



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, August 11, 2020
6:00 p.m. – Council's Chambers

- 1. Call to Order**
- 2. Invocation/Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Recognitions and Presentations**
 - a. Service Awards**
 - b. Personnel Changes**

5. Citizen's Time (Non-Agenda Items Only)

Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is NOT a question-and-answer session between the public and the Council.)

6. Partner Updates

- a. Altavista Area Chamber of Commerce (Lauren Odessa)**
- b. Altavista On Track (Kirsten Aherron)**

7. Consent Agenda

- a. Approval the minutes of the July 14th Regular Meeting: July 21st Continued Meeting and July 28th Work Session**
- b. Acceptance of Monthly Financial Reports**
- c. War Memorial Ballpark Fence replacement**

8. Public Hearing(s) (None Scheduled)

9. New Business

- a. Presentation/consideration of AEDA Economic Development Proposal**
- b. Consideration of Acceptance of FEMA/VDEM Grant**
- c. Consideration of Avoca water damage repair insurance claim/balance**
- d. Request by citizen to waive agreement condition (removal of drain fields – 2107 Laurel Lane)**
- e. Request of citizen for Additional Utility Bill Adjustment – 608 Broad Street**

10. Unfinished Business**11. Reports and Communication**

- a. Report and Communications from Town Manager
- b. Departmental Reports
- c. Calendars

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

14. Adjournment

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

August 11, 2020

ITEM #: 4**ITEM TITLE:**

Recognitions and Presentations

DESCRIPTION/ACTION:**MILESTONES**

Kenny Moorefield Altavista Police Department 15 years of service (July 2020)

CONGRATS to Kenny on his anniversary with the Town!

PERSONNEL CHANGES since July 1, 2020**New Hires**

Cory Earhart	APD	Officer (Recruit)	07/01/2020
Chelsea Pugh	APD	Officer (Recruit)	07/01/2020
William Dogan	APD	Officer	07/27/ 2020
Forrest Taylor	PW	Maintenance Worker	07/27/2020
Eddie Pittman	ACTS	Bus Driver	08/01/2020

WELCOME to the new hires!

Departures

William Hall	APD	Officer	07/14/2020
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TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Partner Updates

MEETING DATE:

August 11, 2020

ITEM #: 6**DESCRIPTION/ACTION:**

This portion of Council's agenda is devoted to having the opportunity to hear from our community partners.

Tonight, Lauren Odessa, President of the Altavista Area Chamber of Commerce and Kirsten Aherron, Main Street Coordinator will update Council on Chamber and Altavista On Track activities.

This will become a monthly feature of the Council's Regular Meeting agenda. This will allow for communication between the Town and its community partners.

ATTACHMENTS:

- *None*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

August 11, 2020

Agenda Item#: 7a

Item Title: Approve the minutes of previous Council meetings (July 14, 2020 Regular Meeting: July 21, 2020 Continued Meeting and July 28, 2020 Work Session.

(THE MINUTES ARE INCLUDED AT THE END OF THE AGENDA PACKET)

Action(s):

Approve the minutes of the Council's Regular Meeting held on July 14, 2020.

Approve the minutes of the Council's Continued Meeting held on July 21, 2020.

Approve the minutes of the Council's Work Session held on July 28, 2020

Explanation:

- Minutes in draft form are attached for the Council's review (included at the end of the packet) (Links below).
- 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.

ATTACHMENTS:

- July 14, 2020 Regular Meeting **(Link)** *Included at end of the packet*
- July 21, 2020 Continued Meeting **(Link)** *Included at end of the packet*
- July 28, 2020 Work Session **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA
TOWN COUNCIL
AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

August 11, 2020

Agenda Item#: 7b

Item Title: Acceptance of the monthly financial reports

(THE MONTHLY REPORTS ARE LOCATED AT THE END OF THE AGENDA PACKET)

Action(s):

Accept the monthly financial reports (Monthly Check Register, Monthly Revenue and Expenditures, and Monthly Investments)

Explanation:

- Monthly financial reports are included for your review and for informational purposes. (Links below)

ATTACHMENTS:

- Check Register **(Link)** *Included at end of the packet*
- Monthly Revenue and Expenditure Reports **(Link)** *Included at end of the packet*
- Monthly Investment Report **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

August 11, 2020

Agenda Item#: 7c

Item Title: War Memorial Ballpark Fence replacement (Citizens for Altavista Baseball request)

Action(s):

Approve the revised quote for this project and authorize staff to proceed at a cost not to exceed \$24,000; with a 50/50 cost share with the Citizens For Altavista Baseball. This total increased from the last meeting, due to slats being added to the “tall section” of fence in right field.

Explanation:

- Citizens For Altavista Baseball approached Town Council in regard to replacement of a section of outfield fence and the installation of slats in the fence to replace the existing worn out windscreen.

ATTACHMENTS:

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

August 11, 2020

ITEM #: 9a**ITEM TITLE:**

Altavista Economic Development Authority (AEDA) Proposal

DESCRIPTION:

As a follow up to the Town Council/AEDA Joint Meeting, the AEDA considered an “implementation plan” for advancing strategic initiatives related to Economic and Community Development at their most recent meeting. The AEDA voted to forward to Town Council the attached letter and the implementation plan for Council’s review and consideration.

The proposal serves to “narrow the focus” of previous plans to two primary areas: 1. Downtown revitalization/community development: (vacant building utilization/revitalization and increased housing availability and diversity; and 2. Industry: (workforce development and business retention/expansion (BRE). The AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional and state organizations. The proposal sets forth Challenges; while addressing the Approach through a three phase approach.

At this time, staff requests that Town Council review the proposal and provide feedback to staff and/or the AEDA.

RECOMMENDATION:

Town Council review the AEDA’s proposed implementation plan and provide any feedback. To provide full Council input it may be advantageous to place further discussion on a future work session or called meeting for this purpose.

BUDGET/FUNDING:

A budget would need to be developed to address the items covered in the plan.

POTENTIAL ACTION:

- Take under advisement and place the item on a future agenda for discussion/action
- Approve the plan;
- Take No action.

ATTACHMENTS:

- *AEDA Letter and Proposal*

Altavista Economic Development Authority
510 7th Street
Altavista, VA 24517

July 7th, 2020

Town of Altavista
510 7th Street
Altavista, VA 24517

Attn: Honorable Mike Mattox, Mayor & Members of the Town Council

Dear Mayor Mattox & Members of Council:

Per your request, the Altavista Economic Development Authority (AEDA) has enclosed a proposed implementation plan to assist the Council with advancing various strategic initiatives that were discussed at our joint meeting held on June 11th, 2020. This proposal provides a path to attain the goals raised in that meeting. It also addresses the Council's and the AEDA's joint desire to combine available resources that would enhance the Town's efforts in both Industrial and Community Development. Beginning with an articulated Vision of the Town Council (the plan), the implementation of that Vision (the plan) by town staff & various support groups will bring many benefits to the Town and more importantly the citizens of this great community.

As discussed during the presentation, the EDA has narrowed its original scope of work to a concept of a vibrant, revitalized downtown as the cornerstone of local economic development. The AEDA believes this to be critical to the Town's efforts to attract new and expand local businesses.

In support of this concept, the AEDA desires to redefine the overall goal of the use of its financial resources so that incentive packages for revitalization projects in the community, workforce development, expansion projects for industry, and consulting services can be advanced using AEDA funds. The AEDA anticipates annual expenditures in support of these efforts would amount to \$100,000 per year. AEDA requests that the Town of Altavista provide an annual funding stream to fund these efforts.

In addition to this funding steam, the AEDA requests that the Town appoint a project manager to provide oversight for the revitalization/community development effort. A reporting line diagram proposal is attached for your review. A structure such as this, we believe, will improve collaboration and streamline the overall management of this project.

In closing, the AEDA appreciates the opportunity the Council has afforded the Board to share our concerns regarding who and how to get this vitally needed effort moving forward. As we stated in our joint meeting the Town Council is the corner stone of this effort. It must be Council's vision and Council must hold all those involved, including the AEDA, accountable for the plan's implementation.

We realize you wear many hats and this effort is only one among many, however we also believe it is one of the most important and has the greatest potential of producing many beneficial returns to the community.

Respectfully,

Altavista Economic Development Authority

**Altavista Economic Development Authority
Strategic Planning-Narrowed Scope Roll Out
Proposal Narrative to Altavista Town Council**

BACKGROUND

Over the last four years, the citizens and stakeholders of the Town of Altavista have participated in two strategic planning events held by town organizations in which they have expressed their desires for the future development of the town. The desires of the town citizens are outlined primarily in two documents: 1) 2016 updated Planning Commission Comprehensive Plan of Altavista, and 2) 2019 updated Economic Development Authority Strategic Plan. Both plans eloquently describe Altavista's rich heritage, diverse assets, and potential for future development. Additionally, both plans contain recommended activities that the participants believe will spur development that will bring the town into alignment with their vision.

Over the past four years, the Town Council has made progress on some foundational initiatives described in these plans that will improve the quality of life for town residents and prepare the town for growth. The updated AEDA plan serves as a mechanism that narrows the focus of the previous planning efforts while at the same time maintaining the content and recommendations of those plans, many of which are still in progress. It is the goal of the EDA's plan to leverage these improvements to target efforts toward revitalizing downtown spaces and increasing the diversity of attractions available to the citizens.

Accordingly, the AEDA Plan has narrowed its focus to two primary areas: 1) downtown/community revitalization, and 2) existing local industry. Within these areas of priority, it was determined from stakeholder feedback that the following issues are of highest priority:

1. Downtown revitalization/community development

1. Vacant building utilization/revitalization- including blight reduction
2. Increased housing availability and diversity

2. Industry

1. Workforce development
2. Retention and expansion of existing business

Along with these priorities, the EDA considers it important to continue to maintain strong strategic partnerships with Campbell County, Lynchburg Regional Business Alliance, VDHCD and the State sponsored Main Street program. The main objective of these relationships is to leverage the resources they provide to assist Altavista in its revitalization plans.

CHALLENGES

There are numerous groups and individuals who hold passionate views on the future of the town's development. For example, there are formal organizations with staff and volunteer boards that have specific charters that govern the group's activities. Additionally, specific members of town staff are currently charged with downtown/community development and executing the vision contained within the Planning Documents previously mentioned. The interests, activities and resources of these groups must be communicated/coordinated with the citizens and property owners who all want to accomplish the same goal.

Certain initiatives necessary to spur economic activity can present challenges. For example, incentives that are offered to new businesses or developments can cause resentment from established businesses that feel they were not offered the same assistance. Additionally, the town respects the rights of the owners of private property, and some owners of vacant or deteriorated property might not be interested in selling or improving their properties. It is an important tenant of the town's revitalization plan that all local

stakeholders understand the intent of the plan, which is to improve conditions for all citizens. As the revitalization efforts begin to produce results, the additional traffic created will benefit every property owner and downtown business. The only reason for additional incentives at this time is to encourage investment into a market that otherwise is not attracting private sector interest. As consumer traffic and property values begin to increase, all downtown property and business owners will benefit.

It is understood that owners of existing vacant and/or deteriorated property may not be interested in selling or improving their properties at this time therefore, the town will need to develop specific strategies to enhance/encourage opportunities that will benefit the property owner, the Town, and its citizens, such as:

1. Incentives for selling vacant/deteriorated property (either local, state, or regional programs)
2. Incentives for purchasing or improving vacant or deteriorated property which should help increase sales values
3. Consultation with property owners regarding the opportunities to achieve above average returns if sales or improvements are made while these revitalization programs are active. Also, sales and reuse proposals can be shared with owners to stimulate ideas for investment or change of use.
4. Consultation with property owners regarding the obligations and risks associated with holding vacant and deteriorated property including potential future registration requirements or special assessments.

APPROACH

This narrowed focus of the strategic plan was developed from information contained in Community Improvement documents previously accepted by Town Council. The goal of narrowing the focus was to reduce the number of tasks and make the plan easier to manage and more achievable. Town council controls the resources of town government, and town staff is directly accountable to council. Much of the focus of the revised plan centers around the idea of a revitalized town center and expanded housing being the catalyst to create growth. Additionally, the preservation and nurturing of the needs of our existing industry base will provide the town with ample opportunities for continued business expansion. Lastly, aggressive interaction with our regional and county partners will avail the town to potential new business relocations.

Since the core of the narrowed plan focuses on activities currently within the purview of existing town staff, it is recommended that the management of this proposal be the responsibility of a member of town staff appointed by town council. It is anticipated that regular interaction with various town departments will be required, and in some cases, the influence of Town Council will be necessary to clear the path for progress. Accordingly, it is recommended that the project manager be selected from an effective and highly visible level of town management.

Since revitalization efforts require broad involvement from a wide range of support organizations and town staff, the implementation of the narrowed plan will be guided by a steering committee made up of representatives selected from each support group (see exhibit 1). Since the steering committee will be comprised of members from each support group, the narrowed plan should receive strong support and cross group conflicts can be easily resolved. Additionally, cross group funding will be possible by using funding agreements that require specific actions or outcomes. This will enable quicker action since delays waiting for funding approval can be avoided.

The project manager will serve as the lead for the steering committee, manage communication with the Town Council, and join Campbell County and LRBA on visits to town industries. The representatives from each support organization will manage communication with their respective group regarding the activities of the steering committee. Any support required from a town organization will be authorized by

the group's board based on a request from the member of their "home" board serving on the steering committee, including requests for the involvement of a consultant. Requests for the development of town policy will be initiated by the project manager to town council following the normal protocols of the town.

The AEDA will actively assist the steering committee with the execution of the narrowed plan. With town staff managing downtown revitalization and community development via interaction with the steering committee, the EDA will focus on existing industry expansion, workforce development and establishing new industry. The anticipated activities of the AEDA would be as follows:

1. Receive regular updates of the results of local plant visitation and develop plans to address any issues identified during the visit.
2. Assist with evaluating workforce issues and developing plans to address those issues.
3. Meet with prospects interested in relocating to Altavista. Evaluate the feasibility of purchasing property or offering incentives to facilitate recruitment.
4. Investigate potential sites and match with needs for expansion or relocation.
5. Engage the services of a consultant, on an as needed basis, to assist with advancing negotiations with existing or prospective industry.
6. Support downtown revitalization and community development by evaluating requests for incentives.

It is the goal of the AEDA to focus resources on the highest priorities in the most efficient way possible. Additionally, an effective and efficient organizational structure should be developed in a manner that will provide continuity over the long term. It is believed that focusing on the above items will enable the AEDA to accomplish this goal while at the same time reducing fixed costs and preserving resources.

Since certain steps of the narrowed plan are intended to generate energy for future action, it is important to follow a sequence to get things started. To ensure that the tools are in place when needed, it is proposed that the narrowed plan be rolled out in three phases: Phase I- Getting Organized, Phase II- First Steps and Phase III- Full Execution.

PHASE I: GETTING ORGANIZED (Completed by December 31st, 2020)

Before this narrowed approach is actively marketed to local stakeholders, the town must prepare the underlying infrastructure to complete the work. It is critical that the plan have abundant support from all town organizations and town staff and that these same organizations are properly aligned to ensure efficiency. Accordingly, Phase I of this process needs to be focused on designating appropriate leadership and developing the underlying processes and incentives to see it through to completion.

Key steps to be completed during Phase 1 would include the following:

- A. Town council to **appoint the overall project manager to Chair the Steering Committee**
- B. Project manager to perform the following:
 - a. **Conduct a meeting** with Altavista Economic Development Authority, Altavista on Track, Chamber of Commerce, and Planning Commission to reach consensus on achieving the strategic initiatives in the plan and select members of the steering committee. At a minimum, responsibility for the following must be addressed:
 - i. Coordination of all town group communication and planning- goal of each steering committee member to communicate with their board
 - ii. Local industry plant manager visitation focusing on expansion plans and workforce issues.
 - iii. Evaluation of existing vs needed workforce development programs
 - iv. Maintenance of the relationship with Campbell County and LRBA

- v. Vacant property data accumulation
 - vi. Communication and consultation with vacant property owners
 - vii. Town process review
- C. Utilizing the steering committee, **develop simple to understand, easy to obtain incentives** to stimulate the following:
 - a. Housing development, including potential senior housing
 - b. Sale of vacant properties
 - c. Improvement/reuse of deteriorated properties in alignment with "walkable urbanism"
 - d. Demolition of blighted property
 - e. Development of workforce development programs and youth camps to form a pipeline of potential, local labor talent
 - f. Other incentives as determined by the steering committee
- D. **Propose a budget** to cover incentives, marketing, events, and consultation fees. Costs will be funded by the EDA and reimbursed by the town.
- E. **Develop list** of simple progress measures to monitor and report
 - a. Property owners contacted
 - b. Buildings converted to productive use
 - c. Incentives paid
 - d. Etc.
- F. **Develop a list of ways to simplify processes** that will be used by those pursuing the town's vision (permitting, zoning, etc.)
- G. **Develop a communication plan** including the following:
 - a. Regular and consistent communication to citizens
 - b. Regular and consistent communications to vacant property owners
 - c. Regular and consistent communication to potential investors
- H. **Submit plan** to town council for approval

PHASE II: FIRST STEPS (Completed by March 31, 2021)

With the above tools in place, the town will be ready to actively begin work on the plan. Examples of initial actions progressing toward the goal would be as follows:

1. **Conduct an inventory** of vacant properties noting at a minimum the following:
 - a. Property address
 - b. Owners name, address and contact information
 - c. Date of last occupancy
 - d. Prior productive use
 - e. Current condition (poor, fair, good, excellent, etc)
 - f. Marketing status: For sale, not for sale
 - g. Potential for conversion to productive "walkable urbanism" use (low, medium or high)
2. **Develop profiles** on each building that has medium to high reuse potential showing potential reuses
3. **Develop a list** of techniques to encourage property owners without plans or goals for the property to sell or improve
4. **Communicate newly approved incentives** to property owners, potential investors, developers & citizens
5. **Report to EDA** the results of the first visits with plant management, and discuss timing for recurring visits- focus should be on expansion plans and workforce issues
6. **Meet with Campbell County** and LRBA to discuss existing workforce assets, report to EDA on gaps in training
7. **Set up first public event** and review details of narrowed scope and consolidated approach

PHASE III: FULL EXECUTION (Ongoing beginning March 31, 2021)

Now that the town is organized and the tools are in place, aggressive action can begin. Rolling out the plan would include the following activities:

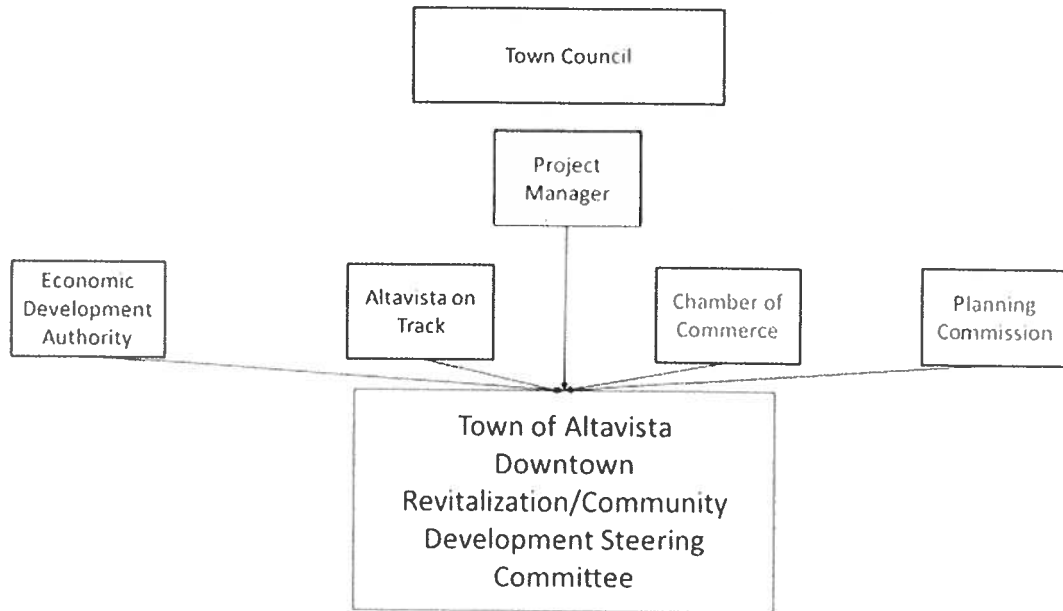
1. Individual responsible for building owner communication should **contact vacant and/or deteriorated building owners** and discuss plans, goals, potential and incentives. Regularly scheduled update meetings should be with EDA, AOT, and the Planning Commission by their representatives on the steering committee
2. **Coordinate an event** to showcase vacant buildings with medium to high reuse potential
3. **Initiate marketing activities** to appropriate parties - based on knowledge obtained from event
4. **Coordinate other events** to encourage development that aligns with "walkable urbanism" and building profiles such as café's, art studios, loft apartments, public gathering spaces, etc.
5. **Summarize and report on industry workforce concerns**, existing workforce assets available and planned improvements
6. Community Development Director to **report on incentives and programs** available for housing and/or potential for senior housing from various non town sources

SUMMARY

The approach noted above narrows the focus of the 2019 Economic Development Authority strategic plan to assist with its management and implementation. This approach focuses on downtown revitalization/community development and local industry. Specific targets of the plan are vacant/deteriorated properties and workforce development.

This approach involves a steering committee comprised of members drawn from all support groups involved in the execution of the plan. The steering committee will be overseen by a project manager chosen by Town Council from the town's senior management level. The intent of this structure is to provide as much expertise as possible to specific areas of the plan, while at the same time fostering and improving collaboration.

Exhibit 1.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

August 11, 2020

ITEM #: 9b**ITEM TITLE:**

Consideration of acceptance of Hazard Mitigation Grant Program Grant

DESCRIPTION:

The Town set aside \$65,000.00 in FY2017 to put in the necessary switch gear for the two springs (Reynold and McMinnis), Bedford Pump Station and Staunton River raw water intake pump station. The Town's Utility Department began working to find a grant that would install the generators as well as the switch gear. The rationale behind installing generators is that normally when a natural disaster occurs they are not readily available. Town staff had applied for planning grants and grants for this project in 2017 & 2018 and were unsuccessful.

In February/March of 2019 the Town was notified that it was eligible to apply for grant funding through the Virginia Department of Emergency Management (VDEM) for a Hazard Mitigation Grant because of a storm (Hurricane Florence) that hit our area in August/September of 2018. The application was made in May of 2019 and we were notified on July 29, 2020 that we were awarded this grant.

The project would install an elevated platform at the Staunton River Pump Station for placement of the generator and tie into the existing elevated electrical platform. It would also have a concrete pad designed for the generators to be placed on to operate Bedford Pump Station, Reynolds Spring and McMinnis Spring in the event of power failure.

RECOMMENDATION:

Staff recommendation is to have the Town Manager execute the Grant Agreement FEMA-DR-4401-VA-012

BUDGET/FUNDING:

The project cost estimates for this project are now over a year old and there may be a need for a contingency. The following is a breakdown of the grant. Federal Project Funds \$373,575 State Project Funds \$ 99,620 Local Project Funds \$ 24,905 Sub-Recipient Management Costs \$ 24,905 Total Project Funds \$ 523,005. With the Town required to pay all cost that would exceed the current grant allocation, staff recommends leaving the previous allocation of \$65,000.00 to meet the Local Project Funds \$ 24,905 with the remainder of \$40,905.00 for contingency if needed.

