00	\$ 10,000.00
	<b>Part A Sub-total</b>				<b>\$ 140,000.00</b>		<b>\$ 108,900.00</b>
	<b>Part B - Charlotte Drainage</b>						
1	Connect to Ex. Structure	1	EA	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
2	DI-1 Structure	7	EA	\$ 4,200.00	\$ 29,400.00	\$ 4,000.00	\$ 28,000.00
3	12" HDPE	40	LF	\$ 40.00	\$ 1,600.00	\$ 35.00	\$ 1,400.00
4	18" HDPE	30	LF	\$ 50.00	\$ 1,500.00	\$ 40.00	\$ 1,200.00
5	24" HDPE	540	LF	\$ 60.00	\$ 32,400.00	\$ 50.00	\$ 27,000.00
6	8" Wye & Downspout Connection	5	EA	\$ 800.00	\$ 4,000.00	\$ 400.00	\$ 2,000.00
7	Remove Ex. Pavement - Trench	130	SY	\$ 25.00	\$ 3,250.00	\$ 35.00	\$ 4,550.00
8	Trench Base Stone (6" Layer)	130	SY	\$ 20.00	\$ 2,600.00	\$ 50.00	\$ 6,500.00
9	Trench - Base (8" Layer)	130	SY	\$ 20.00	\$ 2,600.00	\$ 70.00	\$ 9,100.00
10	Remove Replace Conc. Sidewalk	20	SY	\$ 200.00	\$ 4,000.00	\$ 60.00	\$ 1,200.00
11	Remove Ex. Pavement & Subbase	630	SY	\$ 25.00	\$ 15,750.00	\$ 95.00	\$ 59,850.00
12	Street Subbase (6" Layer)	630	SY	\$ 20.00	\$ 12,600.00	\$ 40.00	\$ 25,200.00
13	Parking Lot Stone	140	SY	\$ 25.71	\$ 3,600.00	\$ 16.50	\$ 2,310.00
14	Seeding and Final Restoration	1	LS	\$ 1,500.00	\$ 1,500.00	\$ 3,000.00	\$ 3,000.00
15	E&S Control	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00
16	Traffic Control	1	LS	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
17	Mobilization	1	LS	\$ 5,900.00	\$ 5,900.00	\$ 7,000.00	\$ 7,000.00
	<b>Part A Sub-total</b>				<b>\$ 125,700.00</b>		<b>\$ 190,310.00</b>
	<b>Part A + Part B</b>				<b>\$ 265,700.00</b>		<b>\$ 299,210.00</b>
	Contingency				\$ 26,570.00		
	<b>Project Total</b>				<b>\$ 292,270.00</b>		<b>\$ 299,210.00</b>



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** September 12, 2017

Agenda Item #: | **7f** |

Attachment #: | **2f** |

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

**Subject Title:** | **New Prospect Baptist Church Fundraiser Request** |

### **SUBJECT HIGHLIGHTS**

At the August Town Council Work Session, staff considered a request by Karen Mattox on behalf of the New Prospect Baptist Church's Relay for Life team for use of English Park for a 5k Fundraiser. The event is scheduled for October 28<sup>th</sup> and begin around 6:00 p.m. Generally the park closes at dusk, so the request would include keeping the park open for this event. The consensus of Town Council was to approve this request.

**Action(s) requested or suggested motion(s):** Motion to approve the request of New Prospect Baptist Church for use of English Park for a fundraiser on October 28<sup>th</sup> as outlined.

### **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:** September 12, 2017

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

Attachment #: | **3** |

**Agenda Placement:** | **Public Hearing** |

**Subject Title:** | **Special Use Permit / 902 Main Street/ Auto Repair (Major)** |

### **SUBJECT HIGHLIGHTS**

Attached is information regarding the application filed by Timith Payne for a Special Use Permit at 902 Frazier Road for establishment of an “automotive repair service, major” in a General Commercial (C-2) District. Mr. Payne currently operates an “automotive repair service, minor” at this location.

The Planning Commission held a public hearing to consider a SUP application submitted by Mr. Payne to operate an automotive repair service (major) at 102 Frazier Road. 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 86-505 of the Altavista Town Code. In addition the Planning Commission recommends the following conditions:

1. The owner complies with Section 86-505 “Development Standards”;
2. The owner limits the number of vehicles waiting for repairs to 7 and the number of vehicles ready for pick up to 3, as shown on the site plan.

The Planning Commission’s recommendation is also attached.

**Staff recommendation, if applicable:** Staff recommends Town Council consider the recommendation of the Planning Commission; as well as potential other conditions as noted below:

- a. *Automobile repair service, major* definition be limited to automobiles and trucks up to light commercial. All other types such as *construction equipment, commercial trucks, agricultural implements and similar heavy equipment*” be prohibited.
- b. Outdoor storage of vehicles awaiting major repair, equipment, and other materials be located behind the building in a screened area consisting of a fence of at least six (6) feet in height if they are to be located on the property longer than 48 hours.
- c. This approval shall be for an automotive repair business within the confines of the existing building and yard. Any future expansion of the building or change in use shall



## Town of Altavista, Virginia Regular Meeting Agenda Form

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require a new special use permit, unless such change is clearly incidental and does not represent a significant change from the permitted use in the opinion of the Zoning Administrator.

- d. The conditions of approval are affective as to the zoning compliance only. The project will be required to comply with Federal, State and Local regulations.
- e. Property will maintain a neat appearance, free of inoperable equipment (except as will be made operable after repair within a reasonable time) or other junk material.
- f. Storage of vehicles in screened area shall not exceed thirty (30) days.
- g. Final site plan, subject to and addressing all zoning regulations, be subject to staff approval.

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

Motion to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Timith Payne for 902 Main Street to include the developmental standards for an “automotive repair service, major” contained in Section 86-505 of the Town Code.

### **Or**

Motion to accept the recommendation of the Planning Commission to approve the Special Use Permit application of Timith Payne for 902 Main Street to include the developmental standards for an “automotive repair service, major” contained in Section 86-505 of the Town Code to include additional conditions (Please list conditions).

### **Or**

Motion to deny approval of the Special Use Permit application.

### **Or**

Defer a decision.

### **Staff Review Record**

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

List them in the order they should appear in packet: Planning Commission recommendation; SUP application packet

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

Finance Director initials and comments, if applicable:

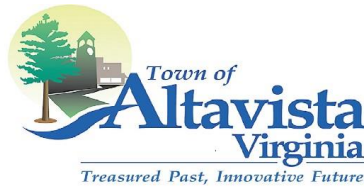
Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*



## Commissioners

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



## Town Planning Staff

Dan Witt  
Cheryl Dudley

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

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## Planning Commission Recommendation

### Background

At their August 7, 2017 meeting, the Planning Commission held a public hearing to consider a special use permit application submitted by Mr. Timith Payne to operate an 'automobile repair service, major' shop at 902 Main Street. The property is located in a C2- General Commercial district. Town Code permits this requested use but only with the issuance of a SUP.

The town code contains the following developmental standards for this use:

#### **Sec. 86-505. - Automobile repair services, major.**

##### *(a) General standards:*

- (1) All vehicles stored on the premises shall be placed in a storage yard fully screened from public view and shall be set back at least 100 feet from any adjoining residential district.
- (2) Body and fender repair services shall be subject to the following:
  - a. The repair facilities are at least 150 feet from any adjoining residential district.
  - b. Any spray painting takes place within a structure designed for that purpose and approved by the Altavista Fire and EMS Department.
- (3) Exterior display or storage of new or used automobile parts is prohibited.

No one spoke for or against the proposed use. Mr. Payne is currently licensed to operate an 'automobile repair service, minor' at this location.

### Recommendation

The Planning Commissioners recommends to Council approval of the special use permit application for an 'automobile repair service, major' shop at 902 Main Street with the following conditions:

- a. The owner complies with Section 86-505 developmental standards;
- b. The owner limits the number of vehicles waiting for repairs to 7 and the number of vehicles ready for pick-up to 3, as shown on the site plan.

OFFICE USE ONLY  
SUP # 004-17

FEE PAID: \_\_\_\_\_

DATE: \_\_\_\_\_

**TOWN OF ALTAVISTA****APPLICATION FOR SPECIAL USE PERMIT**

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

**Applicant Information**

Name: Timith Payne Phone Number: 434-509-9680

Address: 401 Lynn St Hurt VA 24563

**Property Information**

Property Owner(s): Allison LLC Phone Number: \_\_\_\_\_

Property Address or Location: 902 Main St Altavista VA 24517

Parcel ID Number: 83A-11-38-2

Present Zoning District: C-2

**Purpose of Request**

Is this request for an amendment to an existing special use permit? No

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage.
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

Major Auto Repair

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

Building located in C-2 Commercial district. This district contains other similar businesses. It is my intent not to have outside storage that will present an eyesore to this area.

(Use separate pages if additional space is required)

Cont on Attached  
Page  
1A

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

All mechanical work will be done inside the enclosed building. Nothing will be done on the outside that will endanger the public health or contribute to unsafe practices that could affect the general welfare of the public.

(Use separate pages if additional space is required)

Cont. on attached page 1B

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood.
3. Vicinity map (may be included on the site plan).

Timith Payne

1A

I will have a designated parking area for vehicles waiting for repair. I will have a designated parking for repaired vehicles waiting for pick up. If it become necessary I will put in place a screen fence to shield my vehicles from the public view.

1B

Safety practices will be kept to avoid unnecessary incidents. Weekly inspection of the area will be done to ensure public safety.

4. Fee is the actual cost accrued by the Town and is estimated to be between \$300 and \$400 for a special use permit. Costs include advertising, administrative expense, first class postage, appropriate signage, and processing this application. Applicant will be billed within 30 days of completion of the process. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