POTENTIAL ACTION:

- Accept staff's recommendation authorizing Town Manager to execute the Grant Agreement FEMA-DR-4401-VA-012
- Reject the award
- Defer action until your next scheduled meeting.

ATTACHMENTS:

- *VDEM Award Letter*
- *VDEM Grant agreement*

CURTIS C. BROWN
State Coordinator of Emergency Management
and Chief Diversity & Inclusion Officer



JOHN NORTON
Deputy State Coordinator – Disaster Services

ANDRES ALVAREZ
Deputy State Coordinator – Mission Support

COMMONWEALTH OF VIRGINIA

Department of Emergency Management

9711 Farrar Court, Suite 200
North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

July 17, 2020

Mr. Waverly Coggsdale, Town Manager
Town of Altavista
510 7th Street
Altavista, VA 24517

RE: Town of Altavista – Water Supply System-wide Emergency Power Source Project
FEMA-DR-4401-VA-01

Dear Mr. Coggsdale:

I am pleased to notify you that the Federal Emergency Management Agency (FEMA) has approved the project titled "Town of Altavista – Water Supply System-wide Emergency Power Source Project." The funds have been obligated through the Hazard Mitigation Grant Program. Attached you will find the grant award package. Please read all documents carefully prior to initiating your project. As funded, the federal share is 75 percent of the total project costs.

Your project cannot begin until the authorized agent has signed the grant award package. No reimbursements will be made until the award package is signed and received by the Virginia Department of Emergency Management. Please sign the attached grant agreement, and scan and e-mail it to Trina Addison, mitigation grants administrator. Congratulations on the approval of this project. If you have questions regarding this award or the implementation of your project, please contact Trina Addison at (804) 267-7734 or Trina.Addison@vdem.virginia.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Curtis C. Brown".

Curtis C. Brown
Alternate Governor's Authorized Representative

Enclosures
CCB/DJM/ta



COMMONWEALTH OF VIRGINIA

Department of Emergency Management

9711 Farrar Court, Suite 200
North Chesterfield, Virginia 23236
TEL 804.267.7600 TDD 804.674.2417 FAX 804.272.2046

Hazard Mitigation Grant Program

Grant Agreement
FEMA-DR-4401-VA-012

This Agreement is made as of this 1st day of June 2020 by and between the Virginia Department of Emergency Management, hereinafter called "VDEM," and the Town of Altavista herein after called the "Sub-grantee." The DUNS number for the Town of Altavista is **040145500**.

The parties to this Agreement, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

(1) GENERAL PROVISIONS:

This Agreement is a sub-grant award of federal funds from VDEM to the sub-grantee. VDEM has received a grant from the Department of Homeland Security Federal Emergency Management Agency Hazard Mitigation Grant Program, Catalog of Federal Domestic Assistance Number 97.039. The sub-grantee shall implement the project as set forth in the grant Agreement documents. These documents consist of:

- (1) Executed Grant Agreement;
- (2) Scope of Services, Attachment A;
- (3) Project Budget, Attachment B;
- (4) Milestone Table, Attachment C; and
- (5) Grant Assistance Agreements and VDEM-FEMA General Terms and Conditions and Assurances; Attachment D.

State agencies acting as the sub-grantee shall report all federal funds received as part of this Agreement as federal pass-thru funds on their agency's Schedule of Federal Assistance.

Nothing in this Agreement shall be construed as authority for either party to make commitments, which will bind the other party beyond the Scope of Work contained herein. Furthermore, the sub-grantee shall assign, sublet, or subcontract any work related to this Agreement or any interest it may have herein with full compliance with federal and state procurement regulations. The schedule of service set forth in the Scope of Work and Milestone Table shall be deemed to have been consented to, as required by the preceding sentence, upon the execution of this Agreement by VDEM.

(2) SCOPE OF SERVICES:

The sub-grantee shall provide the service to VDEM set forth and summarized in the Scope of Work (Attachment A) and Milestone Table (Attachment C). All deliverables shall conform to accepted standards and practices. If there is any change in the original scope of work, a formal request must be made to VDEM for review and approval prior to implementing the change. These attachments are consistent with the original VDEM-FEMA (Federal Emergency Management Agency) grant project application. The sub-grantee shall provide VDEM with quarterly reports and a final report on the progress of work set forth in the Scope of Work. The quarterly reports and final report shall contain the following components: (1) a narrative describing in detail the progress of the sub-grantee in fulfilling the provisions of the Scope of Works; (2) Reimbursement Requests as needed that itemize the expenses incurred by the sub-grantee, including separate columns for the federal, state, and the sub-grantee's matching contribution to the total cost of services as reflected in the Project Budget-Attachment B; and (3) the schedule of specific project tasks with target completion dates and actual completion dates (Milestone Table – Attachment C). The first quarterly report is due to VDEM at the end of the first complete quarter following the award of the grant.

Reporting Period

January 1 – March 31

April 1 – June 30

July 1 – September 30

October 1 – December 31

Report Due to VDEM

no later than April 15

no later than July 15

no later than October 15

no later than January 15

(3) TIME OF PERFORMANCE:

The services of the sub-grantee shall begin on the date of sub-grantee's signature of this document and terminate on **10-18-2022**, unless otherwise altered through provisions of this Agreement or extended by written authorization of VDEM. Requests for time of performance extension must be received in writing by VDEM within 75 days of termination date with reasons for requested time of performance extension and a revised Milestone Table – Attachment C. All time limits stated are of essence of this Agreement. All funds must be obligated no later than the project completion date. The final request for reimbursement must be received no later than 60 days after the completion date for the project.

(4) COMPENSATION:

The total project award from VDEM is **\$523,005** provided through the Hazard Mitigation Grant Program, Disaster 4401, Hurricane Florence. FEMA shall provide funds for the project identified in the Scope of Work (Attachment A) totaling **\$373,575**. FEMA shall also provide funds for sub-recipient management costs in the amount of **\$24,905**. VDEM shall provide funds for the project identified in the Scope of Work (Attachment A) totaling **\$99,620**. The sub-grantee agrees to provide a match in the amount of **\$24,905**. The sub-grantee is aware of and shall comply with cost-sharing requirements of federal and state mitigation grant assistance; specifically, that federal assistance is limited to 75 percent of eligible expenditures, state assistance (as reimbursed through the Virginia Department of Emergency Management) is limited to 20 percent of eligible costs, and the sub-grantee shall provide from the sub-grantee's funds 5 percent of eligible costs. The non-federal funds must be from a non-federal funding source and can be completely fulfilled by in-kind services as long as financial records document them as such.

VDEM shall release the grant award to the sub-grantee on a cost-reimbursement basis upon receipt and approval of the sub-grantee's quarterly and final reports and deliverables as required by this

Agreement or at other times agreed to by VDEM. Any cost overruns incurred by the sub-grantee during the time of performance shall be the responsibility of the sub-grantee. The sub-grantee shall spend the funds according to the specified categories of the contract budget. The sub-grantee shall use mitigation grant funds solely for the purposes for which these funds are provided and as approved by FEMA and VDEM. General policies for determining allowable costs are established in 2 Code of Federal Regulations (CFR), Part 200, subpart E (included in Attachment D) and the appropriate OMB circulars that identify cost principles for different kinds of organizations. Minor shifts of the funds among categories by the sub-grantee, not to exceed 10 percent of any budget line item are permissible, but in no case can the total expenditures exceed the amount provided by this contract. Shifts in funds exceeding 10 percent among budget line items must be approved in writing by VDEM.

(5) ASSISTANCE:

VDEM agrees upon request of the sub-grantee to furnish, or otherwise make available to the sub-grantee, copies of existing non-proprietary materials in the possession of VDEM that are reasonably related to the subject matter of this Agreement and are necessary to the sub-grantee for completion of its performance under this Agreement. VDEM Response and Recovery Division staff will provide technical support to the sub-grantee and make periodic site visits to monitor progress.

(6) ACKNOWLEDGEMENTS:

The role of the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) must be clearly stated in all press releases, news articles, and request for proposals, bid solicitations and other documents describing this project, whether funded in whole or part.

Acknowledgement of financial assistance, with VDEM and FEMA logos, must be printed on all reports, studies, web sites, and other products (including map products) supported, in whole or in part, by this award or any sub-award. The sub-grantee is responsible for contacting VDEM staff in adequate time to obtain the logo in camera-ready or digital form. The final draft must be approved by VDEM staff prior to production. The acknowledgement should read as follows:

This report was funded by the Federal Emergency Management Agency through the Virginia Department of Emergency Management, via Grant Agreement Number FEMA-DR-4401-VA-012 for \$523,005.

(7) CREATION OF INTELLECTUAL PROPERTY:

To the extent that the copyright to any copyrightable material created pursuant to this Agreement is owned by the sub-grantee and/or the sub-grantee is empowered to license its use, VDEM agrees to grant to the sub-grantee, and hereby does grant to the sub-grantee, a license to use the materials so owned for public, not-for-profit purpose within the territory of the Commonwealth and shall execute and deliver such further documents as the Commonwealth may reasonably request for the purpose of acknowledging or implementing such license.

A copyright notice shall be placed in an appropriate location on any copyrightable material being distributed or published. Such notice shall include (1) either the symbol "©", the word "Copyright", or the abbreviation "Copr."; (2) the year of first publication; and (3) the name of the copyright owner (the Commonwealth of Virginia). This information shall be followed by the words, "all rights reserved."

(8) STRUCTURAL MITIGATION REQUIREMENTS:

Specific requirements must be adhered to for structural mitigation projects such as structural relocation, property acquisition and demolition, and structural retrofitting or improvement as detailed in Attachment D. These requirements can include deed restrictions, operation and maintenance plans, and insurance requirements, as dictated by the specific grant and project requirements.

(9) BREACH AND TERMINATION:

In the event of breach by the sub-grantee of this Agreement, VDEM shall provide written notice to the sub-grantee specifying the manner in which the Agreement has been breached. If a notice of breach is given and the sub-grantee has not substantially corrected the breach within 60 days of receipt of the written notice, VDEM shall have the right to terminate the Agreement. The sub-grantee shall be paid for no service rendered or expense incurred after receipt of the notice of termination, except such fees and expenses incurred prior to the effective date of termination that are necessary for curtailment of its work under the Agreement. Termination of this Agreement can occur as an effect of one of two results: First, as a result of the proper completion and closeout of this project. Second, termination may occur as a result of *Termination for Convenience* or other termination as allowed or required by 2 CFR 200.339 for projects which cannot be completed as described in the FEMA-approved grant project application and the Scope of Services – Attachment, herein. Communication of this decision and information related to the project termination will be provided to the sub-grantee in coordination with FEMA through registered mail.

IN WITNESS THEREOF the parties have caused this Agreement to be executed by the following duly authorized officials:

Sub-grantee:

Town of Altavista

By:

Date:

Authorized Sub-grantee Signatory

Grantor:

Virginia Department of Emergency Management

By:



Date: 7/22/2020

Alternate Governor's Authorized Representative

Project Sponsor: Town of Altavista

Project Title: Town of Altavista – Water Supply System-wide Emergency Power Source Project

Project Description from HMGP application:

The Town proposes to purchase and install above base flood elevation a permanent emergency generator at its primary source, the Staunton River Intake, and to purchase and install permanent emergency generators at each of three additional water stations critical to maintaining water supply during power outages: Reynolds Spring, McMinnis Spring, and the Bedford Tank and Pump Station. The Staunton River Intake generator will be installed on a new pole-mounted platform that will replace the existing platform that now houses the control panel; the control panel will be co-located with the new generator. The new platform will be located in the vicinity of the current platform within the Special Flood Hazard Zone, will be elevated above base flood, and both the housing and platform will be designed to withstand the 100-year Mean Return Interval high wind event (93 mph) or higher. By co-locating both assets on a single platform there will be no additional encroachment in the floodplain than currently exists. The generators at the three source water pump stations will be pad-mounted adjacent to each existing pump station housing and constructed to meet wind hazard requirements; all of these sites are upland sites and will not require flood protection. Together, the generators will provide reliable long-term emergency power to secure the delivery of potable water to 5309 customers in the towns of Altavista and Hurt in the event of power loss due to wind, flood, or other storm events. By securing an uninterrupted water supply, the project will ensure adequate drinking water for its customers and sufficient volume for water-reliant emergency services (such as fire) during power outages.

Location	Address	Status
Altavista Staunton River Water Intake	300 Third Street	Included
Bedford Pump Station	1204 Bedford Avenue	Included
McMinnis Spring Source Pump Station	15725 Rockford School Road	Included
Reynolds Spring Groundwater Source Pump Station	2327 Tardy Mountain Road	Included

Project Awarded Budget – Funding Source HMGP:

Federal Project Funds	\$373,575
State Project Funds	\$ 99,620
Local Project Funds	\$ 24,905
Sub-Recipient Management Costs	\$ 24,905
Total Project Funds	\$ 523,005

Project Budget from VDEM-FEMA HMGP application:

ACTIVITY	NUMBER	COST	TOTAL COST
Equipment	4	\$ 28,375	\$ 113,500
Installation	4	\$ 75,475	\$ 301,900
Other	4	\$ 5,175	\$ 20,700
Engineering Design	1	\$ 38,000	\$ 38,000
Construction Administration and Bidding Services	1	\$ 24,000	\$ 24,000
TOTAL COSTS			\$ 498,100

Sub-Recipient Management Costs	1	Lump Sum	\$24,905
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Attachment C
FEMA-DR-4401-VA-012
Project Milestone Table

Task Description	Days
Grant Implementation	90
Prepare Bidding Documents	70
Bid Project	90
Contract Award	30
Notice to Proceed	90
Generator Delivery	120
Site Preparation	180
Installation	90
Startup	60
Project Completion	90
Total Days	910

Attachment D
Administrative Requirements and Guidance

Federal Administration and Guidance Documents:

1. 2 CFR Part 200 Cost Principles for State, Local, Indian Tribal Governments
2. CATEX documentation (where required)
3. Structural Mitigation Project Requirements (where required)
4. Current Hazard Mitigation Assistance (HMA) Guidelines
5. FEMA Award Package

Federal Emergency Management Agency (FEMA) Contact:

John Schmierer
FEMA Region III
One Independence Mall, 6th Floor
615 Chestnut Street
Philadelphia, PA 19106-4404

Hazard Mitigation Assistance

Non-Supplanting Certification

I certify that any funds awarded under Hazard Mitigation Assistance grants will be used to supplement existing funds for programs activities, and will not replace (supplant) non-federal funds.

Designated Agent

Name

Signature

Title

Agency



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

August 11, 2020

ITEM #: 9c**ITEM TITLE:**

Avoca Museum Restroom Ceiling and Wall Repair Request

DESCRIPTION:

Mike Hudson, Executive Director of Avoca Museum, notified staff of water damage to the museum's first floor restroom ceiling and walls due to a leaky roof issue that has recently been resolved. A claim was filed with Virginia Risk Sharing Association (VRSA) and Mr. Hudson solicited "quotes" from four area contractors and received two (2). The lowest bid is \$2,771. VRSA issued payment in the amount of \$1,500, (\$2,500 less the deductible, \$1,000). A final check will be issued in the amount of \$219.59 once repairs have been completed, leaving an unfunded balance of \$51.41. Attached you will find correspondence from Mr. Hudson and the quotes received.

The Avoca Museum Board has requested approval from Town Council to use a portion of the proceeds from the sale of the former EMS building to cover the cost of the deductible, plus the remaining balance, a total of \$1,051.41. A balance of \$236,300 remains earmarked in reserves from the sale of the EMS building for maintenance of Avoca Museum.

RECOMMENDATION:

Staff recommends approval of the lowest quote and authorization of use of the earmarked funds in reserve to cover the deductible, plus the remaining balance.

BUDGET/FUNDING:

Reserve Funds, this would require a budget amendment.

POTENTIAL ACTION:

- Council may do one of the following:
 - Approve the recommendation to accept the lowest quote and authorize staff to utilize the Reserve funds for Avoca Museum to pay for this item.
 - Provide alternative direction to staff, based on discussion.
 - Reject the recommendations.
 - Take no action, at this time.

ATTACHMENTS:

- *Quotes*
- *Correspondence from Mr. Hudson*

From: [Michael Hudson](#)
To: [Tobie Shelton](#)
Subject: four bids for mansion restroom repairs
Date: Monday, August 3, 2020 12:38:47 PM
Attachments: [avoca_prop_07302020.pdf](#)
[Estimate_1060_from_BRUMFIELD_CONSTRUCTION_LLC.pdf](#)

[EXTERNAL SENDER]

Good afternoon, Tobie -

I am writing to give you an update on the contacts I have made for the insurance claim that we have initiated. I contacted four licensed, insured builders from the area whom I understand have experience in repairing damage to historic structures.

1.) Dan Turner of DHT Woodworks, LLC

Mr. Turner visited the museum on July 23 and viewed the damage. His response to my request for a bid:

Michael,

I have decided not to quote this work. All of this would have to be done by subs I use for ceilings and drywall. My drop ceiling guy could not find that ceiling pattern and has never seen it so the whole ceiling will probably have to be replaced. I generally do more work that involves woodwork or restoration of woodwork. Thanks for the opportunity to look at the job and keep me in mind for future projects.

Thanks and have a great Day!

Dan Turner

DHT WoodWorks, LLC

434-414-2607

dhturner251@gmail.com

2.) John Robbins of John Robbins Building & Repair

Mr. Robbins told me that he was too busy to take on a job of this magnitude. He decided not to put in a bid.

3.) Dedrick Brumfield of Brumfield Construction

Mr. Brumfield viewed the damage on July 10 and submitted a bid of \$2,771. His bid is attached.

4.) John Parr of Maxx Land & Development (formerly Lynchburg Restoration)

Mr. Parr visited the museum on July 27 and submitted a bid of \$5,545. His bid is attached.

The lowest bid comes from Mr. Brumfield of Brumfield Construction. Mr. Coggsdale explained

what the insurance company proposes to do in response to this claim. I provided an explanation to Mr. Coggsdale detailing that Avoca Museum wishes to pay the deductible out of the EMS Building sale funds and I believe that he will be taking that request to Town Council. We spoke today and agreed that everything was set for me to contact Mr. Brumfield and schedule repairs. I also plan to contact Mr. Parr and let him know that his bid was not the lowest.

Please let me know if you need anything else from me. I appreciate your assistance in this effort.

Best,
Michael Hudson
Executive Director, Avoca Museum
434-369-1076
www.avocamuseum.org

MAXX LAND AND DEVELOPMENT LLC

208 Pennsylvania Ave. Lynchburg Va. 24502

jrpmaxx@gmail.com 434-851-3322

Proposal

July 30, 2020

Michael Hudson
AVOCA Museum

info@avocamuseum.org

434-401-3546

RE: Water Damage

Michael,

Please find the following scope of work to repair the water damage we reviewed.

Scope of Work:

1. Repair porch ceiling and repaint
2. Repair walls and ceiling in the Master bathroom and repaint
3. Repair ceiling and wall in Master bedroom and touch up paint
4. Replace acoustic ceiling tiles in kitchen

Notes:

1. All work areas will be protected from dust and debris
2. Removal of furniture and or items in the work area will be the responsibility of the Owner
3. All floors and access areas will be covered and protected

Maxx Land and Development LLC. will supply all labor, materials, and equipment to complete the above referenced Scope of Work for the sum of

FIVE THOUSAND FIVE HUNDRED FORTY FIVE DOLLARS

\$5545.00

Please review this Proposal and if you have any questions, please don't hesitate to contact me.

John R. Parr

Maxx Land and Development LCC

BRUMFIELD CONSTRUCTION LLC
2433 IZAAK WALTON ROAD
HURT, VA 24563 US
434-942-8009
Evadening@aol.com

Estimate

ADDRESS
Avoca Museum 1514 Main Street Va Altavista, VA 24517

ESTIMATE #	DATE	
1060	07/29/2020	

ACTIVITY	QTY	RATE	AMOUNT
MISC MATERIALS Drywall repair and paint	1	1,600.00	1,600.00
MISC MATERIALS Ceiling tile replace all	1	1,171.00	1,171.00
TOTAL			\$2,771.00

Accepted By

Accepted Date



Altavista Town Hall
Attn: Mr. Waverly Coggsdale
510 7th St.
Altavista, VA 24517

July 31, 2020

Sir,

In a called meeting last night, Avoca Museum's Board of Directors examined three bids for camera-based outdoor security systems. The Board feels that installation of such a system would provide security and, as a result, maintenance of the historic site and its grounds.

We examined three bids from local contractors who submitted proposals based upon specifications that I provided to each. I have included in this packet copies of the those bids. They come from Altavista Alarm (\$3,250 plus 8-channel CPU at \$375 with a 10% discount = \$3,262.50), ITG (\$3,266.74), and Allied Security Systems (who bid \$24,337). I do not understand why the Allied bid came in so high as I was very insistent about the specifications remaining consistent from one contractor to the other. A copy of the specifications that I provided to the contractors is placed in the packet for your review.

The lowest bidder, Altavista Alarm, offers us a five-year warranty on parts and labor.

The Board of Directors also asked me to communicate to you their wishes for funding. They are asking Altavista Town Council to pay for the outdoor security system out of funds derived from the sale of the former EMS Crew Hall.

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

Sincerely,

Michael Hudson
Executive Director, Avoca Museum

Avoca Museum and Historical Society

501 (c)3 organization

1514 Main Street • Altavista, Virginia 24517 • Phone: 434.369.1076 • www.avocamuseum.org

Specifications – Avoca Museum outdoor security system

- 1 outside vari-focal Honeywell camera looking at main parking area in front
- 1 vari-focal Honeywell camera looking across front entry of museum
- 1 vari-focal Honeywell camera looking across museum rear yard towards stage area
- 1 eight camera, four TB recorder
- 1 twenty-two inch flat monitor screen

All of the cameras mentioned above must have vari-focal lens so we can adjust for the best clarity and focus of the scene.

Also, these cameras must have IR illuminators which can see up to 80 feet in total darkness.