Signature of Applicant: \_\_\_\_\_

*Smith Payne*

Date: \_\_\_\_\_

*7-11-17*

1	2	3	4
---	---	---	---

PARKING

5	6	7
---	---	---



Customer  
Parking

Customer  
Pickup


# Campbell County, VA

## Legend

E9-1-1 Addresses

Street Names

Lot Numbers

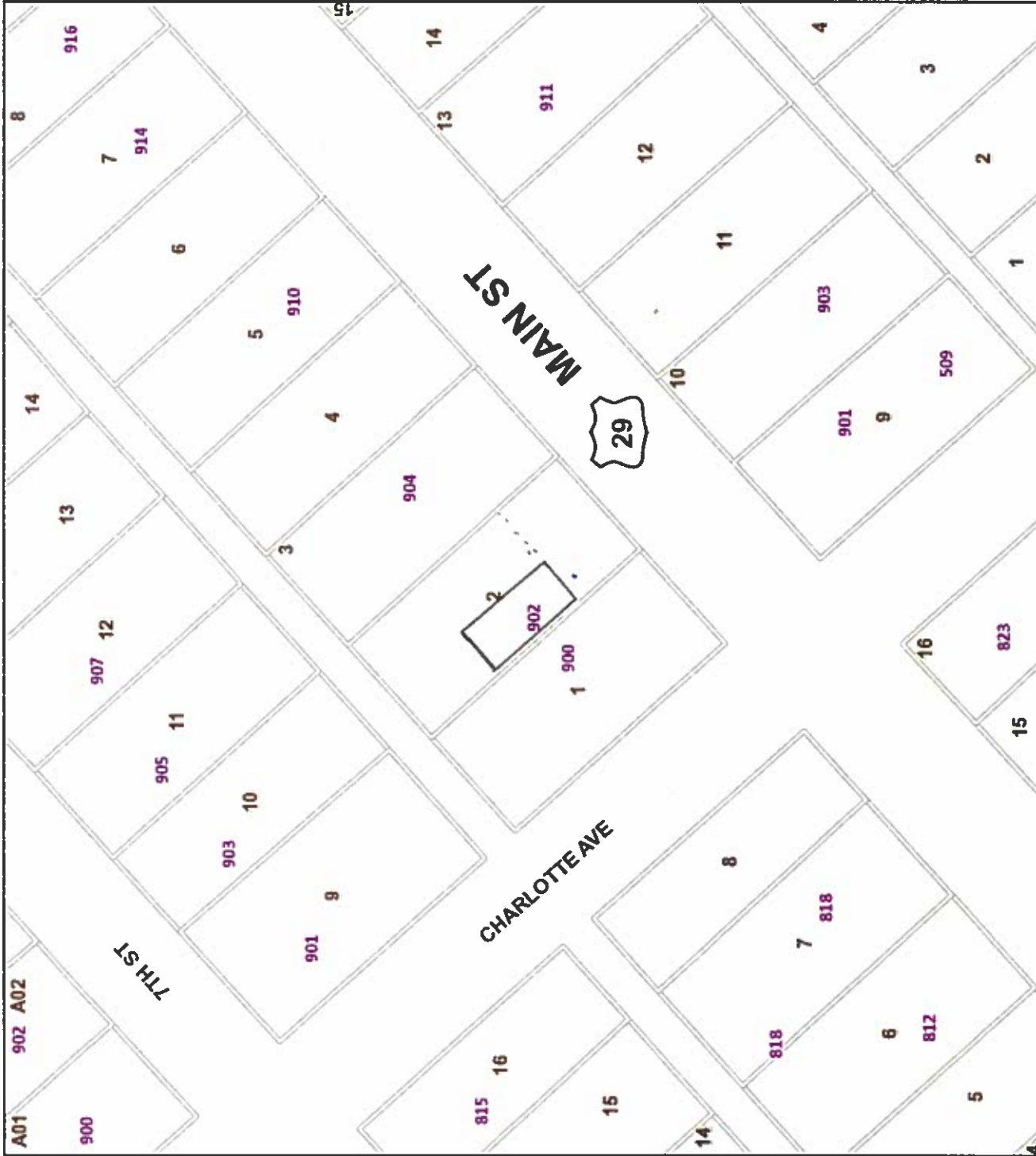
Parcels

County Boundary

Hidden Road Centerline



Feet



Title: 902 Main Street

Date: 6/13/2017

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



0 20 40 60 80  
1:1,128 / 1"=94 Feet





**SHELTON'S HEATING & PLUMBING, L.L.C.**  
P.O. BOX 580 - HURT, VA 24563  
(434) 324-7665

22099



Date 7-14-17

Customer \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Description	Price	Amount
TO Whom		
It May Concern		
I Chad Shelton		
Owner of 902		
Main St Alhambra CA		
Support Tim Payne		
in Seeking Special Use		
Permit For the Property		

Balance due is payable in full within 30 days after completion. 1% service charge added to balance each month for accounts over 30 days old. Attorney fees of 25% plus any court costs will be added if placed in hands of attorney for collection. The undersigned agrees to be jointly and severally liable for payment of account and agrees to services as stated aforesaid. All materials remain property of Shelton's Heating & Plumbing until the balance is paid in full.

Tax

**TOTAL**

Customer \_\_\_\_\_ Date \_\_\_\_\_

Customer \_\_\_\_\_ Date \_\_\_\_\_

Shelton's Heating & Plumbing, L.L.C.

By \_\_\_\_\_ Date \_\_\_\_\_



August 9, 2017

Altavista Journal  
P. O. Box 630  
Altavista, VA 24517

Please run the attached *Notice of Public Hearing* advertisement, as a **line classified**, in the **two (2) issues** of the *Altavista Journal* indicated below. These dates would be as follows:

1) **WEDNESDAY, August 23, 2017**

2) **WEDNESDAY, August 30, 2017**

State law requires us to run this *Notice of Public Hearings* advertisement for two (2) consecutive weeks, and it is imperative that it appears on the indicated dates.

Please invoice the Town of Altavista, ATTENTION: Jo Ann Scruggs, Accounts Payable Clerk, Town of Altavista, P.O. Box 420, Altavista, VA 24517  
Thank you.

Sincerely,

*Waverly Coggsdale*

Waverly Coggsdale  
Town Manager

Attachment

### **NOTICE OF PUBLIC HEARING**

The Altavista Town Council will hold a public hearing pursuant to §86-7, 9 & 782 of the Code of the Town of Altavista, Virginia. The hearing will be held on Tuesday, September 12, 2017 at 7:00 p.m. in the Council Chambers located in the J. R. 'Rudy' Burgess Town Hall at 510 Seventh Street. The purpose of the public hearing is to consider a Special Use Permit application submitted by Timith Payne to operate an Automobile Repair Service, Major at 902 Main Street. This property is located in the C-2 General Commercial District.

A copy of the SUP application and a site plan are available at Town Hall and can be viewed during normal office hours, 8:00 AM to 5:00 PM, Monday through Friday. The public and all interested parties are invited to attend this public hearing to make their views known regarding this request. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001

J. W. Coggsdale  
Town Manager

\*\*\*\*\*

ALLISON LLC  
PO BOX 580  
HURT, VA 24563

LEWIS MEREDITH J & DOROTHY L  
1316 TARDY MOUNTAIN RD  
ALTAVISTA, VA 24517

MAIN STREET RENTAL LLC  
PO BOX 300  
ALTAVISTA, VA 24517

MATTOX SUE F  
1306 BEDFORD AVE  
ALTAVISTA, VA 24517

MILLER DENNIS D & SHIRLEY S  
903 7TH ST  
ALTAVISTA, VA 24517

BLACKSTOCK PROPERTIES LLC  
PO BOX 513  
HURT, VA 24563

BULERIN WILLIAM DION  
204 PROSPECT RD  
HURT, VA 24563

KIDD FAMILY PROPERTIES LLC  
1605 MELINDA DR  
ALTAVISTA, VA 24517

HARPER JAMES W & LINDA S  
PO BOX 66  
BROOKNEAL, VA 24528

TIMITH PAYNE  
401 LYNN ST  
HURT, VA 24563

mailed  
1<sup>st</sup> Class  
8-9-2017



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** September 12, 2017

Agenda Item #: | **9a** |

Attachment #: | **4** |

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

**Subject Title:** | **Ordinance Discussion (Junk, Debris, Trash, etc.** |

### **SUBJECT HIGHLIGHTS**

At the August Town Council Work Session, staff discussed with Council the complications in dealing with nuisance issues such as junk, debris, and trash accumulations on property in Town. Staff is seeking direction in regard to coming up with appropriate ordinances to meet the objectives of Council. At the Work Session, Council was presented two documents: one was from John Eller, Town Attorney; and the other was an ordinance from the Town of Dayton, VA.

After discussion, Council decided to take the time to review the items presented and asked staff to place this item on the September Regular Meeting agenda. At this time, staff seeks the Council's thoughts and direction on this subject.

**Action(s) requested or suggested motion(s):** Per update and 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? **Ordinances (Draft ordinance provided by Town Attorney and existing Ordinance from Town of Dayton, VA.**

Department Head initials and comments, if applicable:

Finance Director initials and comments, if applicable:

Town Attorney initials and comments: *JJE*

Town Manager initials and /or comments: *JWC*

An Ordinance to repeal, amend and re-ordain Section 86-32 of the Code of the Town of Altavista, 1968, relating to definitions.

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

1. That Section 34-31 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 34-31. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Animal* means every dog or other animal or fowl owned within the boundaries of the town.

*Own* and *owner* mean any person having a right of property in an animal and any person who keeps or harbors an animal or has it in his or her care, or who acts as its custodian, and any person who permits an animal to remain on or about any premises occupied by him or her.

*Primary enclosure* means any structure used to immediately restrict an animal to a limited amount of space, such as a room, pen, cage, compartment or hutch. For tethered animals, the term includes the shelter and the area within reach of the tether.

*Public nuisance* means:

- (1) Every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property.
- (2) Any animal that:
  - a. Molests passersby or passing vehicles or interferes with traffic;
  - b. Attacks other animals;
  - c. Trespasses on school grounds and interferes with school activities;
  - d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;
  - e. Damages private or public property; or
  - f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood.
- (3) Any aggregation of animals creating a foul odor.

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

An Ordinance to add a new Section 34-31.1 to the Code of the Town of Altavista, 1968, relating to illustrative enumeration.

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

1. That a new Section 34-31.1 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.1. Illustrative enumeration.**

The maintaining, using, placing, depositing, leaving or permitting to be or remain on any public or private property of any of the following items, conditions or actions are hereby declared to be and constitute a nuisance; provided, however, this enumeration shall not be deemed or construed to be conclusive, limiting or restrictive:

A. Noxious weeds and other rank vegetation, including such growth between the property line and the street curblin, and overgrown vegetation.

B. Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things.

C. Any condition which provides harborage for rats, mice, snakes and other vermin, including overgrown vegetation.

D. Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry, or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located.

E. All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.

F. The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl.

G. The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, creamery, industrial wastes or other substances.

H. Any building, structure or other place or location where any activity which is in violation of local, state or federal law is conducted, performed or maintained.

I. Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.

J. Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 15 minutes.

2. This Ordinance shall become effective immediately upon passage.



An Ordinance to add a new Section 34-31.2 to the Code of the Town of Altavista, 1968, relating to nuisances prohibited.

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

1. That a new Section 34-31.2 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.2 Nuisances Prohibited.**

It shall be unlawful for any person to cause, permit, maintain or allow the creation or maintenance of a nuisance.

2. This Ordinance shall become effective immediately upon passage.

An Ordinance to add a new Section 34-31.3 to the Code of the Town of Altavista, 1968, relating to animal enclosures to be kept clean.

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

1. That a new Section 34-31.3 be added to the Code of the Town of Altavista, 1968, as follows:

**Sec. 34-31.3 Animal enclosures to be kept clean.**

The owner of any animal kept in a primary enclosure (as defined in Section 34-31) in the Town shall keep that enclosure properly cleaned meaning that carcasses, debris, food waste and excrement are removed from the primary enclosure with sufficient frequency to minimize the animals' contact with such contaminants; the primary enclosure is sanitized with sufficient frequency to minimize odors and the hazards of disease; and the primary enclosure is cleaned so as to prevent the animals confined therein from being directly or indirectly sprayed with the stream of water, or directly or indirectly exposed to hazardous chemicals or disinfectants. Failure to do so shall constitute a violation of this ordinance and shall be subject to abatement as a public nuisance.