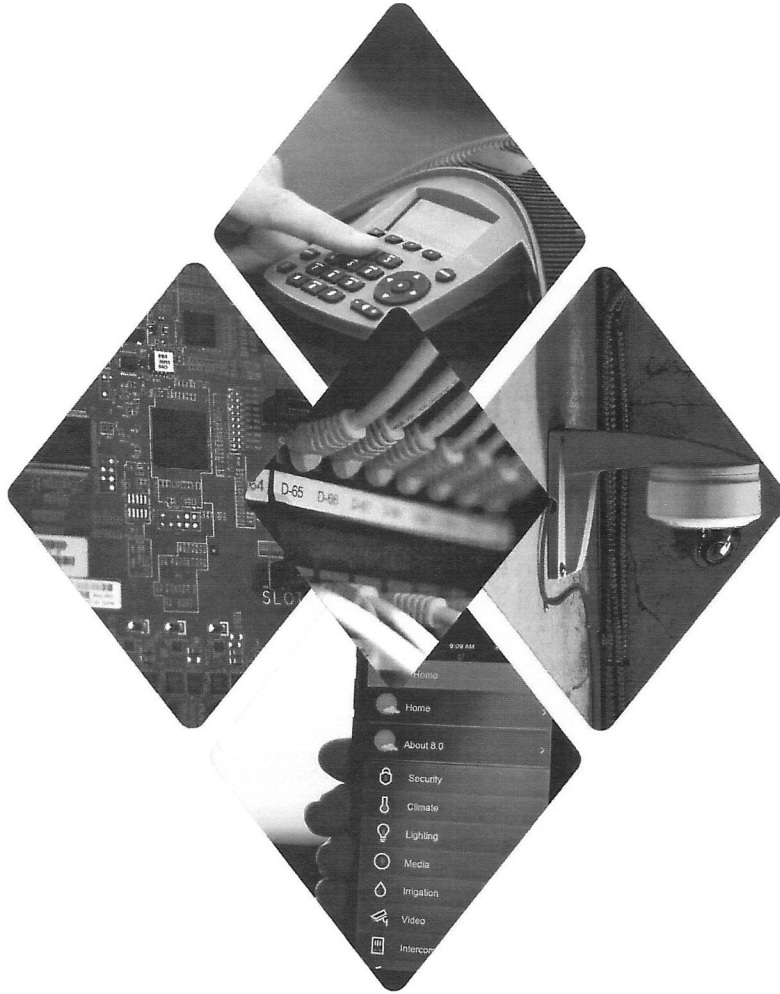
The above system is all hardwired back to Director's office upstairs of the office building.

All cables will be underground from museum to office building.

hardwired cameras back to main recorder – no batteries

installation including cabling, power transformers, connectors, etc. for complete proper operating system

Complete system shall have a 5-year warranty including all aspects of system except monitor.



Avoca Museum

We have prepared a quote for you

Surveillance 8 Channel

Quote #1001102



(434) 455-4949 | kkurtz@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

◆ SoW & Terms

◆ Scope of Work

Install One NVR with 2 TB hard drive

Install Two dome cameras on main building covering two walkways

Install One Bullet camera on white building covering main parking lot

Install any additional Hardware

*Owner responsible for getting utilities marked prior to digging trench

*Equipment comes with a 3 year warrant

*Labor not included

◆ Terms

75% due at acceptance of proposal with balance due at completion of the installation. We require 7 days advance notice before beginning installation. The equipment shall remain the property of ITG until all installation and equipment charges have been paid in full.



(434) 455-4949 | kkurtz@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Prepared For

Avoca Museum
Michael Hudson
1514 Main St
Altavista, VA 24517
info@avocamuseum.org
(434) 401-3546

Prepared By

Kelly Kurtz
Phone: (434) 455-4949
Email: kkurtz@itgroupva.com

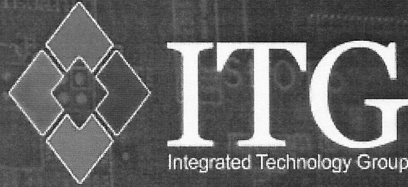
Quote ID: 1001102

Version: 1

Date: 07/22/2020

Expires: 08/01/2020

Products	Qty	Price	Ext. Price
8-Channel Network Video Recorder Supports up to 8.0MP recording resolution Integrated 8-port PoE network switch with 802.3af/at support Built-in PoE switch automatically detects and displays Alibi IP cameras Supports H.265, H.264, and H.264 OVC video compression Linux embedded operating system Features Alibi Power Tools, a collection of powerful utilities designed to streamline and simplify the installation, set-up, and management of your Alibi surveillance system.	1	\$324.99	\$324.99
Seagate Skyhawk 2TB Drive Seagate Skyhawk 2TB Drive	1	\$97.49	\$97.49
4MP 100' IR WDR Varifocal Outdoor Bullet Produces up to 4.0 megapixel resolution @ 20 fps Smart IR reduces over-exposure of the IR LEDs at the center of the image Integrated IR LEDs enable the camera to see up to 100' in the dark True WDR and 3D-DNR enhance image quality in variable and low-light conditions 2.8-12 mm motorized manual focus motorized varifocal lens 112° (Wide) - 33.8° (Tele) field of view H.264 OVC improves image quality and reduces bandwidth requirements Wide angle lens with 112° field of view covers large areas IP66 weather-rated enclosure provides all-weather protection ONVIF Profile S compliant and ONVIF Profile G approved PoE (802.3af)	3	\$218.74	\$656.22
Alibi Junction Box for Varifocal Bullet Cameras Alibi Junction Box for Varifocal Bullet Cameras	3	\$10.39	\$31.17



(434) 455-4949 | kurtz@itgroupva.com | www.ITGroupVA.com | DCJS #11-7547

Products	Qty	Price	Ext. Price
CAT5e Outdoor Cable CAT5e Outdoor Cable	1	\$187.44	\$187.44
Viewsonic 24" Full HD LED LCD Monitor - 16:9 - BI Viewsonic 24" Full HD LED LCD Monitor - 16:9 - Black - 24" Class - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - HDMI - VGA - Speaker	1	\$155.50	\$155.50
Hardware and Consumables and edging rental Hardware and Consumables	1	\$200.00	\$200.00
Products Subtotal			\$1,652.81

Services	Qty	Price	Ext. Price
Security Install - Fixed Fee Security System Services shall generally include those services related to complex installation, maintenance or troubleshooting of building security, access control and surveillance systems. Labor for this item will be billed at a fixed fee rate.	15	\$100.00	\$1,500.00
Services Subtotal			\$1,500.00

Recap	Amount
Products	\$1,652.81
Services	\$1,500.00
Subtotal	\$3,152.81
Shipping	\$26.34
Tax	\$87.59
Total	\$3,266.74

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Quotes are now valid for only 10 days due to recent price volatility and supply chain issues.

Signature _____

Date _____

Altavista Alarm Security System Proposal:

Attn: Mike Hudson

Avoca Museum
1514 Main Street
Altavista, VA 24517

- 1 outside vari-focal Honeywell camera looking at main parking area in front
- 1 vari-focal Honeywell camera looking across front entry of museum
- 1 vari-focal Honeywell camera looking across museum rear yard towards stage area
- 1 four camera, two TB DVR
- 1 twenty-two inch flat monitor screen

All of the cameras mentioned above will have vari-focal lens so we can adjust for the best clarity and focus of the scene.

Also, these cameras have IR illuminators which can see up to 80 feet in total darkness.

The above system is all hardwired back to director's office upstairs of the gift shop business office building.

All cables will be under ground from museum to office building.

In our professional opinion, we would only recommend hard wired cameras back to main DVR that way you have a fool proof system, never needing batteries.

Total Price for installation including cabling, power transformers, connectors, etc. for complete proper operating system will be \$3250

For community projects, such as this, we offer a 10% discount bringing price to \$2925.

If 8 camera DVR is wanted instead of 4 camera DVR, add \$375.

Complete system shall have a 5 year warranty including all aspects of system except monitor.

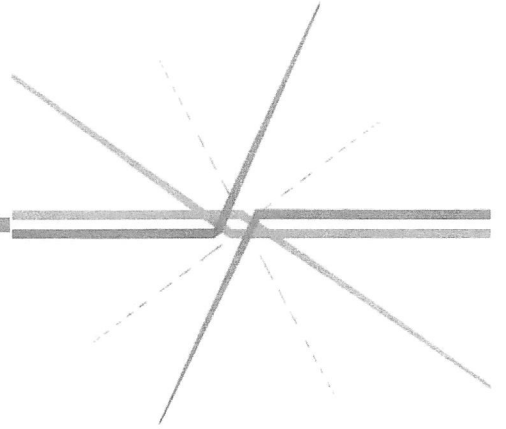
Thanks for the opportunity of letting us serve you throughout the years in security and fire alarm system. We look forward to working with you on this project.

If you have any questions, feel free to give me a call.

Thanks,
William Tweedy
434.841.1819

Allied Security Systems, Inc.

20642 Timberlake Road
Lynchburg, Virginia 24502-7210
(434) 239-9291 • Va. License #11-1035



July 27, 2020

Avoca Museum and Historical Society
Attn: Michael Hudson
1514 Main Street
Altavista, Virginia 24517
info@avocamuseum.org

Michael,

Per your specifications and our survey for installing security cameras at the museum, I am showing our price for mounting three cameras looking at the grounds of the museum with an eight channel NVR and related wiring, switches, and monitor for your review. The camera equipment and recorder are Honeywell and all wires are located underground in conduits. I have shown a detailed list of devices and cost below, with literature attached.

After you've had an opportunity to review this proposal, please let me know if you have any questions and how you would like to proceed.

Thank you for consulting with Allied Security Systems, Inc. I look forward to hearing back from you.

Sincerely Yours

Torben H. Pedersen
Security Consultant

Encl.

**CCTV Schedule of Equipment
for
Avoca Museum, Altavista Virginia**

1	HEN08143	Honeywell 8 Channel NVR 4TB, 8PoE
3	HBW4PER2	Honeywell 4MP Outdoor Bullet Cameras, 3.7-13.5mm, 164 ft.IR
3	HBS2-BB	Honeywell Junction Boxes
1	NTH-LED22R	Northern 21.5" LED Monitor HDMI, VGA, 2xBNC
1	DS-3E0105P-E2	Hikvision Unmanaged Ethernet PoE Switch
500'	63600201	CAT 6 Riser Cable for cameras
2	HQA-PM2	Pole Mount Bracket
1	DK8FF	Eight Outlet AC Surge Protector
1		25' Flexible Ultratite Non metallic conduit 3/4"
1		Misc. Junction boxes and pipe

The total installed cost to include a one-year warranty on equipment and labor will be \$24,337.00.

A 50% down payment is required at time of contract.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

August 11, 2020

ITEM #: 9d**ITEM TITLE:**

Request to waive agreement requirements (2107 Laurel Lane)

DESCRIPTION:

Staff has been approached by Rob and Mark Finch in regard to the sale of 2107 Laurel Lane. During the process, it was discovered that their parents entered into an agreement with the Town in 1968 to locate the drain field of their septic system in the right of way that ran beside their property, as their lot did not perc to meet the requirements. The agreement indicated that when sewer (public or private) was provided to this street, the property owner would connect, this occurred in the mid-1990's. The agreement goes on to state that the Town will notify the property owner that they have 60 days to "remove" the drain fields once they connect to the new sewer system. To staff's knowledge, no such notification was issued in the 1990's and this issue is holding up the property sale. The Finches are requesting that the Town waive the requirement to remove the drain fields.

The current septic tank and distribution boxes, which are located on the Finches property, as well as the aforementioned drain fields (on town right of way) are not in operation.

RECOMMENDATION:

Consider the request of the Finches in regard to waiver of the agreement condition; if no issues or concerns exist, staff would recommend granting the request.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- *Approve the request to waive the agreement condition to remove the drain fields and have the Town Attorney draft said waiver.*
- *Deny the request to waive the agreement condition and issue a notice that the drain fields need to be removed.*
- *Defer Action.*

ATTACHMENTS:

- *Town/Finch Agreement (1968)*
- *Map of Area (2107 Laurel Lane)*
- *Campbell County Health Permit for Septic System (1968)*

401-410

110

TOWN OF ALTAVISTA, VIRGINIA
TO) EASEMENT #1267
FINCH, ROBERT L. & BEATRICE F.

This agreement this 11th day of June, 1968, by and between
The Town of Altavista, Virginia a Municipal Corporation, party of the
first part and Robert L. Finch and Beatrice F. Finch, husband and
wife, parties of the second part.

WITNESSETH:

That whereas the parties of the second part own lots numbers
25 and 26 of Subdivision 6 of Ferguson-Jones Acres in the Town of
Altavista, Va., as shown on plat recorded in the office of the Clerk
of Campbell County, Virginia in Plat Book 14, page 159, and the
soil on said lots is not susceptible for a drain field to a septic tank; and

Whereas the Town of Altavista, Virginia is not in a position to
furnish public sewage services to said lots but the land which has
been reserved in said subdivision as a street (but which is not and
never has been used as a street) is susceptible for a drain field, and
it is the desire of the parties to this agreement that the unused street
be used as a drainfield for a septic tank on lots 25 and 26 until such
time as a public or private sewage system is available to the owners
of said lots.

Now, therefore, for and in consideration of the premises and
\$1.00 paid by the parties of the second part to the party of the
first part, and the mutual covenants herein contained the party of the
first part grants unto the parties of the second part, their heirs and
assigns, the right to construct a drainfield on the street between lots
24 and 25 as shown on Subdivision 6 of Ferguson-Jones Acres
recorded in the Office of the Clerk of Campbell County, Virginia, in
Plat Book 14, page 159, until a private or public sewage system is
available to the owner of Lots 25 and 26 of said Subdivision, but this
easement shall not in any way be interpreted as exclusive, nor shall
it prevent the use of such land as a public street. The parties of the
second part bind themselves, their heirs and assigns, to connect with
any private or public sewage system available to said lots and to remove
the drainfield from the street within 60 days after notice from the party
of the first part delivered to the occupant of the dwelling on said lots.

In witness whereof the Mayor of the Town of Altavista, Virginia has executed this agreement pursuant to authority of a resolution of the Town Council, attested by the Clerk, and the parties of the second party have affixed their signatures and seals.

The Town of Altavista, Virginia

By _____ Mayor

Attest:

S. C. Finch
Clerk

Robert L. Finch SEAL

Beatrice F. Finch SEAL

STATE OF VIRGINIA,

COUNTY OF CAMPBELL, to-wit:

I, Marion L. Walton, a Notary Public of and for the County of Campbell, in the State of Virginia, do hereby certify that Paul W. Tyree, Mayor of the Town of Altavista, Virginia and Robert L. Finch and Beatrice F. Finch, husband and wife, whose names are signed to the foregoing agreement bearing date on the 11th day of June, 1968, have this day acknowledged the same before me in Campbell County, Virginia.

Given under my hand this 21st day of June, 1968.

My Commission expires November 30, 1971

Marion L. Walton
NOTARY PUBLIC

~~Register~~







In Campbell County Circuit Court, Clerk's Office

This 21st day of June, 1968, was this day received in this office and upon the annexed certificate of acknowledgment admitted to record at 11:20 o'clock P. M.

Teste: S. C. Finch Clerk

Campbell County, VA

Legend

-  County Boundary
-  E9-1-1 Addresses
-  Street Names
-  Lot Numbers
-  Parcels
-  HiddenRoadCenterline

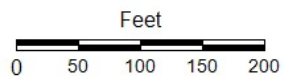
Drain Fields for septic system at 2107 Laurel Lane are located within the right of way (highlighted area) per an agreement in 1968.



Title:

Date: 8/5/2020

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.



RECORD OF INSPECTION-SEWAGE DISPOSAL SYSTEM

Date 10-10-68 Case No. _____

Owner Robert Finch Address Laurel Ave., Albemarle Phone _____
(Mailing Address)

Occupant Same Address _____ Phone _____
(Mailing Address)

Exact Location of Premises Across St. from Dr. Martin
(Subdivision, Street or Road Name, Section or Lot No.)

WATER SUPPLY INSPECTION

Installed according to Permit Design ☐ Yes ☐ No. Distance to nearest House Sewer _____ feet. Distance to nearest Sewage Disposal System _____ feet. (Use Form LHS-143 for Detailed inspection of Water Supply Reference Materials.)

SEWAGE DISPOSAL SYSTEM INSPECTION

- (1) LOCATION
 Allotted Area adequate ☐ Yes ☐ No. Distance from nearest lot lines 1 feet. Trees 4 feet. Water Supplies _____ feet. Buildings 5 feet.

(2) INSTALLATION AND DESIGN
 Installed according to Permit Design ☐ Yes ☐ No
 Have additional Household Appliances been added NOT on Permit: ☐ Automatic Washer ☐ Garbage Disposal
☐ Other none
(Describe)

(3) SOIL CONDITION
 Are there soil conditions now evident which indicate system may be unsatisfactory as designed: ☐ Yes ☒ No. If Yes, show adjustments required under "Remarks" below.

(4) HOUSE SEWER LINE
 Installed ☒ Yes ☐ No. Type of material C.P.
 Size 4 Inches.

(5) SEPTIC TANK
 Constructed of Reinforced
(Kind of Material)
 Inside Dimensions Length 9 feet. Width 4.6 feet.
 Liquid Depth 4.3 feet. Depth of Air Space 1.3 inches.
 Inside Fittings comply with requirements ☒ Yes ☐ No.

(6) DISTRIBUTION BOX
 Watertight and equal surcharge to each line by Water Test ☐ Yes ☐ No. Distribution Box provided with 7
(Number)
 extra outlets for future use.

(7) SUBSURFACE ABSORPTION FIELD
 Total Area in bottom of ditches 1200 square feet.
 Number of ditches 10 Length of ditches 60 feet.
 Grade of ditches Minimum _____ Inches per 100 feet.
 Maximum 4 inches per 100 feet. Has system been checked by instruments (Level) ☐ Yes ☐ No
 Type aggregate used 56
 Depth of aggregate under Tile 4.6 inches
 Total depth of aggregate 12.18 inches
 Depth of backfill over aggregate 1.8 inches

(8) SURFACE DRAINAGE
 Storm Drains from House and Basement flowing away from Subsurface Drainage Field: ☐ Yes ☐ No. Was Surface Drainage required ☐ Yes ☐ No. If Yes, has this been provided ☐ Yes ☐ No. Has area been drained by lowering Ground Water Table: ☐ Yes ☐ No. ☐ Not required.

(9) Are follow-up inspections necessary ☐ Yes ☐ No.

Septic Tank Contractor: W. T. Moore Address Hunt, VA Phone _____

This Sewage Disposal System (Is) (~~Is Not~~) Approved by Emybee E. Health Department.

Date 10-15-68 Signed J. M. Person Date _____ Approved _____
(Sanitarian) (Health Director)

Date _____ Approved _____ Date _____ Approved _____
(Advisory Sanitarian) (Reviewing Authority — Other Agency)

With proper maintenance, approved Sewage Disposal systems may be expected to function satisfactorily, provided no overloading or physical damage occurs to the system. Remarks: _____

**WATER SUPPLY and/or SEWAGE DISPOSAL SYSTEMS
(VOID AFTER TWELVE (12) MONTHS)**

Date 10-3-65 Case No. _____

Owner B. H. Finch Address Sumner St. S.W. Phone 961-1116
(Mailing Address)

Occupant same Address _____ Phone _____
(Mailing Address)

Exact Location of Premises Sumner St. S.W. from Dr. Martin
(Subdivision, Street or Road Name, Section or Lot No.)

OWNER DESIRES TO

- | | |
|---|---|
| <input type="checkbox"/> INSTALL | <input type="checkbox"/> REPAIR |
| <input type="checkbox"/> Water Supply System | <input type="checkbox"/> Water Supply System |
| <input type="checkbox"/> Sewage Disposal System | <input type="checkbox"/> Sewage Disposal System |
| <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Septic Tank |

FOR

- | | |
|--|--|
| <input type="checkbox"/> Dwelling | <input type="checkbox"/> Other _____ |
| Actual or potential Bedrooms <u>4</u> Actual or estimated Water Consumption _____ gal. per day | |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Automatic Washing Machine Garbage Disposal unit <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Additional wastes _____ | |

Health Department recommends _____

DETAILS OF RECOMMENDED SYSTEMS

- (1) WATER SUPPLY Location to be approved by Sanitarian. Type
☐ Drilled Well ☐ Driven Well ☐ Bored Well ☐ Dug Well
☐ Other _____ Cased _____ feet.

Casing to be properly sealed and vented if necessary. Casing to extend at least 6 inches above pump room floor. Grouted _____ feet. All surface drainage to flow away from water supply. Well to have a platform of concrete or other impervious material, at least 4 inches thick at casing, extending at least 24 inches in all directions from casing, gently sloped for drainage.

- (2) SOIL STUDY Naturally drained, suitable by sight ☐ Yes ☐ No
Technical Classification _____
Rough Classification ☐ Sandy ☐ Medium ☐ Clay ☐ Pipe Clay. Percolation Test required ☐ Yes ☐ No. Rate _____ Minutes per inch. Depth of Water Table _____ feet (Estimated)

Surface drainage required ☐ Yes ☐ No _____ Area Drainage by Lowering Ground Water Table required ☐ Yes ☐ No

- (3) DETAILS OF CONSTRUCTION Watertight Septic Tank of
Concrete Inside Dimensions Length 7 feet.
(Kind of Material)

Width 4 feet. Liquid Depth 43 feet. Depth of Air Space _____ feet. Liquid Capacity 1500 gallons.

- (4) HOUSE SEWER LINE Size 7 inches. Type of material required _____. Distance from Water Supply _____ feet.

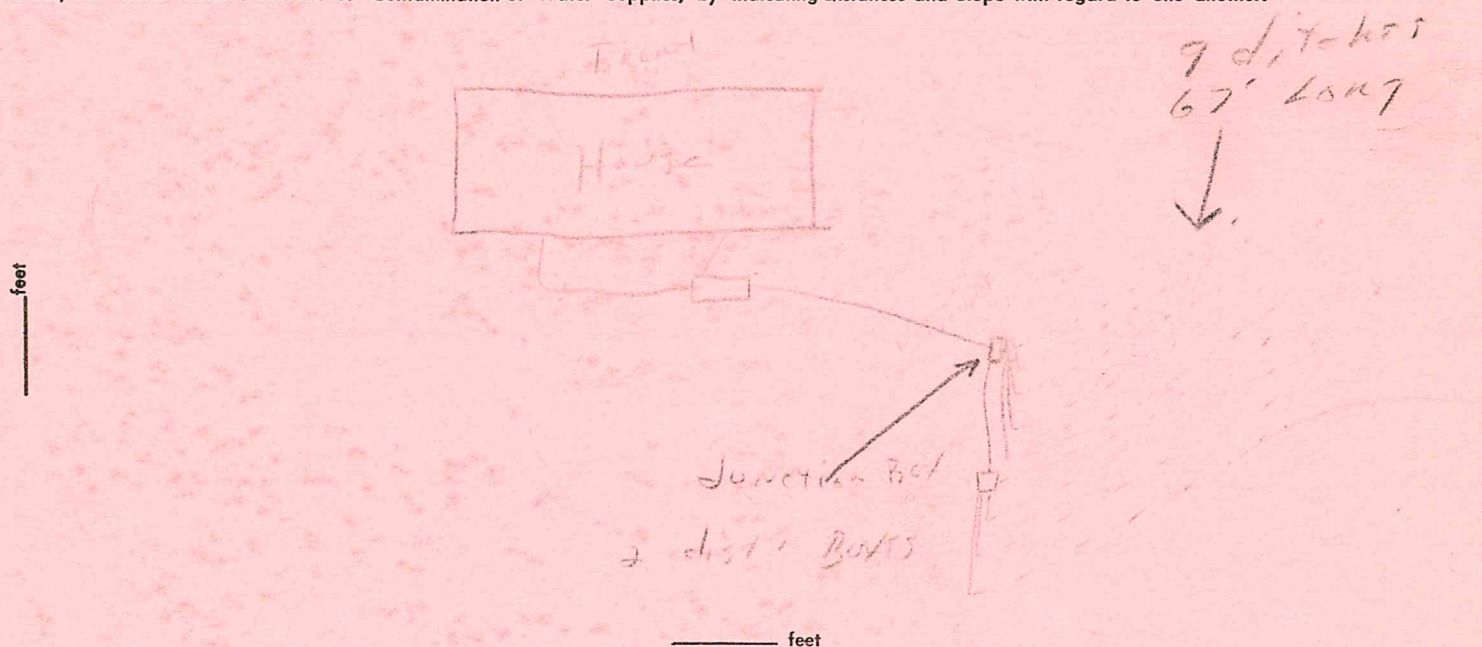
- (5) SUBSURFACE ABSORPTION FIELD Distribution Box required. Ditches of equal length required.