2. This Ordinance shall become effective immediately upon passage.

AN ORDINANCE REGARDING THE REMOVAL  
AND ABATEMENT OF NUISANCES

WHEREAS, the Town of Dayton has an interest in the safety, health, and welfare of the town;

WHEREAS, pursuant to Virginia Code Sections 15.2-1115 and 15.2-900 *et seq.*, the Town of Dayton is authorized to compel the abatement or removal of all nuisances; and

WHEREAS, the Town of Dayton seeks to set out with particularity which conditions constitute a nuisance;

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Dayton that the Code of Ordinances is amended by repealing Title 1, Part 4, Sections 1-53 and 1-53.1 and repealing and reenacting Title 1, Part 4, Section 1-48 as follows:

Part 4  
*Nuisances*

§ 1-48 Abatement or Removal of Nuisances

- (a) The term “nuisance” is defined herein as the doing of any act, omission to perform any duty, or the permitting of any condition or thing to exist that endangers life or health, obstructs or interferes with the reasonable or comfortable use of property, or tends to depreciate the value of the property of others. Whenever the term nuisance is used in this Part, it shall be deemed to mean a public nuisance.
- (b) The Town Council, acting either as a body or through the Town Superintendent or other delegated officer, may compel the abatement or removal of all nuisances.
- (c) The following activities or conditions are hereby declared to be nuisances. This enumeration shall not be construed to be limiting or restrictive, and is in addition to other acts and conditions which are nuisances, including those acts and conditions which are defined as nuisances in other portions of this Code or state law.
  - (1) *Dangerous structures.* All dwellings, accessory structures, or other structures of whatever character which are unsafe, dangerous, unhealthy, or injurious to the public. Examples of dangerous structures include, but are not limited to, structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood or other materials, and structures which are likely to collapse or fall over.
  - (2) *Obstructions on streets or sidewalks.* All obstructions on any street or sidewalk, including but not limited to snow, plant matter, metal, lumber, timber, refuse, trash, furniture, mattresses, lawn equipment, tools, motor vehicles, or tires.

- (3) *Conditions which pose a danger to transportation.* Any condition or action which interferes with, obstructs or tends to obstruct, or renders dangerous passage on any public or private street. Such conditions shall include but not be limited to obstructions to line of sight and obstruction of roadside signs.
- (4) *Stagnant water; discharges into public streets.* All ponds or pools of stagnant water, and all foul or dirty water or liquid. “Stagnant water” shall mean any water that is absent of flow or filtration by natural or mechanical means. Stagnant water discharged into any public place or property is also a nuisance.
- (5) *Septic tanks, privies, etc.* All septic tanks, privies, cesspools and privy vaults of a type prohibited by state law or by rules and regulations promulgated by authority of state law, or which are maintained in any manner contrary to state law or rules and regulations promulgated by authority of state law or which otherwise constitute a menace to the health of, or are offensive to, persons in the neighborhood thereof.
- (6) *Rats and other vermin.* Any condition which provides harborage for rats, mice, snakes, and other vermin.
- (7) *Grass, weeds, and plants.* Grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats or vermin, or to cause a blighting problem, or adversely affect the public health and safety. Grass and weeds are further subject to the provisions of 1-48.1.
- (8) *Vacant buildings.* Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.
- (9) *Trash, garbage, refuse, and other substances.* Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.
- (10) *Outside storage of abandoned or unused objects.* Outside storage on a Residential Property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection, the term “Residential Property” shall mean a property zoned R-1, R-2, or R-3, or a property zoned A-1 or A-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which, in the opinion of the Town Superintendent, is being diligently pursued.

- (11) *Artificial light*. Artificial light which creates an unreasonable burden on adjoining property.
  - (12) *Dangerous grades*. Any portion of a lot adjacent to a street or alley where the difference in the level between the lot and the street or alley constitutes a danger to life or limb, and which is not fenced so as to prevent harm.
- (d) Whenever a nuisance is found to exist within the town, the Town Superintendent or other delegated officer shall provide written notice to the owner or occupants of the property on which the nuisance exists. Mailing of the notice to the owner or occupant at the address upon which the nuisance is occurring or the address of the owner according to the real property records of the town shall constitute compliance with the requirements of this ordinance. The written notice shall state:
- (1) The location of the nuisance;
  - (2) A description of what constitutes the nuisance;
  - (3) A statement of acts necessary to abate or remove the nuisance;
  - (4) A deadline reasonable under the circumstances by which the nuisance shall be abated or removed; and
  - (5) A statement that if the nuisance is not abated or removed by the deadline, the town may abate or remove the nuisance, charging the cost thereof to such owner or occupant and collecting such costs in the same manner as the real estate tax.
- (e) If a nuisance has not been abated or removed by the deadline as set forth in the written notice, or if in the opinion of the Town Superintendent or other delegated officer that the nuisance constitutes an imminent, substantial, or compelling threat to the public health or safety, the town may abate or remove the nuisance without providing written notice. The town may charge the cost of any abatement or removal of a nuisance to the owner, occupant, or both. The costs shall be collected in the same manner as the local real estate tax. Enforcement of this Section shall not exclude the town's right to proceed under other civil remedies.
- (f) The owner or occupant of the property on which the nuisance exists may request a hearing by submitting a written request to the Town Superintendent or other delegated officer at least 48 hours before the deadline for abatement or removal of the nuisance. The Town Superintendent or other delegated officer shall promptly hold a hearing and provide notice of such hearing to the owner or occupants of the property on which the nuisance exists. If, after considering the evidence, the Town Superintendent or other delegated officer finds by a preponderance of the evidence that the nuisance does not exist, he or she may dismiss the notice.
- (g) The maintenance of nuisances is unlawful. Each business day a nuisance continues after the date set by the Town Superintendent for its abatement constitutes a separate offense or violation. In addition to liability for the town's costs of abatement, persons who fail to

comply with a notice issued pursuant to this Section requiring them to abate a nuisance shall be subject to civil penalties as follows:

- (1) \$50 for the first violation or violations arising from the same set of operative facts; or
- (2) \$200 for subsequent violations not arising from the same set of operative facts within 12 months of a first violation.