Number of square feet required 1200 Type aggregate required ☐ Broken Stone ☐ Gravel ☐ Slag. Size range from $\frac{1}{2}$ inches to $2\frac{1}{2}$ inches. Depth of aggregate from base of tile to bottom of ditches _____ inches.

Total aggregate must equal minimum depth of 13 inches or more.

Soil Cover over tile not to exceed 18 inches. Distance from well to septic tank _____ feet; distance from well to drainfield _____ feet.

Rough Sketch of Premises (including adjacent properties if pertinent, Showing Location of Lot Line, Buildings, Water Supplies, Sewage Disposal Systems, Trees, and Other Possible Sources of Contamination of Water Supplies, by Indicating Distances and Slope with regard to one another.



Note: Owner or his agent must notify _____ Health Department, Phone _____ when installation is ready for inspection. If any Sewage Disposal System, or part thereof, is covered before being inspected by the Health Department, it shall be uncovered at the direction of the Health Director or his agent. CONDITIONS DISCOVERED DURING INSTALLATION MAY REQUIRE ADJUSTMENTS OF SYSTEM DESIGN. Changes from above specifications require Health Department approval before being made.

Based on the above information, the undersigned recommends that this permit be issued.

Date _____ Approved _____	Date _____ Signed _____
LHS - 121 Rev. 1-65 Virginia State Department of Health	(Reviewing Authority) (Sanitarian or Health Director)

TRIPLICATE



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

August 11, 2020

ITEM #: 9e**ITEM TITLE:**

Request by customer for additional consideration of utility bill adjustment (608 Broad Street)

DESCRIPTION:

Town staff processed and granted a utility bill adjustment in accordance with the Town's Policy in regard to this item. It is also anticipated that a smaller adjustment may occur on the next bill due to the timing of the leak (over two quarters), which would also be in accordance with our policy. However, the customer seeks an additional adjustment greater than allowed administratively by staff and the policy.

RECOMMENDATION:

Staff has provided the permitted adjustment for this customer; unless extenuating circumstances exist it would be our recommendation not to grant an additional adjustment.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Deny request
- Approve request (specific details would need to be provided to staff on the amount)
- Defer action

ATTACHMENTS:

- *Town Utility Bill Adjustment Policy* [\(Link\)](#)
- *Email correspondence* [\(Link\)](#)
- *Utility bill adjustment form and back up (Granted)* [\(Link\)](#)

Utility Billing Adjustment Policy

Purpose: To provide guidelines for the adjustment of high utility bills caused by waterline leaks that the consumer could not reasonably have known about with normal diligence. The reason for providing a policy for reducing these bills is to reduce the financial burden on residents and other customers caused by no fault of their own.

Water Charge Adjustments

The Town Manager may approve adjustment of a customer's water usage charge in cases subject to the following conditions:

1. The customer must request an adjustment in writing fourteen (14) days from the date the water bill (to which the adjustment is sought) was issued.
2. The customer must verify that the leak has been permanently repaired.
3. The leak must be in the customer's supply line, which is the portion of the water supply from the meter to the point of use. Leaking fixtures, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, and similar situations will not be eligible for a leak adjustment.

Adjustments to the water usage charge will be based on "historic usage" of the customer, which shall reflect seasonal or other historic patterns. The Town Manager will review water bills for the four (4) previous billing periods. If the customer does not have at least four (4) previous bills to establish historical usage, then the adjustment will be based on available data. The Town Manager will credit the customer's account for the 75% of excess water usage charge (the balance after "historic usage"). Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted as necessary by the Town Manager if the consumption is greater than the historical patterns. This would be included in the one adjustment in the calendar year.*

Sewer Charge Adjustments

The Town Manager may approve adjustment of the sewer usage charge if it is demonstrated the leaking water has not entered the sanitary sewer system. Leaks in waterlines, in which the water did not enter the sanitary sewer, will be based on historical usage only. Sewer adjustments will be based on the adjusted total of the water bill. Only one adjustment will be allowed in any calendar year. *Due to the three (3) month billing cycle an average bill for the next billing cycle will be reviewed, upon the request of the customer within 14 days of the bills issuance, and adjusted for sewer usage as necessary by the Town Manager if there is a consumption adjustment given for water usage. This would be included in the one adjustment in the calendar year.*

Conditions

The Town assumes no liability or responsibility for damage caused by leaks, or repairs or inspections necessitated by leaks.

In no case shall the Town Manager approve an adjustment to water or sewer charges for abnormal water usage attributable to faulty toilets, leaking faucets, malfunctioning appliances, running faucets, exterior hose connections, irrigation system leaks, or other interior plumbing facilities (pipes, water heaters, furnaces, etc.) within the building the water meter serves.

In no case shall the Town Manager approve an adjustment or prorating of the quarterly fixed water or sewer charge.

The burden of proof for adjustment of water and sewer usage charges resulting from abnormal water usage pursuant to this policy rests with the customer, not the Town of Altavista. Failure to act in accordance with this policy or meet the conditions as stated herein will result in a refusal by the Town Manager of an adjustment.

Payment Plan

For large leaks, a partial payment may be established, if the customer requests such an arrangement. To qualify for a partial payment, the bill must be more than one hundred dollars. (\$100.00)

The monthly partial payment must be a minimum of one-quarter of the total water and sewer bill due. Staff will give the customer information regarding the partial payment plan that details payments and due dates. The payment plan will apply only to the bill that was adjusted. *Due to the three (3) month billing cycle if an additional payment plan is deemed necessary by the Town Manager the previous arrangement can be set up.* All subsequent bills must be paid in full. Each customer is responsible for ensuring that he or she follows the payment dates to avoid service disconnection.

If the account is not paid in full on the final due date, the customer will be responsible for the penalty amount that accrues on the unpaid account balance. Establishment of a partial payment plan does not allow the customer to avoid the 10% late payment penalty

ADOPTED BY TOWN COUNCIL, DECEMBER 13, 2016

From: [Josh Clifton](#)
To: [Waverly Coggsdale III](#)
Cc: [Tom Fore](#); [Tobie Shelton](#)
Subject: RE: [EXTERNAL]RE: 608 Broad Street Town of Altavista Water Bill
Date: Friday, July 24, 2020 11:26:02 AM

[EXTERNAL SENDER]

Mr. Coggsdale,

Thank you for your prompt response. I do sincerely appreciate that. Regarding your statements I can understand the position that at this point the town has done everything within policy regarding the bill. I know Mr. Rorer had indicated something regarding it being placed for consideration with the town council meeting, but I was not sure of the particulars. If possible I would like to pursue that option. Please advise of any additional steps I would need to take in order for that to happen. Additionally I will be remitting payment of \$150 as of this evening towards the bill in hopes of an understanding of good faith pending any resolution from the meeting and would ask that the water not be shut off prior to such time.

Thank you again,

Josh Clifton
English Construction
434-444-1013
jclifton@englishconst.com

From: Waverly Coggsdale III [<mailto:jwcoggsdale@altavistava.gov>]
Sent: Friday, July 24, 2020 11:20 AM
To: Josh Clifton
Cc: Tom Fore; Tobie Shelton
Subject: [EXTERNAL]RE: 608 Broad Street Town of Altavista Water Bill

Mr. Clifton,

After a quick review of the situation, it is my understanding that the Town has provided an “utility adjustment” of approximately \$2,500 in regard to this situation in accordance with Town policy. In addition, Mr. Rorer stopped by earlier this week and spoke to me briefly about it and indicated that he had offered to split the remaining bill with you (tenant). If the leak was discovered during the reading of the meter, then you may see additional increase in next quarter’s bill as well, which would also be subject to an adjustment per our policy.

In regard to the Town knowing about your increase usage; this typically only occurs when the water meters are read; due to the high volume of water that is produced (one customer uses over 1 million gallons per day), a leak such as yours does not create a “red flag” at the Water Plant. Due to the leak being in the store below, the Town was not aware and accordingly it was not within our control as well.

Based on the Town's policy, staff has provided the appropriate adjustment and you may need to further discuss the issue with your landlord; in addition if you wish to pursue additional relief the item may be placed on the August Regular Town Council meeting for their consideration.

Thank you for reaching out.

Sincerely,

Waverly Coggsdale
Town Manager
Town of Altavista

From: Josh Clifton <JClifton@englishconst.com>
Sent: Friday, July 24, 2020 10:27 AM
To: Waverly Coggsdale III <jwcoggsdale@altavistava.gov>
Subject: 608 Broad Street Town of Altavista Water Bill

[EXTERNAL SENDER]
Mr. Coggsdale,

I'm not sure if you are the correct recipient, and if not I would ask that you please forward to the appropriate individuals. I am writing in regards to the most recent water bill that I received for the apartment at 608 Broad street above the old Smither's Jewelry Store. I have been renting this apartment since 2015 and during those 5 years the water bill has always been on average between \$80- \$130 per quarter. This held true for over 60 months into 2020. The first I noticed something amiss was with the bill in April 2020. It was approx. \$250 or roughly double the normal. At that time per direction of town Hall I did investigate for any leaks in the apartment which could have caused this and found none. I also informed Mr. Rorer who owns the property and the store below of the situation so he could investigate. He informed me that he also did not find any visible leaks during that time. I assumed there was some anomaly which had caused the increased bill. That is until I was called by Town Hall at the beginning of July just prior to the July bill was sent out to inform me that the bill was approx. \$2,900 due to an excessive amount of usage. The town sent someone out to investigate for any leaks as I still was unable to find anything in the apartment leaking or which could cause this. It is my understanding that one of the town employees then worked with Mr. Rorer and discovered a leak in a pipe in the jewelry store below just inside the structure. It was immediately repaired and to my knowledge there are no other current issues.

Per the direction of the town hall I filled out the adjustment form I was provided and sent that back in. Several days later I was called to inform me that the adjustment had been granted but the water bill was still approx. \$497. As I'm sure you could understand having a bill which is almost 5 times the average from over a 60 month period still doesn't seem fair to me as the consumer when there was no actual leak inside the apartment I rent nor did I contribute to the amount of usage required to generate such a bill. Additionally the usage rate would have had to be so high that I would have thought it should have caused alarm within the water department well before time for the bill to be

generated based on the sheer usage for a residence.

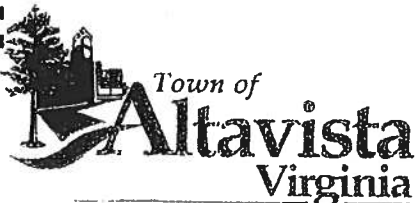
I hope with all of this information in mind the town would consider waving entirely the additional incurred cost associated with the leak that was completely outside of me(the tenants) control. I have no issues at all paying a bill on par with the average quarterly bill as obviously water was used. I feel that \$150 is a fair amount for that as it exceeds the average cost of a quarterly bill, but paying an extra \$350 on top of that for something I could not control does not seem fair.

I hope you will consider this request based on the facts presented above. Please feel free to contact me with any questions and in regards to any decisions made. I sincerely appreciate you taking the time to read and consider this and may you have a blessed day.

Sincerely,

Josh Clifton
English Construction
434-444-1013
jclifton@englishconst.com

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Town of Altavista510 7th Street
Altavista, VA 24517**Water Adjustment Request**Date of Request: 6-30-2020Cycle/Route: 03/30Customer Name: Joshua Clifton

Account #: [REDACTED]

Service Address: [REDACTED]

Phone: [REDACTED]

Property Owner's Name (if different from Customer Name): Darrell Rorer

Property Owner's Phone (if different from Customer Phone): [REDACTED]

Reason for Request:high consumption-leak was located by Jake in the jewelry store- see belowWhen were repairs completed? 7/1/20Who completed the repairs? Darrell RorerWhere was the leak located? in jewelry store below the apartmentDate of Last Adjustment? noneOwnership Type: ☐ Own ☒ RentIs there a cut-off valve installed on the property? ☒ Yes ☐ No

By signing below, I verify that necessary repairs have been made prior to submitting this form. I understand that adjustments to my bill cannot be made until repairs have been completed. I understand that this form is not a guarantee that a credit will be applied to my utility bill. I understand that I will be notified by phone or letter if the request cannot be granted, or if additional information is needed. By submitting this form and all required documentation, I certify that all information is true and correct to the best of their knowledge. I authorize Altavista to process an adjustment on my bill if I am approved for the request adjustment.

Signature: Josh CliftonDate: 7-2-2020**Office Use Only**Received On: 7-6-2020Received By: [Signature]

Adjustment:

☒ Approved☐ Denied75% water / 100% Sewer Per Pol. cy[Signature]

File Edit Commands List Help
 Customer/Location Consumption History Inquiry

Customer ID: 8049 CLIFTON, JOSHUA W.
Location ID: 603 BROAD ST A

Cycle/route: 03 30	Amount due: 2,975.25
Initiation date : 2/09/15	Pending: .00
Termination date: 0/00/00	Customer/location status: A
Customer status: REG	

Service Code	Reading Type	Reading Date	Actual Consumption	Actual Demand	Days	Meter Number	Estimate Code	Comment Code
WQ	REG	6/05/20	551240.00	.00	91	44822319		
WQ	REG	3/06/20	45820.00	.00	83	44822319		
WQ	REG	12/09/19	18990.00	.00	91	44822319		
WQ	REG	9/09/19	19310.00	.00	91	44822319		
WQ	REG	6/10/19	21150.00	.00	94	44822319		
WQ	REG	3/08/19	20600.00	.00	85	44822319		
WQ	REG	12/13/18	25320.00	.00	97	44822319		
WQ	REG	9/07/18	18530.00	.00	88	44822319		
WQ	REG	6/11/18	19990.00	.00	96	44822319		
WQ	REG	3/07/18	22450.00	.00	84	44822319		
WQ	REG	12/13/17	18670.00	.00	92	44822319		
WQ	REG	9/12/17	26670.00	.00	96	44822319		

historic Avg = 24,317.50

551240
 (24317.50)
 524,922.50

25% = 131230.63

W
 24317.50
 131230.63

400.17

S
 24317.50

74.27

B

19.5

Manager's Report for August 11, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

Innovation Center/Co-Working Space Project

Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades.

River Bank Restoration Review

Staff (Sharon Williams and David Garrett) met with a DCR representative to look at the erosion along the Staunton River in English Park. The Town will be receiving a report from DCR in the next month.

COVID-19 Pandemic response

Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible. Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin in early April. Contractor is on site and sidewalk is being laid out and poured. Completion date for this project is May 29, 2020. **The sidewalk has been completed; the only remaining item is the planting of shrubs along Woodland Avenue (alley); this will be completed in the fall based on more favorable planting times.**

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. Council has provided direction to staff in regard to floor improvements, when quotes are received they will be presented to Council for their consideration. In addition staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. **Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle.**

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is

executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. **The project has been awarded to Counts & Dobyns, the contract is being executed and work should begin soon.**

Personnel Recruitment: Assistant Town Manager: Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. Interviews for ATM position are ongoing. **An offer has been extended for the position.**

Eagle Trail Overlook (Observation Deck): Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham has completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating the Council at the Council meeting on July 14, 2020. Update to be provided at July 14, 2020 Council meeting. **Work progresses on this item, David Garrett and/or Councilman Higginbotham can provide additional information.**

Melinda Tank Pressure Zone Improvements For the status of this project, see the attached Woodard & Curran Update. (LINK)

Clarion Road Control Valve Improvements For the status of this project, see the attached Woodard & Curran Update. (LINK)

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8th. **For additional information, see the attached Hurt & Proffitt Update. (LINK)**

Trail Project (mausoleum area): Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. **This item has been delayed due to unforeseen circumstances, staff is working to address the situation.**

WWTP (All Phases) Electrical Design Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. **For additional information on Phase I, Phase II, and/or Phase III see the attached Peed & Bortz's Update (LINK)**

WWTP Clarifier #1 Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (LINK)

WWTP Emergency Overflow Pond (DEQ): Staff is working on an update to DEQ. **No action.**

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received

the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. **Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.**

SolSmart Solar Community Designation: Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. Staff is working on submitting information for the designation process. The SolSmart application for “Bronze Designation” has been submitted. **The Town has been notified that it has achieved “Bronze Designation”.**

Main Street Sidewalk Extension Project (VDOT TAP): Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT “Transportation Alternatives Program” grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project. **Staff has informed VDOT that the Town is agreeable to the match for this project. The Commonwealth Transportation Board (CTB) will consider awards for the grants soon.**

Lynch Creek Sewer For the status of this project, see Attached Weekly Hurt & Proffitt Project Status Report. (LINK)

WTP Filter Rehab Project For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz’s update. (LINK)

WWTP Aeration Project For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz’s update. (LINK)

Riverview Sewer line Replacement Project For the status of this project, see Attached Weekly Dewberry Project Status Report. (LINK)

McMinnis Waterline Replacement Project For the status of this project, see Attached Weekly Hurt & Proffitt Status Report. (LINK)

Altavista Park and Trails (APT) Master Planning/ Project Implementation: The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. Phase II is complete. **Phase III is in FY2021 budget.**

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. **The Public Works Crews has started the grading on the firing range. The completion date has not been determined because we are only working on this project as a fill in as we have available time.**

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate

scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14 May 2020, Final Completion 13 June 2020. **For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report. (LINK)**

Farmer's Market Shade Improvements: Staff is finalizing the design to retrofit the existing vendor stalls to provide shade and cover from the elements. Staff has created a pro-type for this and it has been placed at the Trade Lot. Work has begun on a third and fourth stand. **Third stand is complete.**

Town of Hurt Solid Waste Collection Services: Town Council approved the agreement and weekly service will begin on Friday, July 3rd. Town staff is working with Hurt in regard to collection route. Service will begin on July 3rd. **Service is provide each Friday, Mayor Hodnett has expressed their satisfaction.**

Utility Financing: Town staff has completed the bank loans for the utility financing. Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark. **Staff continues to work with Davenport and others to move the VCWRLF borrowing forward, the project is being bid and once we have that complete we should be able to close on the loan.**

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. **The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021. Staff is finalizing this program and will be promoting it over the next few months.**

Shreve Park Playground Equipment Replacement/Bridge Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting. **No additional action at this time.**

English Park Passive Area (Large Field Trail): Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Manager before presenting to Council. This item will be placed on the May Work Session. **Council discussed this item at the May Work Session and staff is gathering additional information.**

VDOT PROJECTS (Non Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated that this project will go out to bid

in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

On-going Items with No New Updates:

- Southern Virginia Multi-modal Park – Utility Review

COMPLETED PROJECT:

Downtown Public Parking Signs and Banners

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Washington Street Sidewalk Project

Meals Tax Audits Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

7th Street Utility Project

Ridgeway Avenue Drainage Evaluation

Boundary Line Adjustment/Campbell County (Dearing Ford Business Park area)

Main Street Speed Study

English Park Gazebo Roof Replacement

Main Street Coordinator Hired

Spring 2020 Paving Completed

English Park Gazebo Roof Replacement

Stanton River Regional Industrial Facilities Authority (SR RIFA) Withdrawal

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: WWTP Phase I Electrical Improvements
Project Manager: Scott Bortz, PE & Russell Jackson, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 18-47

Recent Activities: Due to generator shop dwg revisions and other minor revisions, the Engineer will pull together a change order for all of the work associated with the revised generator pad. This change order is anticipated to be a minor net increase or decrease change order price. Contractor is continuing with the installation of conduit ductbanks. Contractor has installed the vault. Block for the building walls is nearly complete. Contractor has excavated a portion of the generator pad. Site progress meeting 23 July 2020. Contractor continues to work on the roof system.

Anticipated work over the next two weeks: Excavate and form up generator pad.

Upcoming Tasks: Continue with construction.

Outstanding Issues: Testing services will be performed by H&P as necessary.

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion August 2020, Final Completion September 2020
Approved Budget: \$42,110
Invoiced To Date: \$39,899
Balance to Complete: \$2211

Town Input Required:

Issues Town Should Be Aware Of: The schedule will shift accordingly due to weather impacts and virus limitation practices. Engineer anticipates rectifying to-date schedule impacts with the next change order.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: Public Works Salt Dome Building
Project Manager: Scott Bortz, PE
Sub-Consultant Armstrong Surveying, ECS (geotechnical), Virginia A&E
P&B Job Number 18-23

Recent Activities: Substantial completion issued for 12 June. Owner has signed Change Order 1. Contractor has provided a completed O&M report for the project.

Anticipated work over the next two weeks: Contractor will complete remedial items on the punchlist. Owner will need to approve the final change order. Final payment application will be processed at completion of punchlist.

Upcoming Tasks: Engineer will issue final completion and close out the project.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 12 June 2020, Final Completion 30 June 2020

Approved Budget: \$32,300

Invoiced To Date: \$28,570

Balance to Complete: \$3730

Town Input Required:

Issues Town Should Be Aware Of: Due to limitations from Coronavirus limiting practices, meetings and site visits may be delayed which impacts overall schedule.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: English Park Riverbank Stabilization

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-28

Recent Activities:

Met w/ Ms. Kelly Hitchcock of CVPDC to discuss funding opportunities for streambank stabilization. Ms. Hitchcock agreed that she did not think the project would qualify well for any funding programs that she is aware of. Ms. Hitchcock suggested discussing the erosion issue with responsible parties. Mr. Garrett has further explored the option of obtaining funds for stabilization and reports the Town may need to re-apply to join a regional entity to pursue river funds for this purpose. Mr. Garrett emailed Ms. Hitchcock to request further information and contacts at Pittsylvania County who may assist with a river study.

Anticipated work over the next two weeks:

Upcoming Tasks:

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of: Until notified by the Town, no further work is expected at this time

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: 12th and 13th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-32

Recent Activities:

Site visit on June 22, 2020 to review the recent ditch improvements on the lower houses and street. Reviewed potential for additional drainage and curb/gutter work on 14th Street. Engineer has submitted a general sketch of potential drainage and curb/gutter improvements to Town staff for review.

Anticipated work over the next two weeks:

Awaiting Town staff review

Upcoming Tasks:

A site visit with Town staff may be in order to further review the area.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required: Monitor area during heavy rains to track flows

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: WWTP Phase II/III Electrical Upgrades
Project Manager: Scott Bortz, PE
Sub-Consultant Grant Beasley, PE – Master Engineers
P&B Job Number 19-34

Recent Activities: Schedule revised as noted below. Final plans submitted to DEQ for approval on 31 July. Project advertised for bid on 6 August.

Anticipated work over the next two weeks: Await final approval from DEQ, Richmond of contract documents

Upcoming Tasks: Pre-bid meeting 27 August
Open Bids 15 September

Outstanding Issues:

Design Schedule: 6 August 2020 Advertise for bids
15 September 2020 Receive bids
October 2020 Award contract

Schedule Constraints:

Projected Completion: March 2022

Approved Budget: \$81,000

Invoiced To Date: \$52,095

Balance to Complete: \$28,905

Town Input Required: The Town will need comply with the terms and closing requirements that will guide the Town's bond counsel. Town bond counsel will draft the resolution necessary resolution for consideration by the Town council along with other Public Finance Act requirements (notice, public hearing, etc.)

Issues Town Should Be Aware Of: **In discussions with DEQ and Town staff, revised schedule will include removing the SCADA portion of the work form the DEQ PH II/III funding in order to close the loan with the electrical work only. SCADA, aerator improvements and Lynch Mill Road sewer will be submitted for a future funding cycle as three separate projects.**

VRA will likely conduct its credit review in March and then issue a Commitment Letter and draft Financing Agreement.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: Amherst Ave and 7th Street Drainage Issues

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-48

Recent Activities: Site visit on 22 June 2020 to review the current situation. Engineer provided a sketch showing potential drainage, curb/gutter, and parking improvements along 8th Street to Town staff.

Anticipated work over the next two weeks: Town staff to review.

Upcoming Tasks: Meet w/ Town staff to go over potential improvements.

Outstanding Issues:

Design Schedule:

Schedule Constraints:

Projected Completion:

Approved Budget: None, investigative phase

Invoiced To Date: \$0

Balance to Complete:

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: WWTP Aeration System
Project Manager: Keith Lane, PE
Sub-Consultant: Masters Engineers
P&B Job Number: 19-75

Recent Activities: Engineer met w/ staff on 9 July to discuss details of the project.
Anticipated work over the next two weeks: Coordinate with the PH II/III Electrical project as a result of discussions regarding the existing and future electrical loads.
Upcoming Tasks:
Outstanding Issues:

Design Schedule: TBD Complete design plans and specs
TBD Advertise for Bids (if Town desires)
Schedule Constraints: Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades
See note below regarding potential schedule adjustment.
Projected Completion: 31 October 2021
Approved Budget: \$198,000
Invoiced To Date: \$0
Balance to Complete: \$198,000

Town Input Required:

Issues Town Should Be Aware Of: The schedule for this project has been adjusted to coincide with the Phase III portion of the overall WWTP electrical improvements. It will be beneficial to have the bulk of the PH III electrical work designed prior to in-depth design of the aerator work. The design schedule above has been adjusted to reflect delay of the design such that the bulk of the PH III design is completed for coordination purposes.

This project will be added to a subsequent year funding request.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

6 August 2020

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Met w/ Town staff and Altavista Integration Controls to review SCADA integration with the improvements on 23 July 2020.

Anticipated work over the next two weeks: Finalize plans for VDH submission

Upcoming Tasks: Submit revised documents to Town staff/VDH for review.

Outstanding Issues:

Design Schedule: August 2020 Documents to VDH for review
October 2020 (60 days) Receive VDH approval
November 2020 Advertise for Bids (if Town desires)

Schedule Constraints: Town staff may desire to schedule bidding/construction for a certain time of year

Projected Completion: TBD

Approved Budget: \$56,000

Invoiced To Date: \$4950

Balance to Complete: \$51,050

Town Input Required:

Issues Town Should Be Aware Of:



Report Date: 8-7-2020

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Norfolk Southern was contacted to estimate flagging need and cost. Flaggers are only needed when boring within 25 feet on either side of the tracks. Price was estimated as \$900 per 8-hour day.
2. Notice of Award sent to and signed by the Town.
3. Notice of Award and Agreement between Owner and Contractor sent to Contractor.

Anticipated Work over the Week

1. Schedule pre-construction meeting date and time that will work with all parties.

Scope Changes to Date

1. Jack and bore of sewer under railroad in lieu of replace in place.

Outstanding Issues

1. N/A

Construction Document Schedule Update (no change to date)

1. Notice to Proceed (July 1, 2020)
2. Substantial Completion (November 1, 2020)
3. Completion (December 1, 2020)

Budget Summary

1. Engineers Survey: \$ 3,500 JTD: \$ 3,500
2. Engineers Design and Bid Phase: \$ 21,200 JTD: \$ 18,020
3. Permitting: \$ 1,500 JTD: \$ 1,500
4. Engineering Construction Administration CA: \$ 4,500 JTD: \$ 0
5. Construction Contract: \$ 197,000 (Eng. Est.) JTD: \$ 0
6. Towns Budget \$ _____

Input Needed from Town/Others

1. Contractor availability for pre-construction meeting.

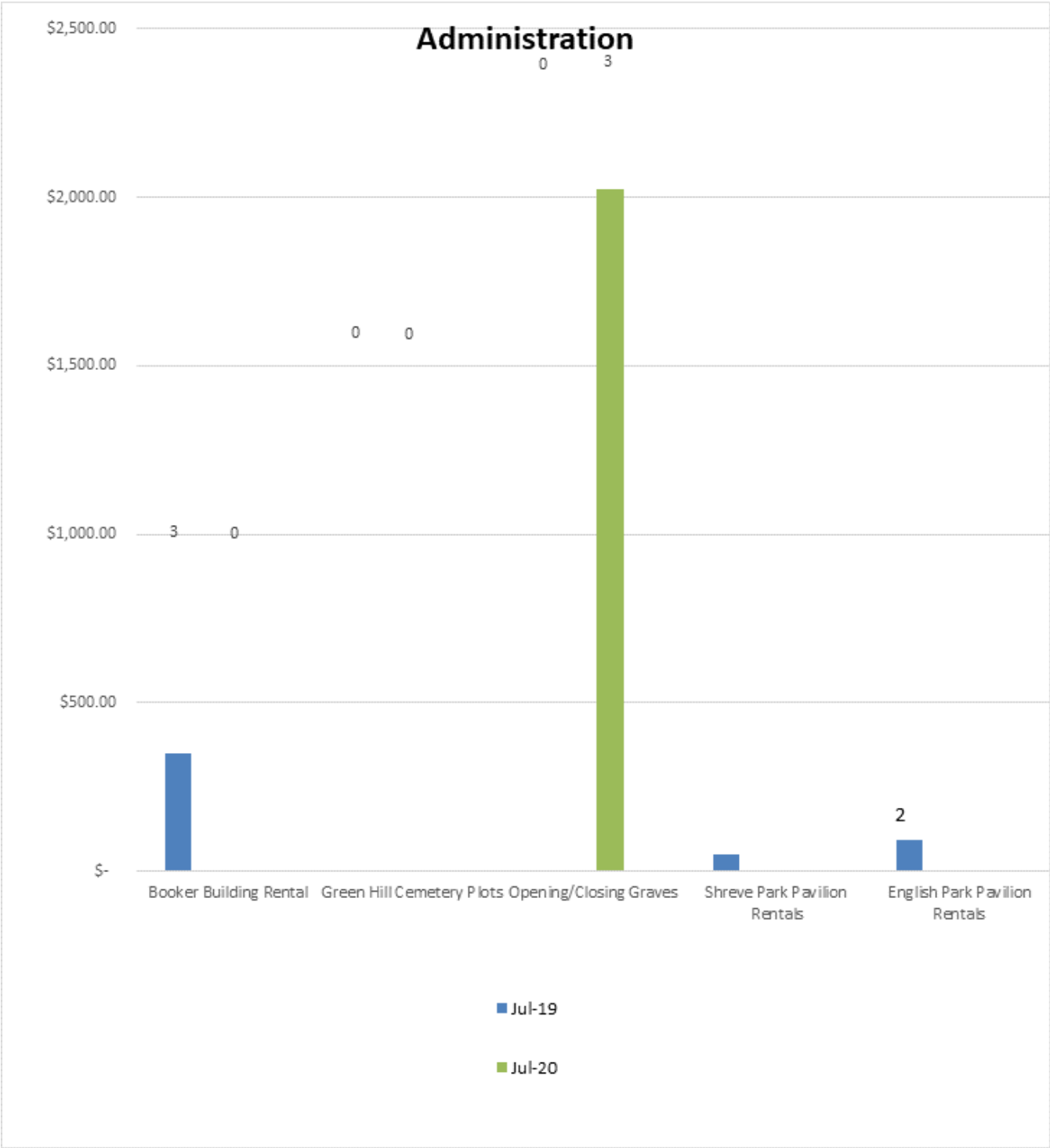
Other Issues/Concerns

1. N/A

Submitted by:

R. Scott Ehrhardt, PE
Senior Associate

Attachments: N/A



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		
Oct-17	\$76,719.67		
Nov-17	\$73,312.11		
Dec-17	\$78,242.59		
Jan-18	\$71,888.68		
Feb-18	\$70,420.81		
Mar-18	\$81,369.00		
Apr-18	\$82,147.00		
May-18	\$84,923.58		
Jun-18	\$82,156.00		
Jul-18	\$80,123.16		
Aug-18	\$81,259.73		
Sep-18	\$78,126.94		
Oct-18	\$81,680.92		
Nov-18	\$76,840.98		
Dec-18	\$82,798.81		
Jan-19	\$75,212.11		
Feb-19	\$75,752.29		
Mar-19	\$91,288.78		
Apr-19	\$86,395.06		
May-19	\$88,078.67		
Jun-19	\$88,492.73		
Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		

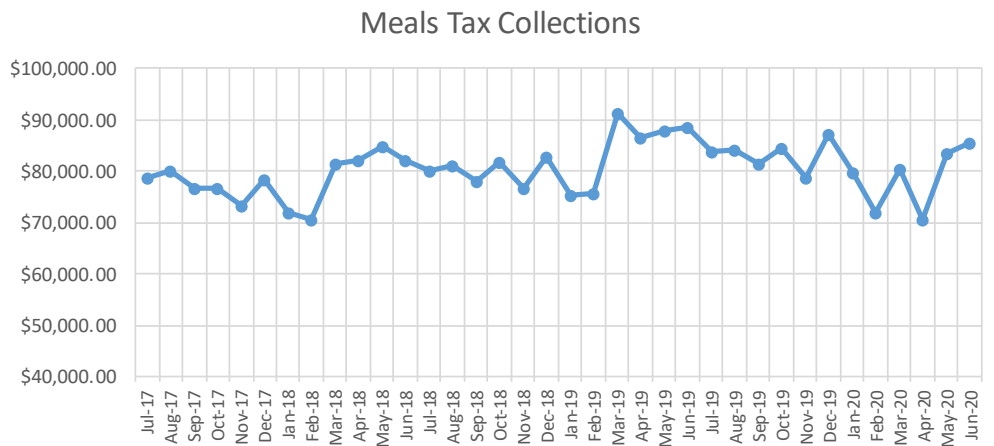
PREVIOUS YTD TOTAL (FY)

FY2017	\$951,518.71
FY2018	\$936,848.19
FY2019	\$986,050.18

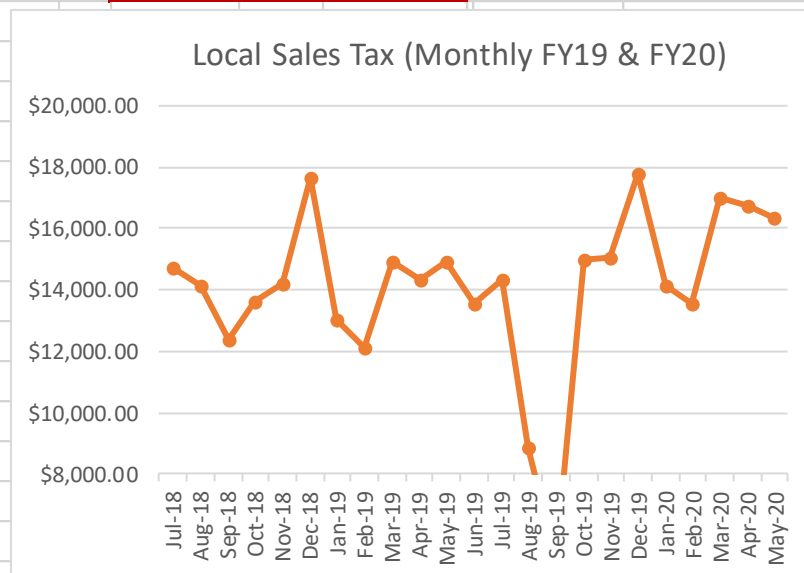
MTD TOTAL (FY)

FY2019	\$986,050.18
FY2020	\$971,639.35
+/-	-\$14,410.83

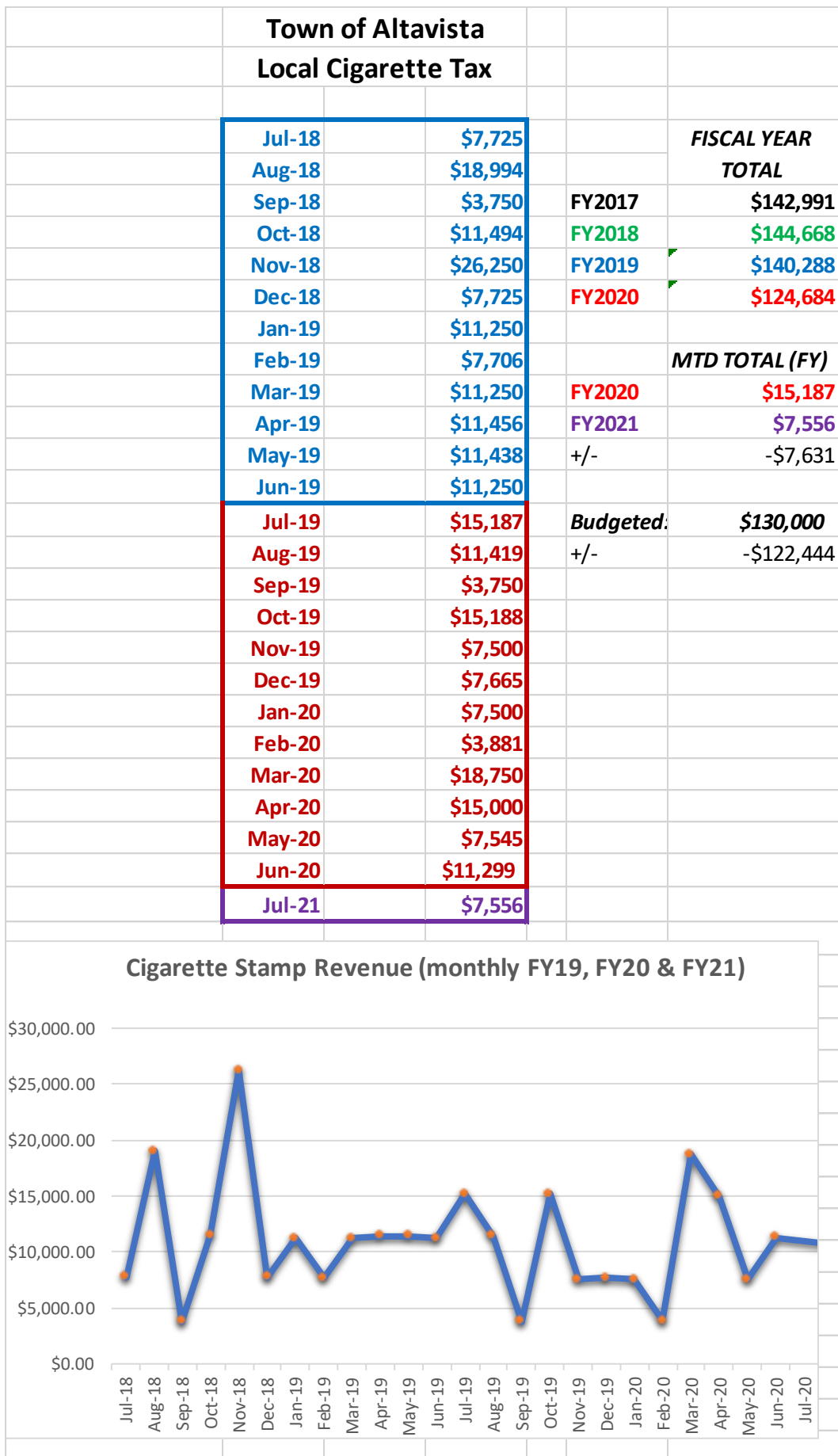
Budgeted:	\$955,000
+/-	\$16,639.35

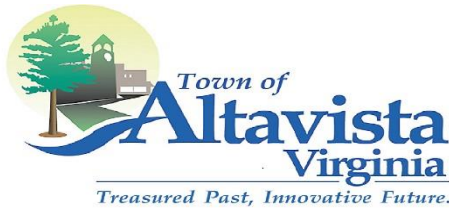


Town of Altavista			
Local Sales Tax			
Jul-18	\$14,695		
Aug-18	\$14,171		
Sep-18	\$12,414		
Oct-18	\$13,631		
Nov-18	\$14,233		
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		
Mar-19	\$14,950		
Apr-19	\$14,324		
May-19	\$14,943		
Jun-19	\$13,540		
Jul-19	\$14,308		
Aug-19	\$8,868		
Sep-19	\$5,261		
Oct-19	\$14,965		
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		
Mar-20	\$17,023		
Apr-20	\$16,735		
May-20	\$16,338		
		YTD TOTAL (FY)	
		FY2017	\$166,834
		FY2018	\$171,886
		FY2019	\$169,649
		MTD TOTAL (FY)	
		FY2019	\$156,109
		FY2020	\$154,019
		+/-	-\$2,090
		Budgeted:	\$165,000
		+/-	-\$10,981
		One Month Remaining	



NOTE: The Aug & Sept. 2019 figures represent a County refund claim.





MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

From: Sharon D. Williams, AICP – Community Development Director SDW

Date: August 1, 2020

Re: July 2020 Monthly Report

Permits

There were (5) Zoning Permits issued during the month of July:

Home Occupations: 1
New Business: 2
Signs: 2
Accessory Structures:
New Homes or Additions:
Zoning Confirmation Letters: 0
Plats: 1
Address/Zoning corrections sent to County: 3

Violations

Staff is working on 19 active code enforcement complaints. There were 11 new code violations reported. There were 8 violations abated in July.

Litter and illegal dumping continue to be an issue on 15th Street. A Notice of Violation was sent to the owners and tenant of 1111 15th St due to the tenant's repeated failure to dispose of trash as required. In the letter the Community Development Director stated that it had cost the town \$113 in manhours to cleanup the right-of-way on July 13th and informed him that in the future the town would assess a penalty as prescribed by §62-82(a) of the Town Code. See attached pictures.

A public nuisance hearing was held by Town Council on July 14, 2020. At that meeting, 1004 10th Street was declared a public nuisance. The owner was notified of the decision and ordered to abate the violations by July 30, 2020. A copy of the letter was sent via certified mail and hand delivered to the property, where it was received by the owner's daughter. The violation was not abated by the property owner. The Town Manager, Town Attorney, Police Chief, and Community Development Director are working on a plan for the removal of each item.

Planning Commission:

The Planning Commission will have an informational session with the Director of State Building Codes Office on August 3, 2020 at 5:00 pm in Council Chambers to discuss property maintenance.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in July.

Recreation Committee

The Recreation Committee did not meet in July. The Community Development Director informed the Town Manager that Section 50 *Public Recreation, Parks and Playground Commission* of Town Code appeared to be the creation of the Recreation Committee and advised that an update was needed. This is currently under review.

The Recreation Committee meetings have been moved to the 3rd Tuesday of the month at 5:30 p.m. to avoid a conflict with Town Council meetings.

Staff Projects/Meetings:

Community Development, Public Utilities, and Public Works have completed the town's portion of the FEMA Regional Hazard Mitigation Plan.

The Community Development Director was notified that the Town's grant application to U.S.D.A. Rural Business Development Program had been awarded \$100,000 to be used toward furniture, fixtures and equipment for the small business, incubator, accelerator, and coworking center. No match is required.

The Community Development Director has been working with Campbell County to have the Town's Future Land Use Map and Downtown Revitalization (DRO) overlay district added as a layer to the County's public facing GIS.

The town learned that it had not earned enough points to be designated as a Sol Smart bronze community. The Community Development Director attended two training sessions on permitting and installation of solar systems to gain additional points. Verification of the training has been submitted and the town expects to learn the status of their application in August.

Work continues with the Complete Count for the US Census. The response rate for Campbell County as of July 31, 2020, was 65.5%. The response rate for Virginia was 67.4%, which is ranked 7th in the country. Nationally, the response rate is 62.7%.

The Community Development Director participated in the monthly CVTPO Transportation Technical Committee Meeting. It included the Committee's recommendation to TPO Policy Board of Rural and Urban Smart Scale Projects and a discussion on Long Range Transportation Plan (LRTP) Update (June 30th Town Hall, project lists, draft Chapters).

The Community Development Director participated in a meeting with the Virginia office of USDA Rural Development to learn about their single-family loan programs. Staff will now work on a plan to distribute information to Altavista citizens.

Staff used funding from a litter grant to purchase reusable canvas shopping bags to help in the town's efforts to reduce the number of plastic bags being used and have begun distributing them.

The Community Development Director participated in a session with the newly rebranded Virginia Housing to learn about the funding sources available for single and multi-family dwellings, blight, and small area plans. Staff will promote programs to citizens and apply for grants that might aid the town, as funding cycles open.

The Community Development Director worked with a small business health food store looking to open in town. She referred them to the Small Business Development Center for assistance with a business plan.

The Town Manager, Public Works Director, and Community Development Director met Mike Vanlandingham, Shoreline Engineer with the Virginia Department of Conservation and Recreation (DCR), on July 29th to discuss shoreline erosion at English Park and public access. A report is expected to the town in four weeks that will outline recommendation for stabilization.

The town is working with Comcast's Governmental Affairs Division to determine if any improvements to service could be provided and funded by the town's portion of the CARES Act.

Staff and AOT have finalized and ordered the signs for the English Park improvements and the LOVE sign. Trey Finch, Finch & Finch, Inc. Funeral & Cremation Service, worked with staff to secure the signs at a reduced cost.

The Community Development Director is researching electric vehicle DC Fast Charge stations, which provides charging through 480 V AC input and requires highly specialized, high-powered equipment as well as special equipment in the vehicle itself. They can deliver 60 to 80 miles of range in 20 minutes of charging. Staff is determining what would be required for the town to install one and the potential associated costs.

Public Works and Community Development responded to citizens' requests for vegetation to be cut that blocked sight distance at the intersection of 13th St & Franklin Avenue and on Shady Lane.

The Community Development Director attended the AOT monthly meeting and Strategic Planning meeting.