In no event shall a series of specified violations arising from the same set of operative facts result in civil penalties that exceed a total of \$3,000 in a twelve-month period.

Adopted: October 10, 2016

<u>NAME</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Charles T. Long, Mayor				
Laura J. Daily				
Jeffrey S. Daly				
Steven J. Dean				
Josh O. Lyons				
Shelley P. Newman				
Tara R. Worthy				

### **CERTIFICATE**

The undersigned Mayor and Clerk of the Town Council of the Town of Dayton, Virginia hereby certify that the foregoing constitutes a true and correct copy of an ordinance entitled An Ordinance Regarding the Removal and Abatement of Nuisances adopted by the Town Council at a meeting held on October 10, 2016. A record of the roll-call vote by the Town Council is as follows:

Date: October 10, 2016

ATTEST: \_\_\_\_\_  
Clerk, Town Council of the  
Town of Dayton, Virginia

\_\_\_\_\_  
Mayor, Town of Dayton, Virginia



## Town of Altavista, Virginia Regular Meeting Agenda Form

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**Meeting Date:** September 12, 2017

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

Attachment #: | **5** |

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

**Subject Title:** | **Planning Commission Request** |

### **SUBJECT HIGHLIGHTS**

The Planning Commission conducted a public hearing on a Special Use Permit application for 1019 9<sup>th</sup> Street on Tuesday, September 5, 2017. The application requests consideration of a “Non-profit facility” at the address indicated, which is in the R-2 (Medium Density Residential District).

Staff seeks Council’s approval to schedule a public hearing on this application to consider public input and the Planning Commission’ recommendation on Tuesday, October 10, 2017 at 7:00 p.m.

**Action(s) requested or suggested motion(s):** Authorize staff to schedule the public hearing as outlined.

### **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: *DNW*

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:** September 12, 2017

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

Attachment #: | **6** |

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

**Subject Title:** | **WWTP Clarifier Replacement Project (CIP) Update** |

### **SUBJECT HIGHLIGHTS**

Tom Fore, Director of Utilities and Steve Bond, WWTP Manager, are moving forward with the WWTP Clarifier Project that is included in the FY2018 CIP and Budget. At this time, staff is submitting the information in regard to the proposals submitted for the design phase of the work, the costs are listed below:

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. This proposal also includes the Bidding Phase, Construction Phase Service and Final Inspection.

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, the item is listed on pages 166 – 167 of your Budget/CIP document.

**Action(s) requested or suggested motion(s):** Approve proposal submitted by Hurt & Proffitt and authorize staff to execute the proposal/contract for said services.

### **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: *TWF*

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:** September 12, 2017

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

Attachment #: | **7** |

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

**Subject Title:** | **Property Maintenance Enforcement funds – *No Interest Loan program*** |

### **SUBJECT HIGHLIGHTS**

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. It was also mentioned 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. The funds are repaid to the Town. Due to increased cost of demolition, staff would seek to increase the appropriated amount by an additional \$5,000.

**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: *DNW*

Finance Director initials and comments, if applicable:

Town Attorney initials and comments, if applicable:

Town Manager initials and /or comments: *JWC*

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



## **Strategic Planning Retreat**

- Retreat was held on Wednesday, August 30<sup>th</sup> at the Altavista Train Station with all Council Members in attendance.
- Mr. Payne has provided a draft report that has been distributed to Council.

## **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**

- Bid award recommendation begin considered at September Town Council meeting.

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

- Meeting held with VDOT and Hurt & Proffitt to go over the project.
- Staff evaluating funding options for the Utility portion of the project.
- Staff considering the need to apply for additional funds through the VDOT "TAP" process.

## **English Park**

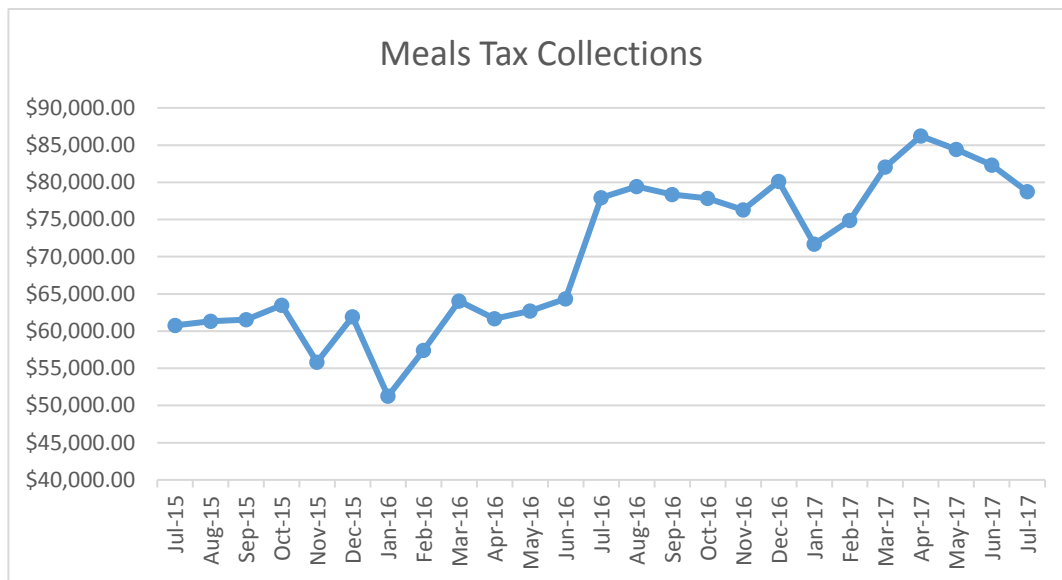
- Railroad deed being forwarded to Town.
- RFP for Master Planning (Park and Trails): Three (3) proposals received; Interviews were on Monday, September 11<sup>th</sup>.

## **Utility Projects**

- Facility Assessment and Improvement Plan (FAIP)
  - Presentation by Woodard & Curran is scheduled for the Town Council Work Session on September 26<sup>th</sup>.
- Springs Fluoride Improvement Project – Ongoing
- Abbott meter and vault – Working with staff to build vault.
- Right of Way Clearing - working with contractor on removal of trees on Clarion Tank lot and continuing annual clearing of right of ways/easements.

# **TOWN OF ALTAVISTA MEAL TAX COLLECTIONS**

<u>Month</u>	<u>Collections</u>
Jul-15	\$60,786.00
Aug-15	\$61,309.00
Sep-15	\$61,560.00
Oct-15	\$63,460.00
Nov-15	\$55,798.00
Dec-15	\$61,928.00
Jan-16	\$51,250.00
Feb-16	\$57,390.00
Mar-16	\$64,020.00
Apr-16	\$61,664.00
May-16	\$62,702.00
Jun-16	\$64,356.00
Jul-16	\$77,934.00
Aug-16	\$79,415.00
Sep-16	\$78,369.00
Oct-16	\$77,843.00
Nov-16	\$76,293.74
Dec-16	\$80,126.95
Jan-17	\$71,669.47
Feb-17	\$74,876.88
Mar-17	\$82,040.84
Apr-17	\$86,217.44
May-17	\$84,409.32
Jun-17	\$82,323.07
Jul-17	\$78,740.00



## Monthly Report to Council

**Date:** September 12, 2017  
**To:** Town Council  
**From:** Dan Witt, Assistant Town Manager  
**Re:** August 2017 Reporting

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

<u>DATE</u>	<u>PERMIT #</u>	<u>APPLICANT NAME &amp; ADDRESS</u>	<u>REASON FOR PERMIT</u>		
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No zoning permits issued in August

- Multiple grass notices sent out.
- Met with Mr. Hall at B&D and verified all vehicles are in compliance so staff issued a zoning compliance certification to Motor Vehicle Dealer Board. Mr. Hall has 30 days to apply to have his licenses reinstated, September 6, 2017.
- Staff cited 1212 Main Street, B&D Auto, for accumulation of trash and debris. While progress has been made there is still more work to be done on the site.
- Staff sent certified notices to property owners presented to Town Council and identified as possible public nuisances. These include 301 Hughes Street, 1028& 1030 7<sup>th</sup> Street, 1286 Lynch Road, and 900 Park Street.

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

- Nothing

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

- Prepared packet for September meeting and public hearing for SUP application for 'nonprofit' use at 1019 9<sup>th</sup> Street, Claire Parker Foundation.
- A recommendation provided to Town Council for 'major auto repair' SUP application at 902 Main Street. Ads prepared and notices sent for TC public hearing.
- A recommendation provided to Town Council for 'nonprofit' with request to advertise for a public hearing at the October meeting.

### 4. AOT Related

- Nothing noted.

### 5. ACTS Related

- Validated daily ridership and revenue for bus system (August) - see bus report.
- Daily riders tallied.
- Submitted request and received an RTAP grant payment for CTAV training.

### 6. Projects and Administrative Related:

- Updated GIC.
- Certified July bank statements.
- Issued 17 urban archery permits for upcoming season.
- Staff received 3 proposals for the advertised RFP for park and trails master plans with scheduled interviews for September 11.
- **Route 43 Streetscape and Utility Project**
  - Contract with Hurt & Proffitt executed.
  - Surveying of the site has begun.
  - Staffed a pre-design meeting with VDOT and engineers.
  - VDOT has requested adding two new components to the FY2018 TAP grant application; a crosswalk at Route 43 and correcting the sidewalk on Main Street adjacent to the Henderson Building. Hurt & Proffitt have provided an estimated cost for these changes at \$400-450K. Staff believes it would be better to wait for the next 2-year cycle to include these.
  - Staff met with Region 2000 staff to kick-off the TAP grant application process.
- **Canoe Launch Site**
  - Design is completed.
  - Campbell County is reviewing the drawings and G&N Inc. is waiting for the response.
  - Once approved the project will be ready to bid.
  - Staff has scheduled a conference call with Synthia, DCR, on October 4<sup>th</sup> to discuss the RTP grant.
- **Personnel Policy Manual**
  - Staff continued reviewing chapters from the draft policy manual.
- **VDOT Main Street Bridge Lighting**
  - Staff met with Hurt & Proffitt engineers and they will be reviewing the AECOM budget and assisting staff with a budget for the VDOT TAP grant. Staff will be submitting a single, joint TAP application for all lighting, including the Town of Hurt entrance to the bridge. HDLA will be working with the TOH on their resolution and public meeting.
  - Staff met with Region 2000 staff to kick-off the TAP grant application process for this project.



To: Town Council

From: Dennis Jarvis, II, Director of Economic Development

Cc: J. Waverly Coggsdale, III, Town Manager

RE: August 2017 Economic Development Update

**Networking:**

- Director met with economic development officials from Pittsylvania County, City of Danville.
- Director met with the LRBA RED Team.
- Director met with VEDP CEO Steven Moret.
- Director met with USDA.

**Existing Business and Retention**

- Director met with officials from VTI.
- Director met officials Rage Plastics.
- Director met with officials from PCM.
- Director met with applicant for RLF program.
- 

**Marketing**

- Director completed ad for VA Craft Beer magazine.
- Director working on revising the EDA website.
- Director developing RFP for new EDA strategic plan and cluster analysis.