BUILDINGS AND GROUNDS

August 4, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: July 2020

Vacation / Sick Leave Taken		20
Meetings / Data Entry / Work Planning		23
# of Call Duty Hours		20
# of Assisting other Crews		23
Holiday		32
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	2	20
# of Cremations	1	4.50
Cemetery Grounds Maintenance		5.50
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	101.15	106
Residential Garbage Collected (Tonnage) Town of Hurt	44.23	40
# of Curbside Brush Collected (Stops)	221	
Loads of Brush Collected	20	52
# of Curbside Bulk Collected (Stops)	39	
Bulk Collection (Tonnage)	7.49	24
# of Tires Collected	0	0
# of Residential Garbage Citations Issued	0	0
Seasonal	0	4
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		6.75
# of Building Maintenance Hours		58.25
# of Park Cleaning		83
# of Parks Ground Maintenance Hours		37.5
# of Acres Mowed by Town	154.71	78.75
# of Acres Mowed by Contractors ****	17	94
Special Projects – Overlook Project		137.25
# of Veh. Maintenance Hours		6.50
*** HOURS NOT ADDED		
Total Labors Hours for the Month		782

STREET DEPARTMENT MONTHLY REPORT

DATE: August 4, 2020

TO: TOWN MANAGER
FROM: DAVID GARRETT
MONTH: July 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	114
Safety Meetings/Data Entry/ Planning Schedule	22.50
Emergency Call Duty	2
Weekend Trash Truck	10
Street Sweeping	11.50
Street Sweeping (Gretna)	0
Litter Control	25.75
Assisting Other Crews	46.50
Town Wide Mowing	157
Contractor Mowing Main & Bedford	2 Times
Sign Maintenance	2
Shoulder Repairs	0
Ditch & Drainage Pipe Maintenance	29.50
Shoulder Stone	.50
Asphalt Paving And Patching	1.50
Dead Animal Removal	2.75
Decorative Street Light Repairs	14.50
No. Of LED Decorative Street Light Installed	0
Landscaping	6
Trees/ Trimming/ Removal	2.50
Asphalting (Potholes)	.50
Building Maintenance	2.50
Hanging Street Light Banners	0
Weed Control	56.75
Seasonal	.75
Bags Of Litter	20.50
Park Maintenance	90.25
Special Projects	187.75
Total Labor Hours for the Month	787

FLEET MAINTENANCE DEPARTMENT

DATE: August 4, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: July 2020

DESCRIPTION	Labor Hours
Vacation	16
Safety Meetings	0
Holiday	8
Daily/ Weekly/ Planning & Scheduling	5.50
Sick Leave Used	0
CIP / Budgeting	29.25
Preventive Maintenance	73.75
Full Services	8.25
General Repair's	19.25
Troubleshoot and Diagnostic	12
Training	0
Tire Changes & Repairs	1.50
Building & Grounds	0
Picking Up & Delivery	10.50
State Inspections	0
Total Labor Hours for the Month	184

Monthly Staff Report Water Plant

TO: Town Manager
 FROM: Bryan Mawyer
 DEPARTMENT: Water Treatment Plant
 MONTH: July

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 15.07 Hours per day which yielded approximately 1,530,000 gallons of water per day.

Rain 4.46 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>16.1</u>	hrs		
Average Hours per day (weekends)	<u>12</u>	hrs		
Average produced (week days)	<u>1,759,435.00</u>	gallons per day		
Average produced (weekends)	<u>1,357,875.00</u>	gallons per day		
Total Raw Water Pumped:	<u>51.33</u>	million gallons		
Total Drinking Water Produced:	<u>47.56</u>	million gallons		
Average Daily Production: (drinking)	<u>1,510,000</u>	gallons per day		
Average percent of Production Capacity:	<u>50.33</u>	%		
Plant Process Water:	<u>3,776,279</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>455,600</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>0</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>8.475</u>	million gallons	average hours per day	<u>15.7</u>
Average Daily Produced:	<u>273,387.1</u>	gallons per day	Rain at MC	<u>2.37</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>7.993</u>	million gallons	average hours per day	<u>13.8</u>
Average Daily Produced:	<u>257,839</u>	gallons per day	Rain at RE	<u>5.50</u>
Purchased Water from CCUSA	<u>2,457,928</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,927,200</u>	gallons		
Industrial Use	<u>42,066,118</u>	gallons		

Water lost due to leaks none captured

Cross Connection Visits 0

Comments: Water Plant Activities & CIP Projects:

Monthly Compliance Reports Completed
 VDH samples completed for compliance
 Cryptosporidium Sampling was completed for the month on July 7, 2020
 Melinda High Pressure Zone- rebid in October -December 2020
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade design underway. 75% plans were reviewed by plant manager. Plans to be submitted to VDH.
 McMinnis water line design underway. Plans at 75% and being reviewed by VDH.
 Wased Basin #1, #2, and #3
 Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.
 Reported to Abbott and Health Department each Monday on health of employees and chemical inventory
 Emergency Response Plan for the water plant is in the drafting stage. Federally required by July 2021
 Resiliency Assessment is in the reviewing stage. Also Federally required by July 2021
 Reviewing the Source Water Protection Draft. Scheduled meeting with CHA Engineering.
 Clarion SCADA and Clarion flow control valve were damaged by lightning strike Tuesday July 28th during a storm. P. Hill is in discussion with vendor.
 Working with Dominion Power to schedule new installation of power coming from English park and discontinuing Myrtle lane.
 Lead and Copper samples taken, tested, and results sent back to residents that participated.
 Repaired Mud Valve in Basin 3

Utilities Distribution and Collection

# of Service Connections	0		
# of Service Taps	0	Addresses:	
# of Meters Read	101	Monthly	
	0	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	19		
	136.19	Tons	
# of Location Marks made for Miss Utility	77		
# of Meters Replaced	3		
# of Water Lines Repaired	3	# of Sewer Lines Unstopped	5
Locations:		Locations:	
School & 15th Street		906 Park Street	
2122 Laurel Lane		1011 10th Street	
13th and Amherst Ave.		1301 5th Street	
		1718 Eudora Lane	
		2140 Laurel Lane	
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	420'	Sewer Main Cleaned	40
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	1
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	11,500'
Sewer Video Footage	0	Sewer Service Cleaned	100'
Sewer Video Manholes	0	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	50'
Water Turn On and Offs	24	Water Right of Way Clearing Footage	3,400'
		Sewer Manholes Inspected	0
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

Other Utilities Distribution and Collection Activities & CIP Projects:
Assisting with Phase 1 Electrical Upgrade Waste Water Treatment Plant
Assisting with Altavista Police Dept. Firing Range Improvements
Assisting B and G with grass cutting in English Park.

DEPARTMENT: Wasterwater Plant
MONTH: July

Average Daily Flow	2.00 MGD
TSS Reduction	97 %
BOD Reduction	97 %
VPDES Violations	0
Sludge (Regional Land Fill)	144 tons (estimated)
Rain Total	3.22 Inches
	Snow Total
	Inches

Other Wastewater Activities and CIP Projects:

Month: July 2020
Week: 6th

- Continue Sanitizing procedures for commonly used areas
- Reviewed timesheets and submitted
- Safety training DVD
- Adjusted weight on IPS RVPS
- Requested a detailed summary of last two product spills from Abbott
- Submitted monthly Industrial billing
- Submitted monthly DMR
- Rebuilt thickener Sludge Pump
- Fire Extinguisher Inspection 7/7/20
- Greased and cleaned all floating aerators in basin #2
- Cleaned tanks
- Engineer Meeting on Aeration upgrades 7/9/20
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: July 2020
Week: 13th

- Continue Sanitizing procedures for commonly used areas
- Reviewed timesheets and submitted
- Prepared Aug. 2020 work schedule
- Adjusted wasting amount
- Requested a detailed summary of last two product spills from Abbott
- Replaced relay on NPW system 7/16/20
- Changed oil in gear box on #2 clarifier (oil leaking from vent)
- Mowed RVPS 7/17/20
- Received Soda Ash 7/15/20 (2 tons)
- Mowed around EOP (utility crew)
- Adjusted thickener Sludge Pump
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: July 2020
Week: 20th

- Continue Sanitizing procedures for commonly used areas
- Reviewed timesheets and submitted
- Contractor hit NPW Line (repaired 7/20/20)
- Composed a Resume for Peed & Bortz project
- Received a detailed summary of last two product spills from Abbott
- Flushed NPW system basket 7/23 & 7/24/20
- Chanced oil in gear box on #3 clarifier
- Repairing #1 floating Aerator in Basin #2
- Ordered VPDES sampling for permit renewal
- Reviewing permit renewal information
- Placed Bank A in lead position on UV system
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: July 2020
Week: 27th

- Continue Sanitizing procedures for commonly used areas
- Compile Abbott Summary of product spill
- Serviced UV Bank B
- Changed Light in UV Bank B
- Changed oil in Basin Blowers
- Repairine #1 floating Aerator in Basin #2
- Ordered VPDES sampling for permit renewal
- Reviewing permit renewal information
- Submitted Employee Injury duty forms to Town Hall Administration (JoAnn)
- Reviewing Schrader-Bridgeport Sampling information
- Employee safety training video
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

2019-20 Water, Sewer & Curbside Refuse Collection Billing History

Printed 4-Aug-20

Customer Class		August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	July-20		
WATER	Residential Base-IT	17	-	1,338	16	9	1,259	18	6	1,265	16	12	1,329	Average	
	Commercial Base-IT	22	24	185	27	41	28	28	27	188	43	44	195	440	
	Residential Base-OT	-	-	-	-	-	143	-	-	144	-	-	150	71	
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	40	
	Municipal	19	16	19	29	30	30	30	30	30	30	30	30	1	
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	27	
	Industrial	5	5	5	5	5	5	5	5	4	4	4	4	-	
	TOTAL	64	46	1,548	78	86	1,466	82	69	1,632	94	91	1,709	5	
	Residential Use-IT	100,290	-	15,076,285	52,930	58,950	12,323,400	141,148	230	11,903,400	169,120	22,160	14,408,990	Total	
	Commercial Use-IT	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	2,307,298	54,256,903	
	Residential Use-OT	-	-	2,028,060	-	-	1,703,150	-	-	1,593,550	-	-	1,840,710	48,518,161	
	Commercial Use-OT	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	7,165,470	
	Municipal	242,360	293,170	436,830	441,960	555,490	262,680	226,200	186,560	289,680	338,300	350,180	137,470	28,241,548	
	Industrial	51,056,594	43,610,218	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	3,760,880	
	TOTAL WATER SOLD	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	69,211,826	502,864,607	
	NET DELIVERED	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	65,806,703	644,807,568	
	FRACTION BILLED	87%	77%	158%	58%	86%	108%	79%	70%	117%	91%	70%	105%	711,743,453	
	Total (TOA,sold,hydrnts, etc)	28,400	52,600	23,600	11,000	7,400	16,600	24,000	24,100	81,900	116,850	73,575	455,600	91%	
	Residential Base & Use-IT	295	-	65,078	550	351	56,383	815	256	57,244	830	397	65,103	915,625	
	Commercial Base & Use-IT	11,420	13,613	32,091	13,457	7,241	12,981	14,583	15,236	20,129	8,427	19,750	19,375	Total	
	Residential Base & Use-OT	-	-	12,722	-	-	17,421	-	-	11,191	-	-	12,599	247,301	
	Commercial Base & Use-OT	9,054	9,848	10,511	9,841	8,940	9,017	9,529	8,159	9,862	9,185	9,784	9,654	188,304	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	53,933	
	Industrial	117,871	100,740	105,948	64,159	102,641	98,419	99,894	84,381	109,049	118,058	103,204	121,340	113,386	
	TOTAL	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	207,474	136,500	133,135	228,071	-	
														1,225,705	
														1,828,628	
SEWER	Residential Base-IT	17	-	1,159	14	5	1,096	13	6	1,129	16	11	1,150	Average	
	Commercial Base-IT	27	21	134	25	40	158	28	26	174	42	42	146	385	
	Commercial Base-OT	-	1	1	-	2	1	1	1	8	8	1	8	72	
	Municipal	4	7	7	17	8	14	8	8	8	8	8	7	3	
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Industrial	4	4	4	4	4	3	3	3	3	3	3	4	4	
	TOTAL	52	33	1,305	60	59	1,272	53	44	1,322	77	65	1,315	463	
	Residential Use-IT	185,690	-	10,598,418	44,863	46,283	7,894,954	15,376	230	7,899,210	83,292	16,981	10,688,192	Total	
	Commercial Use-IT	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	2,307,298	37,473,487	
	Commercial Use-OT	-	180,000	96,500	-	62,900	230,000	240,000	230,000	741,842	382,900	151,300	328,292	23,828,560	
	Municipal	41,050	85,170	9,730	119,560	266,560	94,180	103,720	100,460	106,930	75,130	51,390	44,240	2,643,734	
	Industrial	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	43,540,000	437,300,000	
	TOTAL SEWER BILLED	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	43,038,184	56,908,022	501,245,782	
	WWTP EFFLUENT	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	74,057,700	58,243,800	706,763,100	
	FRACTION BILLED	70%	94%	121%	49%	39%	80%	63%	65%	87%	59%	58%	98%	71%	
	Residential Base & Use-IT	299	-	35,551	167	158	29,380	22	120	29,706	351	96	36,091	10,995	
	Commercial Base & Use-IT	2,570	2,565	11,122	2,832	4,934	6,704	3,334	3,951	10,707	4,803	6,275	5,516	5,443	
	Commercial Base & Use-OT	-	1,177	15,669	-	179	1,662	1,726	1,662	3,375	1,936	502	1,182	2,422	
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-	
	Industrial	130,015	133,056	124,554	88,453	73,346	123,280	124,066	122,124	136,000	134,980	1,978,513	148,036	3,316,423	
	TOTAL	132,885	136,798	186,896	91,452	78,616	161,025	129,147	127,857	179,788	142,070	1,985,387	190,825	3,335,283	
	CURBSIDE	Curbside-IT STOPS													Average
		Curbside - Brush	159	111	168	154	50	53	71	72	304	260	241	221	155
Curbside- BULK		97	92	77	81	74	57	43	107	89	119	118	39	85	
TOTAL		256	203	245	235	124	110	114	179	393	379	359	260	240	
Curbside-IT		91	80	85	101	89	95	79	92	101	93	95	101	Total	
Curbside-BULK		18	21	12	6	10	10	3	15	15	13	10	7	1,096	
TOTAL		109	101	101	107	99	105	82	107	116	107	105	109	153	
													1,249		

Main Street Coordinator July 2020 Monthly Report



Meetings and Conferences

- Attended July Town Council Meeting.
- Attended Virginia Main Street Director's Call
- Attended, and took notes for two AOT Work Plan Planning sessions
- Met with Chad Charlesworth from WXFR about advertising opportunities.
- Met with AOT Accountant to go over financials
- Had two phone calls with Cindy Colson from the Center for Non-profit Excellence
- Met with Tamyra Vest from South Boston to learn about their Keep Entrepreneurs Program
- Attended AEDA meeting
- Attended all sessions of the Virginia Main Street Intersections Conference
- Had a meeting with Stephanie Keener from SBDC to plan an Altavista business brainstorming zoom meeting.
- Had meeting with the chairs of the AOT Marketing, and Economic Vitality committees.
- Met with AOT board president to clarify the August AOT agenda.

Business Updates

- The General Store has closed until the holiday season.
- In general, downtown businesses are holding on, but worried about if the slowdown in business continues much longer.

Businesses visited and called:

Visited 20 downtown businesses. Spoke on the phone to another 5. Handed out information on the Campbell County CARES grant, the ReBuild Virginia Grant, and the HartBeat of Main Street Grant.

AOT Activities

- Held monthly board meeting
- Held 2 AOT workplan creation sessions with Zachary Whitlow from DHCD.
- Published AOT Monthly E-news Letter
- Began Downtown Business Storytelling Campaign (weekly profiles about downtown businesses. Will be on website, social media, and e-newsletter).
- Began to design a 2 page quarterly newsletter that can be handed out at Town Hall, and possibly inserted in quarterly water bills.
- Finished DHCD Grant Reporting
- Worked on Gibley Jog sponsorships and planning for a possible virtual event (depending on pandemic situation).
- Wrote referral letters for businesses applying for the HartBeat of Main Street grant.

- Began working on a Downtown Book Scavenger Hunt in cooperation with Campbell County Library.
- Worked with Sharon Williams to finalize and submit the Tobacco Commission grant for the co-working space.

June Town Social Media Report

Social Media Posts:

- Part time transit job opening
- Comcast's free wifi hotspots
- Town Council and Work Session meeting announcements
- Introduced new employees in the public works, police, and transit departments.
- Avoca's cancelling of the Wine Festival
- Commencement of the Virginia Breeze bus service starting August 7th.
- Water bill reminder.
- ReBuild VA Grant opportunity.
- Planning Commission meeting.

Facebook & Social Media

- Page likes increased from 1,653-1,708
- Total page reach for the month – 11,047
- Total post engagement – 4,109
- Highest viewed posts: Bus service announcement, new employee introductions, Avoca Museum Wine Festival cancellation.
- Town Instagram page has 438 followers.
- Town Twitter has 137 followers

August 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
						1
2	3 Planning Commission 5pm	4 National Night Out (Moved to October 6 th)	5	6	7 Purple Heart Day	8
9	10	* 11 Council Meeting 6pm	12	* 13	14	15
16	17	18	19	20	21	22
23	24	* 25 Council Work Session 5pm	26	* 27	* 28	29
30	31 Planning Commission 5pm	NOTES: * Aug. 11 th Avocca Members Picnic (Canceled)	* Aug. 13 th AOT Meeting 5pm	* Aug. 25 th AEDA Meeting 8:15am	* Aug. 27 th Avocca Board Mtg. 5:30 pm	**** Aug. 28 th Chamber of Commerce TGIF (tentatively)

September 2020

Sun	Mon	Tue	Weds	Thurs	Friday	Sat.
	Planning Commission September meeting scheduled August 31st	1	2	3	4	5
6	7 Town Office Closed in observance of "Labor Day"	8 <u>Town Council</u> Meeting 6pm	9	* 10	11	12
13	14	15	16	17	18	19
20	21	* 22 <u>Town Council</u> Work Session 5pm	23	* 24	25	26 Avocca Museum 21 st Annual Harvest Wine Festival (CANCELED)
27	28	29	30	Notes: * Sept. 10 th AOT Meeting 5pm	*Sept. 22 nd AEDA Mtg. 8:15 am	*Sept. 24 th Avocca Board Mtg. 5:30 pm

September 2020

Council Regular Meeting July 14, 2020

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building at 510 Seventh Street on July 14, 2020 at 6:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.

Council Members

Present:

Mr. Reginald Bennett
Vice-Mayor Beverley Dalton (by phone)
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mayor Michael Mattox
Mr. Wayne Mitchell

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mrs. Kirsten Aherron, AOT Main Street Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

- 2. Invocation and Pledge of Allegiance

Reverend Eduardo Soto, Altavista Presbyterian Church, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

- 3. Agenda Adoption

Mayor Mattox informed Council the July 14th Agenda had been amended to incorporate two additional items:

- Section #10a Unfinished Business - Updates:
 - iv. VDOT SmartScale Application
 - v. USDA Innovation Center Grant

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed July 14, 2020 Council Meeting Agenda, to which there were none.

Mr. Bennett, seconded by Mr. Mitchell, motioned to approve the agenda as amended.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council Regular Meeting July 14, 2020

4. Recognitions and Presentations

a. VDH Office of Drinking Water “Gold Performance Award”

Mr. Coggsdale informed Council that the Virginia Department of Health (VDH) Office of Drinking Water recently awarded the Town of Altavista’s Water Treatment Plant a 2019 “Gold Performance Award for Excellence in Clarification, Filtration, and Backwash”.

Mr. Coggsdale stated the award was to recognize the efforts of all staff members at the water plant for achieving clarification, filtration, and backwash performance criteria from January through December of calendar year 2019.

Mr. Coggsdale shared the names of Altavista’s Water Treatment Plant Employees:

Bryan Mawyer	Polly Brown	Shayne Petrie	Eliza Puckett
Gary David	Nathan Farmer	James Powell	Melinda Taylor
Paul Hill			

Mr. Coggsdale stated these employees are all under the direction and leadership of Altavista’s Public Utilities Director, Mr. Tom Fore. He stated Mr. Fore asked that the fore-mentioned employees be recognized for the good work they do each day in order to deliver “high quality” water and utility services to the citizens of Altavista.

Mayor Mattox stated he appreciated Mr. Fore’s high standards and strong leadership. He thanked Mr. Fore for the outstanding work he does for the Town of Altavista, as did Council.

5. Citizen’s Time (Non-Agenda Items Only)

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not on the July 14, 2020 Council Meeting Agenda.

There were no public comments or questions on this date regarding a non-agenda item.

6. Partner Updates

a. Altavista Area Chamber of Commerce

Mr. Coggsdale informed Council that Lauren Odessa, Chamber President, was scheduled to address Council with a Chamber of Commerce update, but she was not in attendance at that time.

Mayor Mattox stated Council would revisit this item at another time.

7. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes
 - June 9, 2020 Council Regular Meeting
 - June 11, 2020 Council / AEDA Joint Meeting
 - June 23, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports
 - June 2020 Revenue and Expenditures
- c. Acceptance/Adoption of Transit Development Plan
- d. Board of Zoning Appeals Report

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Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the July 14, 2020 Consent Agenda, to which there were none.

Mr. Bennett, seconded by Mr. Emerson, motioned to approve the Consent Agenda as presented.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

8. Public Hearing(s)

Mayor Mattox informed meeting attendees that Town Council would be holding two public hearings that evening in regards to (1) Conditional Rezoning Request – 3rd Street, and (2) Sale of Public Property – 1502 Avondale Drive.

Mayor Mattox stated the hearings were an opportunity for Town Council to hear citizen input or any concerns citizens may have regarding the two subject matters.

- 3rd Street “Conditional” Rezoning Request by Habitat for Humanity

Town Staff Member Ms. Sharon Williams, AICP, Altavista Community Development Director, and Altavista Planning Commission Secretary, was the presenter for this item, which detailed Habitat’s request and the Planning Commission’s recommendation.

Ms. Williams stated the Altavista Area/Campbell County Habitat for Humanity organization was considered the “Contract Purchaser” of the property in question, located on the corner of Hughes Avenue and 3rd Street.

Ms. Williams stated Habitat has requested the property be rezoned, from (M) Industrial to (R2) Residential, for the purpose of erecting three homes on the property.

Ms. Williams informed Council, during their June 1, 2020 meeting, the Altavista Planning Commission voted 4-0 in favor of approving Habitat’s rezoning request.

Ms. Williams shared a Power Point presentation as a visual reference for Council. The presentation included an aerial photo of the fore-mentioned property, the current zoning map of the area, and a “Future Land Use Map” from Altavista’s Comprehensive Plan.

Ms. Williams referenced the aerial photo and stated there was a mix of commercial and residential properties in the area, but pointed out that the property in question has residential homes adjacent on three sides.

Ms. Williams also referenced the Future Land Use Map and reminded Council the map, in concurrence with Altavista’s Comprehensive Plan, suggested that side of 3rd Street be rezoned to (R2) Medium Density Residential.

Ms. Williams stated Habitat’s initial site plan was to divide the property (8 parcels) into four lots, with four homes. She stated that plan did not meet Town Code for minimal lot “frontage”, however, there was a Town Ordinance provision that would allow a deviation due to the age of the lot/property.

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Ms. Williams stated, after further review of the property, the site plan was reconfigured for only three homes to be built, with the front of the homes facing 3rd Street. She stated, if the request is approved, Habitat's current/revised site plan would meet all of the town's zoning requirements for an (R2) Residential District.

Ms. Williams stated, at that time, the Altavista Planning Commission was recommending Council approve Habitat's request to rezone said portion of 3rd Street. She stated, as Planning Commission Secretary, she would be happy to answer any questions Council may have regarding the rezoning request.

Ms. Williams informed Council there were also a few members of the Altavista Area Habitat for Humanity organization in attendance to answer any questions Council may have regarding their request.

Mayor Mattox asked Council if they had any questions regarding the rezoning request.

Mr. Mitchell referenced the Future Land Use Map within Altavista's Comprehensive Plan. He asked when the map had been generated.

Ms. Williams answered Mr. Mitchell stating the map she shared with them became part of the town's Comprehensive Plan in CY2017.

Mr. Mitchell stated he felt the request by Habitat "falls within the parameter" of the Future Land Use Map.

Mr. Higginbotham also referenced the Future Land Use Map and ask for clarification that only the property on the corner of 3rd Street and Hughes Avenue would be rezoned residential and the other side would remain industrial, to which Ms. Williams confirmed that was correct.

Mr. George asked, with the area of interest currently zoned (M) Industrial, why the existing homes in that area were allowed to be there.

Mr. Eller stated, most likely the homes were built before the area was zoned industrial.

There were no additional comments from Council at that time.

Mrs. Rhonda Shreve, Altavista's Habitat for Humanity Executive Director, came before Council with a brief description of the organization's Mission Statement:

"Habitat for Humanity is a non-denominational Christian Ministry with a distinct mission to eradicate sub-standard housing by offering a "hand-up", NOT a hand out, to people that could not otherwise afford safe and decent housing without this help."

Mrs. Shreve stated Habitat homes are sold to individuals, not given to them. She stated Habitat makes these homes affordable by selling them "at cost", with a no-interest loan.

Mrs. Shreve informed Council that each applicant goes through a financial screening process and home visits from a Habitat representative to determine if they meet Habitat's criteria for consideration.

Mrs. Shreve continued by giving Council examples of the two current applicant's living conditions that make them eligible for home consideration.

Mrs. Shreve stated, if the rezoning request was approved, the land in question would represent the town's desired "future use" for the property. She stated the town would then receive tax and utility revenue from the property.

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Mrs. Shreve stated she would be glad to answer any questions Council may have regarding Habitat for Humanity's homeownership program.

Mayor Mattox asked Council if they had any questions for Mrs. Shreve.

Mr. Bennett asked Mrs. Shreve how many homes had Habitat built in Altavista.

Mrs. Shreve answered stating Habitat for Humanity had built a total of thirty-seven homes in Altavista's community, with thirty-four of them being within town limits.

Mr. Bennett asked if Habitat only builds new construction homes, or do they ever consider renovating an older home.

Mrs. Shreve stated renovating an older home is sometimes more costly than building a new one. She stated there was a long list of items for concern when renovating an old home, such as an unstable foundation, decaying plumbing system, old faulty electrical wires throughout the entire home, adding much needed insulation, replacing a decaying roof and gutters, replacing old single pane windows with energy efficient windows, replacing, or in many cases adding a heating and air conditioning system.

Mrs. Shreve stated all of these items can add up to the same, and sometimes a higher cost, than building a new home, and potentially more time consuming. She stated, for that reason, Habitat for Humanity only builds new homes. She stated the organization also receives "gifts in kind" (material donations) towards building a new home.

Mr. Bennett asked, if a Habitat home became vacant for some reason, what the procedure would be.

Mrs. Shreve stated Habitat homes are sold to the original occupant through a mortgage (loan) process. She stated, if a homeowner were to pass away, the mortgage would be consider that individual's "estate" and would go through the same process as such. She stated, if the mortgage is paid in full, a family member may inherit the home, if not, a designated family member may assume the mortgage/loan in their name.

There were no additional questions from Council at that time.

Mayor Mattox thanked Mrs. Shreve for attending the meeting and for her presentation on behalf of the Altavista Area Habitat for Humanity organization.

At that time, Mr. David Shreve came forward to address Council on Habitat's behalf.

Mr. Shreve stated there were often "misguided views" of the homes/homeowners associated with Habitat for Humanity. He shared pictures of some of the more recent homes built by Habitat in the Town of Altavista between 2010 and 2019.

Mr. Shreve informed Council the photos were taken the day before that evening's meeting in order to show how well-maintained the homeowners have kept their properties, and in most cases improved them through additional landscaping and decor.

Mr. Shreve stated there had been suggestions from the general public that Habitat homeowners were not good for family neighborhoods because they tend to generate excessive calls to their local police departments.

Mr. Shreve informed Council of a "provision" recorded with all loan documents associated with Habitat mortgages, as well as, with the property's deed recorded with Campbell County.

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Mr. Shreve shared with Council what the fore-mentioned provision states:

“Should there be any activity in the home or on the property that constitutes the nature of a “Public Nuisance” or illegal activity, or should the homeowner fail to maintain their property in a neat and orderly fashion, Habitat for Humanity may implement sole discretion to consider the note (loan), secured by a Deed of Trust for the property, due and payable in full; and Habitat may proceed with foreclosure of the property, if not paid in full within thirty days of the Notice of Default.”

Mr. Shreve stated he had not yet had the chance to discuss the matter with the current Altavista Police Chief, Tommy Merricks, but stated he did inform Altavista’s past three Police Chiefs of the provision regarding a Habitat homeowner’s responsibility to properly maintain their homes and without any unlawful incidents.

Mr. Shreve stated if an issue arises, Habitat asks that the Altavista Police Department inform them of the matter. He informed Council that Habitat for Humanity has a “Family Sponsor Committee” that will work with families to help resolve domestic, or any other, problems they may be having. He stated they encourage Habitat homeowners to be a positive asset to their community.

Mr. Shreve referenced the rezoning request by Habitat regarding the 3rd Street property. He stated the original request, as previously mentioned by Ms. Williams, was for four homes to be built on the 3rd Street property/project site.

Mr. Shreve stated, after further review of the 3rd Street Site Plan, Habitat considered input from their site supervisor, county surveyor, and town representation, and has reconfigured the site plan to only include three homes, rather than four, and each driveway will be accessed from 3rd Street, rather than Hughes Avenue, which fully meets all town codes and ordinances.

Mr. Shreve concluded his presentation and asked that Council consider approving Habitat’s request to rezone the fore-mentioned portion of 3rd Street to residential property. He reminded Council the property was in the town’s Comprehensive Plan as being rezoned as such. He stated, if the request was approved, it would add three more citizens and their children to the Town of Altavista.

Mayor Mattox thanked Mr. Shreve for his time and for attending the meeting in representation of the Altavista Area/Campbell County Habitat for Humanity.

Mayor Mattox opened this public hearing at 6:40 PM.

Mayor Mattox referenced the “sign-up sheet” regarding the public hearing for this matter and asked if the individuals named on the sheet would like to speak at that time.

Mr. Carmen Perri, 217 Indigo Run, Leesville Lake, came before Council on behalf of the Altavista Area Habitat for Humanity. Mr. Perri informed Council he was a Habitat Site Supervisor/Project Manager for twenty three Habitat homes during a twelve year period, and is currently a member of the Campbell County Board of Zoning Appeals.

Mr. Perri referenced a comment made by Mr. Shreve regarding some town resident assumptions that Habitat homes bring down the value of the adjacent homes in their neighborhood. Mr. Perri stated, after being a part of Habitat for many years and hearing this statement himself from area residents, he decided to investigate whether there was any truth to that assumption.

Mr. Perri shared with Council a report he compiled in 2015 to compare the “assessed value” of approximately sixteen Habitat homes that had been built in the Altavista area at that time and the existing homes directly adjacent on all four sides of those homes.

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Mr. Perri stated the result of his study showed that newly built Habitat homes had an approximate 160% caparison “value” to the existing homes around them. He stated he felt Habitat homes have had a positive effect to the neighborhoods they are built in.

Mr. Perri stated he enjoyed volunteering for an organization that he could actually see how his work had positively impacted the neighborhoods of Habitat homes, the town, and the community. He stated he would always be grateful for the opportunity Habitat for Humanity gave him; to be an instrumental part of providing clean, affordable housing to individuals that would otherwise not be able to obtain that for their family.

Mayor Mattox thanked Mr. Perri for his presentation and for his service to the Altavista community during his time with the Altavista Area Habitat for Humanity.

At that time, the next citizen that signed up to speak came forward to address Council.

Mr. Jeff Richfield, 1022 7th Street, Altavista, thanked Council for the opportunity to express his gratitude for Habitat for Humanity.

Mr. Richfield shared aspects of his previous place of residence located in Gretna, a town adjacent to Altavista. He stated the home had multiple water leak issues and high heating costs due to little to no insulation. He stated he was a single father and wanted to do better for his daughter, but didn’t know how he could at that time.

Mr. Richfield stated someone told him about the Habitat for Humanity organization so he applied for their assistance. He stated the process took over a year, but he was finally accepted and was able to buy a home for himself and his daughter through Habitat.

Mr. Richfield stated he really enjoys living in the Town of Altavista and being a part of the Altavista community. He stated he was an active member of the local YMCA and his daughter has graduated from Faith Christian Academy and was now attending Liberty University.

Mayor Mattox thanked Mr. Richfield for attending the meeting/public hearing and stated the town was happy to have him as part of the community.

At that time, Mr. Gregory Bonds, 1114 4th Street, Altavista, came before Council.

Mr. Bonds stated, after his daughter’s passing a few years ago, he and his wife were faced with adding to their household by taking in their grandson. He stated the Habitat organization had been very good to his family.

Mr. Bonds stated he felt Habitat homes were well built and are an asset to any neighborhood they are built in. He shared his favor in the town allowing Habitat to build three homes on 3rd Street, which is one street over from his (Habitat) home.

Mayor Mattox thanked Mr. Bonds for attending the meeting and for his comments.

Mayor Mattox called the last person that signed up to speak at this public hearing.

Mrs. Ellyn Cox, resident of Hurt, Va. (adjacent town to Altavista) and the property owner of 1313 3rd Street, Altavista, addressed Council at that time.

Mrs. Cox informed Council that the property in question for Habitat’s request, her 1313 3rd Street property, and some of the surrounding properties in the immediate vicinity, were all a part of her family’s previous farm approximately seventy years ago, so she was very familiar with the area.

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Mrs. Cox reminded Council that 3rd street was currently zoned “commercial” because of its multiple businesses and industry (BGF) in that particular area of town.

Mrs. Cox stated, with commercial businesses and industry located so closely to the property pertaining to the rezoning request, she did not feel it was a safe environment for families with small children due to the high traffic from those businesses.

Mrs. Cox stated she was not in favor of Habitat’s request for rezoning and building additional homes on the requested property of 3rd Street.

Mayor Mattox thanked Mrs. Cox for input on this matter and for attending the meeting.

Mayor Mattox closed the public hearing at 7:02 PM.

Mayor Mattox asked Council if they had any questions regarding the rezoning request.

Mr. Mitchell referenced a report recently given to Town Council by the Altavista Economic Development Committee regarding the town’s current economic condition. He stated one of the items in that report was an assessment of the town’s available housing, which was found to be “lacking” in all neighborhoods and economic aspects.

Mr. Mitchell shared his favor in approving Habitat for Humanity’s rezoning request, which would add to the much needed housing in town. He stated it was also his desire to see all of the homes in the same 3rd Street area to eventually be rezoned residential and not commercial.

Mr. Emerson stated he was not against the Habitat for Humanity’s organization as a whole, because he felt as they did, that a person should help another person when they have the chance and are able to do so. He stated, however, he was unsure if he agreed with their 3rd Street rezoning request due to the high volume of traffic that already runs through that area from “town operated” vehicles and commercial businesses.

Mr. Emerson stated, at that time, he was “on the fence” (unsure) whether he would support Habitat’s rezoning request or not.

Mrs. Dalton stated she felt Habitat for Humanity was a wonderful organization that she has supported for many years, and would continue to do so.

Mrs. Dalton stated, however, she was not in favor of their 3rd Street rezoning request.

Mayor Mattox shared his appreciation for the Altavista Area Habitat for Humanity. He stated they have done great work for the Altavista community and he had personally seen the “product” of their work many times.

Mayor Mattox stated, if you take “Habitat for Humanity” out of the equation, he was not in favor of rezoning any part of 3rd Street (Altavista) from industrial to residential.

Mayor Mattox stated he felt the area in question and the commercial area adjacent to it and along the river, had changed considerably over the past few years as being more suitable for commercial/industrial use.

Mayor Mattox referenced the Brownfields Project the town was currently in the process of implementing to help clean up the old Lane Company property, which would mean that area would be growing even more in the direction of commercial and/or industrial.

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Mayor Mattox stated he supported Habitat for Humanity building additional new homes in the Town of Altavista. He stated, if their rezoning request was approved, he would support them 100 percent, and if their request was denied, he hoped they would be able to find another suitable location in Altavista to build on.

Mr. Higginbotham referenced the Altavista Planning Commission. He stated it was the Planning Commission's responsibility to investigate, evaluate, and determine which zoning option was best suited for each location/area within the town.

Mr. Higginbotham also referenced the Future Land Use Map from Altavista's Comprehensive Plan, which shows the property in question as desired by the town to be zoned residential. He stated, after taking the map into consideration, the Planning Commission had voted 4-0 in favor of Habitat's request.

Mr. Higginbotham stated in every locality there are commercial businesses and/or industries bordering residential areas. He stated it was nice when there can be a street to divide those two areas, and in this case, 3rd Street would be that division.

Mr. Higginbotham stated the Planning Commission had done their due diligence with this request and he felt Council should consider approving their recommendation.

Mr. Higginbotham stated he felt Habitat for Humanity was a "phenomenal" organization and a great asset to the community. He shared his favor in supporting Habitat's rezoning request.

Mr. George stated, as a member of the Altavista Planning Commission, he assured Council they evaluated both zoning options in determining their recommendation.

Mr. George asked, if Habitat's rezoning request was approved, would the entire area or block be rezoned residential, or only the property in question.

Mr. Coggsdale, the Town Manager, answered Mr. George stating, if approved, only the property Habitat intends to build on would be rezoned from industrial to residential.

Mr. Bennett thanked the Habitat for Humanity representatives and all of the town citizens that attended the meeting that evening to give their input on this subject matter.

Mr. Bennett referenced the fact that 3rd Street was currently zoned industrial and the existing homes on the street being under the same zoning. He stated, if Habitat's request was approved to rezone a portion of the area from industrial to residential for the purpose of building new homes, he felt existing home owners should have the same option to do so.

Mr. Bennett also referenced a statement made by Ms. Williams during her presentation that evening representing the Altavista Planning Commission, "Land will tell you how it wants to be developed". He reminded Council there had not been any interest in building additional homes in the 3rd Street area over the past several years, but the area had seen substantial commercial and industrial growth.

Mr. Bennett stated he agreed the Town of Altavista needs more available housing, but the town also needs additional jobs for its citizens. He shared his favor with the fore-mentioned 3rd Street property in question to remain zoned as industrial/commercial.

Mrs. Dalton, seconded by Mr. Bennett, motioned to deny the request by Habitat for Humanity to rezone a portion of 3rd Street, Altavista from industrial to residential.

Mayor Mattox asked Council if they had any additional comments regarding this item.

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Mr. Mitchell stated he would like to point out there were multiple homes already existing in the 3rd Street area of town the request was pertaining to.

Mr. George stated whether the current request was approved or not, it would not change what the current zoning is (industrial) in that area. He stated, therefore, if something happened to any of the existing homes, the homeowners would not be able to rebuild their home on their property.

Mr. George asked Mr. Eller if there was something that could be done to change that.

Mr. Eller stated the current Town Zoning Ordinance states: if a home was built in an industrial area before the area was zoned industrial, the homeowner would have the right to “restore” their home in the case of a fire if the home was only damaged less than 50%. He stated, if the home was damaged more than 50%, it could not be rebuilt.

Mr. Eller reminded Council they had the authority to amend an ordinance if they deemed it viable for the town.

Mr. George shared his favor with Council evaluating and considering the rezoning of the 3rd Street area of town.

Mr. Bennett stated he respected the evaluation and recommendation from the Altavista Planning Commission, but stated their recommendation was just that, “a recommendation”. He stated Council meetings were a time and place for Town Council to consider all input and recommendations, and it was ultimately Council’s responsibility to determine the best and most viable option for the Town of Altavista.

There were no additional comments from Council.

Motion was overruled by vote of Council.

Vote:	Mr. Wayne Mitchell	No
	Mr. Tracy Emerson	No
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	No
	Mr. Timothy George	No
	Mr. Reggie Bennett	Yes

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to accept the Altavista Planning Commission’s recommendation to approve the Altavista Area Habitat for Humanity’s request to rezone a select piece of property on 3rd Street in Altavista from its current industrial zoning to their desired (R2) Residential, so they may move forward with building three new homes on the said property.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	No
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mayor Mattox thanked all of the town citizens and Habitat representatives that attended the meeting and public hearing that evening regarding this matter.

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- Consideration of Sale of Public Property – 1502 Avondale Drive

Mr. Coggsdale referenced an agreement the Town of Altavista entered into five years ago with Select Air for lease of the property located at 1502 Avondale Drive. He stated the agreement offered Select Air an option to purchase the said property at the end of their lease term.

Mr. Coggsdale stated, at that time, Select Air had opted to exercise the “Option to Purchase” and the Town of Altavista and Select Air had executed an amended agreement, setting forth the terms.

Mr. Coggsdale stated, pursuant to State Code: Section 15.21800 and 1802, the Town of Altavista is required to conduct a Public Hearing when considering the disposal of (selling) town-owned property. He stated, thereafter, the town would then have the authority to dispose of said property if they desired to do so.

Mr. Coggsdale informed meeting attendees, at that time, Town Council would be conducting a Public Hearing in regards to disposal of 1502 Avondale Drive to Select Air per the amended agreement. He stated, following the public hearing, Town Council could consider whether or not to proceed with the disposal of said property, as outlined in the amended agreement.

Mayor Mattox opened this public hearing at 7:19 PM.

Mayor Mattox asked if there were any citizens attending the meeting that would like to address Council concerning this matter.

Mr. Carmen Perri, 217 Indigo Run Leesville Lake, came before Council and suggested relocating the Altavista Public Works Department to the 1502 Avondale Drive location. He suggested developing Public Works current location, off 3rd Street, as commercial property, possibly housing multiple small businesses and retail shops.

Mayor Mattox thanked Mr. Perri for his time and his input on this matter.

Mr. Higginbotham referenced the 1502 Avondale Drive property. He stated, when the Altavista Armory vacated the property, the building sat empty for many years and developed several maintenance and structural issues.

Mr. Higginbotham stated, when Select Air showed interest five years ago in leasing the property, and conducting the much needed maintenance on the building themselves as part of the agreement, the town felt the opportunity was a viable option.

Mayor Mattox closed this public hearing at 7:28 PM.

Mr. Higginbotham, seconded by Mr. Emerson, motioned to adopt the Town Ordinance authorizing the Town Manager to implement the (amended) Sale Agreement between the Town of Altavista and Select Air for the 1502 Avondale Drive property.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

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9. New Business

a. Public Nuisance Hearing – Re: 1004 10th Street

Ms. Sharon Williams, Altavista's Community Development Director, presented Council with the information pertaining to this Public Hearing. She informed Council the property in question, 1004 10th Street Altavista, was owned by Ms. Barbara Loving.

Ms. Williams shared with Council some of the violations associated with the property:

- A shed placed in the front yard is a zoning violation
- An "inoperable" vehicle (expired tags & inspection) on the property
- Debris and old tires remain located on the property after repeatedly being asked to remove the items

Ms. Williams stated the shed located in the front yard of said property is in direct violation of Altavista's Zoning Ordinance due to setback restrictions.

Ms. Williams informed Council the issues and violations at 1004 10th Street had been going on since 2018. She stated the previous Assistant Town Manager took the homeowner to court regarding the shed violation, but the homeowner has yet to correct the violation and now has other violations concerning her property.

Ms. Williams stated, at that time, Town Staff was recommending Council hold a Public Hearing, after doing so, to consider deeming the property a "public nuisance" and giving the homeowner a timeframe to comply or further legal action will be taken.

Mayor Mattox opened the Public Hearing regarding 1004 10th Street Altavista at 7:34 PM.

Mayor Mattox asked if there were any citizens attending the meeting that wished to address Council regarding this matter, to which there were none.

Mayor Mattox closed the Public Hearing at 7:35 PM.

Mayor Mattox asked Council if they had any questions regarding this item, to which there were none.

Mr. Higginbotham, seconded by Mr. George, motioned to accept Town Staff's recommendation to declare the misplaced shed and inoperable vehicle located on the property at 1004 10th Street Altavista a "Public Nuisance". He stated the motion included a thirty (30) day timeframe for the homeowner to comply or the vehicle and the shed will be removed from the said property.

Mr. Mitchell reminded Council that staff had initially asked for a "fourteen day" timeframe in which the homeowner would have to comply.

Mr. Higginbotham asked Mr. Eller if fourteen days was a sufficient amount of time to offer the homeowner to correct the violations.

Mr. Eller stated the homeowner would have thirty days from the time of the violation notification to appeal to the Board of Zoning Appeals.

Ms. Williams stated the homeowner had recently been given a violation notification in May 2020 and again in June notifying them of this Public Hearing. She stated the thirty day appeal timeframe had passed, which allows the town to move forward with legal action.

Mr. Mitchell suggested the thirty day timeframe be changed to a fourteen day timeframe in Mr. Higginbotham's motion.

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Mr. Higginbotham accepted Mr. Mitchell's suggestion and amended his motion to state the homeowner at 1004 10th Street would have fourteen days from the date of the Public Hearing to correct their property violations or the Town of Altavista would take further legal action and remove the shed and inoperable vehicle from the property.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

At that time, Town Council discussed options with the Town Manager for items to address that evening and items that could be placed on a future "continued meeting" agenda.

There was a consensus of Council to address Section 9, items b, d, and e; and to place all remaining items from the July 14th agenda on a future meeting agenda.

b. AOT Main Street District Expansion Request

Background:

Altavista On Track desires to expand the boundaries of the existing Main Street District. They are seeking Town Council's authorization to apply to the Department of Housing and Community Development (DHCD) Virginia Main Street Program for the expansion.

Mr. Coggsdale informed Council that Reverend Ed Soto, AOT President, and Mrs. Kirsten Aherron, AOT Main Street Coordinator, were both available at the meeting if Council had any questions regarding AOT's request.

Mayor Mattox stated Council understood the aspects of what AOT was trying to accomplish by expanding the Main Street District. He stated the expansion and outreach would be an asset to the town.

Mayor Mattox asked Council if they had any questions regarding this item, to which there were none.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve Altavista On Track's request and authorize them to apply to the Department of Housing and Community Development, Virginia Main Street Program for approval to expand Altavista's Main Street District.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

c. CARES Act Funding

Consensus of Council to consider this item at a future meeting.

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d. Consideration of Project Award – Riverview Sewer Line Project

Mr. Tom Fore, Altavista Public Utilities Director, and Councilman Higginbotham both addressed Council concerning this item.

Mr. Fore asked Council to consider allowing John Eller, Town Attorney, to review the town's insurance policy pertaining to this project.