**Develop Products**

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

## **PUBLIC WORKS**

### **Monthly Staff Report: Building & Grounds**

**Date:** 9/7/2017  
**TO:** Town Manager  
**FROM:** David Garrett  
**DIVISION:** Building and Grounds  
**MONTH:** Aug-17

# Burials	2
# of Cremations	0
# of Labor Hours for Green Hill Cemetery	20.5
# of Curbside Brush Stops	203
# of Curbside Brush Loads	15
# of Curbside Bulk Stops	67
# of Curbside Bulk Tonnage	8.16
Solid Waste Total Tonnage	100.19
# of Labor Hours to Maintain Buildings	44.5
# of Labor Hours to Maintain Parks	111
# of Acres Mowed	163.76

## PUBLIC WORKS

### Monthly Staff Report: Streets

Date: 9/7/2017  
TO: Town Manager  
FROM: David Garrett  
DIVISION: Streets  
MONTH: Aug-17

# of Lane Miles Mowed	Mowed Town Wide
# of Litter Bags Collected	0
# of Weed Control Gallons Applied	0
# of Swept Lane Miles	46
# of Weekend Trucks	2
# of Total Tonnage for Weekend Trucks	4.97
# of Labor Hours For Sign, Dead Animal ETC. (Shoulder Work, Drainage, Tree Removal)	272.5

#### Asphalt Totals:

Woodland Ave.	122.40	Tons	
Hill Crest Alley	102.28	Tons	
Westwood Dr.	184.30	Tons	
Broad St.	333.89	Tons	(Bedford Ave. to Dead End)
Broad St.	323.46	Tons	(Bedford Ave. to Dead End)
Commonwealth Alley	103.48	Tons	
Broad St. (9th to 11th)	513.10	Tons	
Beverly Heights	211.36	Tons	
Beverly Heights	86.22	Tons	
Washington St.	199.63	Tons	
	<u>2180.12</u>	Tons	



# Monthly Staff Report

DATE: 9/2/2017  
 TO: Town Manager  
 FROM: Tom Fore  
 DEPARTMENT: Water Treatment Plant  
 MONTH: Aug-17

## Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 19.05 Hours per day which yielded approximately 2,323,410 gallons of water per day.

Rainfall for the month 2.2 was measured at the water treatment plant.

Average Hours per day (week days)	<u>19.6</u>	hrs
average produced (week days)	<u>2,390,435</u>	gallons per day
Average Hours per day (weekends)	<u>17.6</u>	hrs
average produced (weekends)	<u>2,133,250</u>	gallons per day
Total Raw Water Pumped:	<u>72.046</u>	million gallons
Total Drinking Water Produced:	<u>70.271</u>	million gallons
Average Daily Production: (drinking)	<u>2,267,000</u>	gallons per day
Average percent of Production Capacity:	<u>75.57</u>	%
Plant Process Water:	<u>1,829,305</u>	(finished water used by the plant)
Bulk Water Sold @ WTP:	<u>22,300</u>	gallons
Water lost due to leaks	<u>0</u>	
Flushing of Hydrants/Tanks/FD use/Town Use	<u>4,100</u>	gallons
McMinnis Spring		
Total Water Pumped:	<u>8.084</u>	million gallons
average hours per day	<u>15.3</u>	
Average Daily Produced:	<u>260,774</u>	gallons per day
Reynolds Spring		
Total Water Pumped:	<u>6.491</u>	million gallons
average hours per day	<u>11.8</u>	
Average Daily Produced:	<u>209,387</u>	gallons per day
Purchased Water from CCUSA	<u>7,371,540</u>	gallons
Sold to Hurt	<u>2,754,100</u>	gallons
Industrial Use	<u>69,323,549</u>	gallons

WTP Electrical upgrade continues with expected completion by the end of November

Utilities- Facility Assessment Improvement Plan presentation expected at the Council work session 9/26/16

Tree Clearing around Clarion water tank is underway

## WWTP - Monthly Staff Report

<b>DATE</b>	<b>09/05/17</b>
<b>TO:</b>	<b>Town Manager</b>
<b>FROM:</b>	<b>Steve Bond</b>
<b>DEPARTMENT:</b>	<b>Waste Water Treatment Plant</b>
<b>MONTH:</b>	<b>August</b>

Average Daily Flow 1.80 MGD

TSS Reduction 98 %

BOD Reduction 98 %

VPDES Violations 0

Sludge ( Regional Land Fill) 263 tons

Rain Total 2.36 Inches

Snow Total      Inches

Comments:

**PUBLIC UTILITIES**  
**Monthly Staff Report – Collection/Distribution**

Date:  
TO: Town Manager  
FROM: Tom Fore  
DEPARTMENT: Utilities- Public Works  
MONTH: July 2017

# of Service Connections	1		
# of Service Taps	0		
# of Meters Read	94		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	22		
# of Location Marks made for Miss Utility	63		
# of Meters Replaced	0		
# of Water Lines Repaired	2	# of Sewer Lines Unstopped	3
<u>Locations:</u>		<u>Locations:</u>	
515-511 Riverview Dr.		Westwood Drive	
Intersection Melinda Dr. and Ogden Road		1309 Amherst Ave.	
		800 Block 12th Street	

## ALTAVISTA COMMUNIT TRANSIT SYSTEM (ACTS)

## Annual Ridership Tally FY2013—FY2018

[illegible]

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

October 2017						
◀ Sep 2017						Nov 2017 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Planning Commission 5:00 PM	3	4	5	6	7
8	9 Columbus Day	10 Council Meeting 7:00 PM	11	12	13	14
15	16 Boss's Day	17	18	19	20	21
22	23	24 EDA Meeting 8:15AM Town Hall Council Work Session 5:00 PM Avoca Volunteer Appreciation Dinner	25	26	27	28
29	30	31 Townwide Trick or Treat Halloween	Notes:			