Mr. Higginbotham gave Council a brief overview regarding the reasoning behind the request. He stated the project consisted of removing and demolishing 330 LF of existing aerial 10" gravity sewer under railroad box culvert and existing wooden piers, jack and bore approximately 173 LF of 20" steel casing pipe under existing railroad easement, and install 277 LF of ductile iron sewer pipe and related appurtenances.

Mr. Higginbotham stated, due to the intense process and liability exposure of this project, Dewberry, Town Engineer Consultants, suggested the Town of Altavista obtained a Railroad Protective Insurance Policy, to which they did.

Mr. Higginbotham stated, with this project involving a "third party" during the construction process, Mr. Fore suggested, and Mr. Higginbotham concurred, the town should consider allowing Mr. Eller to review the fore-mentioned insurance policy to ensure the town would be covered in case the third party accidentally destroyed any railroad property, such as train tracks in the vicinity of the project, which could ultimately derail a train.

Mr. Higginbotham stated he felt the Railroad Protective Insurance Policy should be reviewed before awarding the construction contract that would move the project forward.

There was a consensus of Council to place this item on their July 28th Work Session Agenda for further discussion and consideration.

e. Consideration of Project Award – Dalton's Landing Canoe Launch Project

Background:

This project includes a canoe/kayak launch and paved parking along the Staunton River off Rt. 43 (Bedford Highway). The Town received a Department of Conservation and Recreation's (DCR) Recreational Trails Program (RTP) grant for a portion of this project. The Town obtained a "recreational easement" from Mr. Larry Dalton for construction of the canoe launch in 2017; as the Town has been working on this project since 2015. The Town has received donations in the amount of \$77,500 towards this project. The RTP grant application in 2018 projected the total project cost of \$373,100; with approximately \$81,000 of the total having been spent, accordingly we applied for 80% of the remaining total (\$299,000) and received \$236,700. This left a match, based on the estimated project construction cost of \$62,300. The Town has allocated and earmarked funds for this project over the years, with the total of local funds reaching \$420,800. At this time, the Town has funds in the amount of \$343,900 remaining in Reserves earmarked for this project

Two bids were received on July 2, 2020 for the project and the engineer has evaluated the bids. The apparent low bid for this project was submitted by Counts and Dobyns with a base bid of \$412,670 and a total lump sum bid with unit prices of \$435,420. The unit prices cover Removal and Replacement of Unsuitable Soils, Trench Rock, and/or Mass Rock. There are certain number of units provided for in each of these categories; any requirement above those quantities would result in additional costs. In addition there are engineering costs in the amount of \$5,000 left to be paid. Based on the grant funds for construction of \$236,703.20; the Town will need to allocate \$203,716.80 in order to award the contract to the apparent low bidder and cover the remaining engineering costs.

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This will leave \$140,183.20 in Town Reserves for additional items (previously approved by Council), including a gate and signs on site, and any other items that may be needed.

Mr. Coggsdale stated, at that time, Town Staff recommended that Town Council award the construction contract for the Dalton's Landing Canoe Launch to the lowest bidder, Counts and Dobyns, in the total amount (including unit prices) of \$435,420.

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding this item, to which there were none.

Mr. Emerson, seconded by Mr. Mitchell, made a motion to accept Town Staff's recommendation and award the bid contract for the Dalton's Landing Canoe Launch Project to Counts & Dobyns in the amount of \$435,420.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Abstain
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Abstain
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

f. APD Traffic Safety Enhancement

Consensus of Council to consider this item at a future meeting.

10. Unfinished Business

- a. Updates:
 - i. Shreve Park Bridge
 - ii. English Park (Eagle Trail) Overlook
 - iii. Transient Occupancy Tax (Hotel/Motel)
 - iv. VDOT SmartScale Application
 - v. USDA Innovative Center Grant

Consensus of Council to move this section of tonight's agenda to a future meeting.

11. Reports and Communications

Town Manager's Report for the July 14, 2020 Council Meeting

Any updates since the last Council meeting are in *Italic* at the end of each item...

PROJECTS/ITEMS

COVID-19 Pandemic response: Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council's recent direction. AOT has issued "relief checks" to businesses that applied and were eligible. *Staff is working with Campbell County and seeking input in regard to potential allowed uses for the CARES Act funding.*

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works the work on this project will begin early April. Contractor is on site and sidewalk is being laid out and poured. Completion date is projected May 29, 2020. *The sidewalk has been completed; the only remaining item is planting shrubs along Woodland Avenue (alley); this will be completed in the fall based on more favorable planting times.*

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15th. *Council has provided direction to staff regarding floor improvements. When received, quotes will be presented to Council for consideration. In addition, staff is gathering additional information on shade structure options for the exterior area behind the building and off the stage.*

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. *Bids were received on July 2nd and consideration of award is on tonight's agenda.*

Personnel Recruitment:

Main Street Coordinator: Staff is working with AOT representatives to move this process forward to the interview stage. *Position has been filled.*

Assistant Town Manager: Staff has posted the job on the VML website and requested that an advertisement run in the News & Advance the next two Sundays. In addition, staff will find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. *Interviews for ATM position are ongoing.*

Eagle Trail Overlook/Observation Deck: Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham is reaching out to local Boy Scout troops pertaining to participation with this project. *The Public Works Crew and Mr. Higginbotham have completed the exploratory work on the overlook concrete pad. Update to be provided by Mr. Higginbotham at the July 14, 2020 Council meeting.*

Melinda Tank Pressure Zone Improvements For the status of this project, see the current Woodard & Curran Update.

Clarion Road Control Valve Improvements For the status of this project, see the current Woodard & Curran Update.

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Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion Inspection scheduled for Friday May 8th. *For additional information, see the current Hurt & Proffitt Update.*

Trail Project (mausoleum area): Staff is working on getting quotes for signs. Vendor is working on the design/sample of the signs. *This item has been delayed due to unforeseen circumstances. Staff is working to address the situation.*

WWTP Phase 1 Electrical Design: Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see weekly Peed & Bortz Project Status Report. *For additional information on Phase I, see page 1, Phase II see page 6, and for Phase III see page 7 of Peed & Bortz's update.*

WWTP Clarifier #1 Project: For update, see the current Hurt & Proffitt Status Report.

WWTP Emergency Overflow Pond (DEQ): *Staff is currently working on an update to DEQ.*

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority. Awaiting on response TO SRRIFA in regard to the negotiated withdrawal agreement. Greg Haley has provided staff with a settlement agreement that will be discussed with Council at their May 12, 2020 meeting. Information in regard to Council's approval of the settlement agreement has been provided to the SR RIFA's legal counsel. *Settlement agreement has been executed and check sent to SR RIFA. Town has officially withdrawn from the SR RIFA.*

Brownfields Grant Program: Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an applications for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. *Staff is completing the paperwork associated with the grants.*

SolSmart Solar Community Designation: Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September 5th. Town Staff continues to work on completing all necessary steps and submitting information for the designation process. *The SolSmart application for "Bronze Designation" has been submitted.*

Main Street Sidewalk Extension Project (VDOT TAP): Council approved staff to proceed, in conjunction with the Central Virginia Planning District Commission, on the VDOT "Transportation Alternatives Program" grant application. Scott Smith, CVPDC, has submitted a VDOT TAP grant application to VDOT for this project.

Lynch Creek Sewer For the status of this project, see current Hurt & Proffitt Status Report.

WTP Filter Rehab Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 11 of Peed & Bortz's update.

WWTP Aeration Project For the status of this project, see weekly Peed & Bortz Project Status Report. See page 10 of Peed & Bortz's update.

Riverview Sewerline Replacement Project For the status of this project, see weekly Dewberry Project Status Report.

McMinnis Waterline Replacement Project For the status of this project, see weekly Hurt & Proffitt Status Report.

Altavista Parks and Trails (APT) Master Planning/ Project Implementation: The Splash Pad and Playground improvements opened in mid-September and the Splash Pad closed in early October and will reopen May 2020. Staff continues to work with the Recreation Committee on the implementation of the APT Master Plan.

Streetlight (Decorative) LED Head Conversion Project: Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year. The purchase of the new light heads for Phase 2 are included in the draft FY2020 Budget. The portion of the project in FY2019 is mostly complete. Phase II is underway and 8 new decorative heads have been installed. *Phase III is in FY2021 budget.*

APD Firing Range Improvements (McMinnis Spring area): Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project, Public Works is evaluating a schedule to complete this project. Staff has completed tree and stump removal for the area and grading has resumed. *Completion date has not been determined because we are only working on this project as a fill in as we have available time.*

Chemical Storage Building (Public Works): Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. The contractor has dug the footers, poured the foundation, and are forming up the retaining walls. The building has been ordered and should be delivered in late March. Engineer and Contractor are working with the building subcontractor to remedy issues with the patched cover, cover overhang at the wall and other minor issues. Anticipate scheduling replacement of the cover and fixing other issues. Backfill of the walls after building erection. Stabilization of disturbed area. Substantial completion punch list. Substantial completion 14th of May 2020, Final Completion June 13, 2020. *For the status of this project, see page #2 of the Weekly Peed & Bortz Project Status Report.*

Farmer's Market Shade Improvements: Staff is finalizing a design to retrofit the existing vendor stalls to provide shade and cover from the elements. Staff has created a pro-type for this and it will be placed at the Trade Lot. *Work has begun on a third and fourth stand.*

Town of Hurt Solid Waste Collection Services: *Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route.*

Utility Financing: Town staff has completed the bank loans for the utility financing. Staff continues to work on the Virginia Clean Water Revolving Loan (VCWLF) borrowing with completion of the project design being the next benchmark.

Utility Discount Program: Town Council approved the development of a Utility Discount Program based on the recent legislative action by the General Assembly. Staff will have the necessary applications and informational items ready to begin this program in the next month. *The program will be effective with the billing period that begins December 1, 2020; the first quarterly bill that will be impacted will be due in April 2021.*

Shreve Park Playground Equipment Replacement: The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8th, receive new equipment on January 16th, installing new equipment on January 16th, project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. *Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.*

English Park Passive Area (Large Field Trail): Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Town Manager before presenting to Council. *Council discussed this item at their May Work Session. Town Staff is gathering additional information.*

VDOT PROJECTS (Non-Town Funds)

VDOT Rt. 29 Bridge Replacement Project Update: Project continues to proceed. Town has received the lighting agreement related to this project from VDOT.

Main Street & Broad Street Pedestrian Accommodations (VDOT Project): Work is continuing at a slow pace, as the contractor is waiting on some components. It is the Town's understanding that this project is substantially complete.

Main Street (Rt. 29 Business) & Lynch Mill Road Right Turn Lanes (VDOT Project): This is a VDOT project through the SmartScale Program. VDOT started to develop this project in mid-2016 (FY2017) and is currently in the process of completing the purchase of Right of Way. It is anticipated this project will go out to bid in August 2019 with construction beginning in November 2019. The original project cost estimate was \$2,370,161.

12. Matters from Council

There was a consensus of Council to move this item to a future meeting.

13. Closed Session

CLOSED SESSION

DATE: Tuesday July 14, 2020

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Town Council Appointment)

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

A motion was made by Mr. Higginbotham, seconded by Mr. Emerson.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice-Mayor Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mrs. Dalton left the Council meeting at 7:40 PM and did not attend closed session.

Town Council convened in closed session at 7:42 PM.

Notice was given that Town Council was back in regular session 8:25 PM.

FOLLOWING CLOSED SESSION:

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

Council Regular Meeting July 14, 2020

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 Town Council that such closed meeting was conducted in conformity with Virginia law;

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Following closed session:

Mr. Emerson, seconded by Mr. George, motioned to authorize the Town Manager and the Town Attorney to execute, on behalf of the Town of Altavista, all documents required to complete the purchase of property located at 524 and 528 Main Street (Tax Parcels 83A-11-15-20 and 83A-11-15-21) from Dr. David West, in the amount of \$265,000, in accordance with the Contract of Sale.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Abstain
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

At that time, Council considered whether to place all remaining agenda items on their July 28th Work Session, or to hold a "continued meeting" the following Tuesday in order to consider/address the remaining items and complete the agenda.

Mr. Coggsdale informed Council the July 28th Work Session Agenda was already full of other items that needed Council's consideration.

Mayor Mattox suggested continuing that night's meeting on the following Tuesday.

Mr. Emerson, seconded by Mr. Mitchell, motioned to continue the July 14, 2020 Council Meeting on Tuesday, July 21st at 6:00 PM in order to consider the remaining agenda items specified on the July 14th agenda. The Riverview Sewer Line Project will also be addressed at the July 21st meeting, not at Council's July 28th Work Session as previously stated.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council Regular Meeting July 14, 2020

14. Adjournment

Mayor Mattox asked if there was anything else to bring before Council or any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 8:47 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

...Council Continued Meeting July 21, 2020

A continuation of the July 14, 2020 Council Meeting for the Altavista Town Council was held in Council Chambers at 510 Seventh Street on Tuesday, July 21, 2020 at 6:00 p.m.

- 1. Mayor Mattox called the meeting to order and presided.

Council Members

Present: Mayor Michael Mattox
Mr. Reginald Bennett
Mr. Timothy George
Mr. Wayne Mitchell

Mr. Emerson joined the meeting at 6:15 PM.

Staff present:

Mr. J. Waverly Coggsdale III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

- 2. Agenda Adoption
- 3. Closed Session

DATE: Tuesday July 21st, 2020

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Appointments and Assistant Town Manager)

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

The motion was made by Mr. George, and seconded by Mr. Mitchell.

Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Michael Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Council went into closed session at 6:02 PM.
Council was back in regular session 7:57 PM.

FOLLOWING CLOSED SESSION:

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

...Council Continued Meeting July 21, 2020

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 the town council hereby certifies, 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.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Michael Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

At that time, 8:00 PM, Vice-Mayor Dalton joined the Council Meeting by phone.

4. New Business

a. CARES Act Funding

Mr. Coggsdale informed Council that Campbell County had recently been awarded \$4,788,505 in Federally-issued CARES Act funding in relation to the COVID19 pandemic.

Mr. Coggsdale stated, based on population, the Town of Altavista would be receiving 6% of that total (\$297,160.39) through Campbell County. He stated the CARES Act requires the funds only be used to cover expenses that:

- are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID19)
- were not accounted for in the budget most recently as of March 27, 2020
- were incurred during the period that begins March 1st and ends December 30, 2020.

Mr. Coggsdale stated any funds not spent by December 30, 2020, must be returned.

Mr. Coggsdale informed Council that Campbell County had earmarked their funds for three different areas:

- Broadband/Phone
- County Operation Reimbursements
- Business Disruption Reimbursements

Mr. Coggsdale stated, in discussions with Frank Rogers, Campbell County Administrator, Altavista’s businesses would be covered under the County’s “Business Reimbursement Program”, which was currently seeking applications via online.

Mr. Coggsdale shared with Council the online link to the Business Reimbursement Program (<http://www.campbellcountyva.gov/CivicAlerts.aspx?AID=373>).

Mr. Coggsdale stated, at that time, staff was seeking potential programs/projects for utilizing the available funds that would be consistent with requirements of the CARES Act.

Mr. Coggsdale informed Council, due to the short timeframe to utilize the funds, staff had reached out to COMCAST to establish their potential interest in regards to upgraded internet to support “tele-working” and “distance learning”, should Council be interested.

...Council Continued Meeting July 21, 2020

Mayor Mattox asked the Town Treasurer, Tobie Shelton, if the town would be looking at a loss in revenue due to the COVID19 pandemic.

Mrs. Shelton stated, at that time it would be hard to say, because she had not yet closed fiscal year 2020, due to the town still receiving revenue (payments) that was related to that time period.

Mr. Coggsdale informed Council the town could not use CARES Act funding to offset a loss of revenue. He stated, however, if the town incurred expenses due to COVID19, it could use CARES Act funding to cover those expenses.

Mr. Mitchell asked if the town could utilize the CARES Act funds for broadband services at the Innovative/Co-working Space.

Mr. Coggsdale stated he was not sure of the answer to Mr. Mitchell's question, but would investigate the possibility of doing so.

Mr. Coggsdale stated his presentation was "informational only" at that time. He asked Council to inform him of suggestions they had for potential items to utilize the CARES Act funding, and he would investigate each item to ensure they "fit under the umbrella" of requirements set forth by the Federal Government/CARES Act Funding Program.

b. Altavista Police Department (APD) Traffic Safety Enhancement – School Zones

Background:

APD Chief Merricks has explored several different traffic safety items in regards to enhancing the safety measurements in Altavista's school zone areas:

- School Zone/Speed Radar Cameras - available to Virginia, effective July 1, 2020.
- MPH Speed Warning Signs - an item Town Staff has been discussing for some time now, in consideration for the main entry points into town.

Mr. Coggsdale stated Altavista Police Chief, Tommy Merricks, would be addressing Council that evening regarding this item.

Chief Merricks referenced the "School Zone/Speed Radar Cameras". He stated these cameras are new to Virginia Law Enforcement, which became available as of July 1st, 2020, because of the recent adoption of legislation (HB1442) by the Governor of Virginia.

Chief Merricks stated he felt the Altavista Combined School, located on Bedford Avenue, and the Altavista Elementary School, located on Lynch Mill Road, would benefit from having the cameras in place due to the high volume of traffic in both locations.

Chief Merricks informed Council that he had investigated a few companies/manufacturers that offer/install the School Zone/Speed Radar Cameras. He gave Council a brief overview of how the financial aspect of the camera system would work.

Chief Merricks stated most companies install the cameras at no cost to the locality. He stated the companies take their portion of revenue from any tickets the cameras my issue.

Chief Merricks informed Council that some of the companies do request/require a locality to commit to a contract with them for a specific length of time.

Chief Merricks referenced the fore-mentioned Speed Warning Signs. He stated, if placed at both the Bedford Avenue and Lynch Mill Road entrances into town, the cost would be approximately \$12,000.

...Council Continued Meeting July 21, 2020

Chief Merricks informed Council there may be DMV or other grants available for localities to help cover the cost of installing a Speed Warning Sign(s). He stated he had not found a grant for this project yet, but he would continue to investigate available options.

Chief Merricks stated some of the companies he looked at pertaining to the Speed Radar Cameras prefer to complete a “speed study” before committing to a contract with a locality. He stated it helps the company determine whether or not a camera would be beneficial in a locality’s specified/desired location.

Chief Merricks stated, at that time, he was seeking input and direction from Council if they would be interested in staff investigating this matter further and gathering additional information for Council’s consideration of one, or both, of the fore-mentioned items.

Mayor Mattox referenced his place of business being located on Lynch Mill Road, across from the Altavista Elementary School. He stated he has witnessed vehicles speeding through the school zone on multiple occasions.

Mayor Mattox stated he could not speak on the Bedford Avenue school zone, because he has not been in that area very much during school hours, but he shared his favor with the Speed Radar Cameras and the MPH Warning Signs being placed in both school zones. He stated he felt it may help deter drivers from speeding in those areas.

Chief Merricks stated he has directed traffic several times for the Bedford Avenue school zone. He stated there was a lot of traffic that comes through that area and he felt having a Speed Warning Sign and Speed Radar Camera in that school zone would be beneficial.

Mayor Mattox asked Council if they had any questions or concerns regarding this item.

Mr. Mitchell shared his appreciation for the Altavista Police Department and for everything they do for the town, town citizens, and the community.

Mr. Mitchell stated he felt adding the cameras would be more like “tax collection” than law enforcement. He stated he did not agree that the burden of cost for this item should be placed on town citizens or the state, when a “second party” company would be making money off of the tickets that would be issued by the cameras.

Mr. Mitchell stated he was also not in favor of Speed Radar Cameras taking the place of actual police officers monitoring/patrolling Altavista’s school zones.

Mr. Mitchell stated he would rather see the APD monitoring school zones, rather than monitoring Route 29. He stated that was a job for the State Police Department.

Mr. Mitchell referenced the Altavista Police Department’s new Chief, Tommie Merricks, had been working hard, since he came aboard, for the APD to develop a stronger “bond” with the community. He stated he felt having the cameras take the place of actual police officers monitoring the area would take away from those efforts.

Mr. Mitchell stated he felt having Altavista Police Officers monitoring the school zone areas would maintain a safer environment.

Chief Merricks reminded Council of the Altavista Police Department’s current number of officers on duty at one time. He stated it may not be possible to have an officer cover each school zone every day during the needed hours, especially if the town has other (criminal) situations happening at the same time.

...Council Continued Meeting July 21, 2020

Chief Merricks also referenced Mr. Mitchell's mention of the APD spending too much time patrolling Route 29. He stated the hours monitoring Route 29 has come down over the past few months in order to increase the time the APD Officers are in and around town.

Mr. Emerson, Councilman and Campbell County Sherriff's Captain, stated he felt it was very hard for any police department, including town, county, and state, to have constant patrol of every area that needs to be monitored.

Mr. Emerson referenced an incident that happened in front of the Mayor's business establishment a year ago, and stated he had witnessed first-hand the excessive speeding that takes place on Lynch Mill Road in the area of the Altavista Elementary School.

Mr. Emerson stated he felt Altavista should consider providing safe (walking and driving) school zones a priority, as part of the town's responsibility to maintain a safe environment for children to attend school.

Mr. Emerson stated he had also directed traffic, as Chief Merricks had mentioned, in front of the Altavista Combined School on Bedford Avenue. He stated there had always been heavy traffic flow in that area.

Mr. Emerson stated, with the APD having minimal officers on duty at one time, he felt using the fore-mentioned Speed Warning Signs and Speed Radar Cameras were both good options to help deter speeding through the town's school zones.

Mr. Emerson stated, now that they are approved for Virginia, he felt the Speed Radar Cameras and the Speed Warning Signs would both be utilized by localities more often.

Mayor Mattox reminded Council of the existing signs coming into town on Lynch Mill Road and Bedford Avenue that inform drivers of the speed limits of those two roads before they reach the designated school zones.

Mayor Mattox stated, if approved, a driver would pass a Speed Limit Sign first, and then the new Speed Warning Sign. He stated, if the driver has not heeded the warning of the first two signs by slowing down, the next safety item in place would be the Speed Radar Camera, which would accordingly issue the driver a ticket for excessive speeding.

Mayor Mattox stated the excessive speeding issue in the town's school zones needed to be addressed. He stated, if implementing a consistent monitoring system such as the warning sign and radar camera would help deter and/or decrease the speeding issue, he thinks the town should consider doing so.

Mrs. Dalton stated her support for both of the school zone safety enhancement options that Chief Merricks shared with Council.

Mrs. Dalton stated she was more in favor of a continuous "controlled system" of monitoring, such as the Speed Radar Cameras, than an "episode" driven system, such as occasional police monitoring. She stated she did not feel it would be as effective as a system that would constantly monitor the desired areas (school zones) for repeat speed offenses.

Mrs. Dalton informed Council she had seen this type of monitoring system in other geographical regions. She stated she agreed with Mr. Emerson's comment, that even though this option was just now available to Virginia, she felt the Speed Radar Cameras would be the most optimal choice for and by police departments in the future.

Mrs. Dalton shared her favor in allowing Chief Merricks to continue investigating the two fore-mentioned school zone safety options and bring back additional, more detailed, information to Council for further review and consideration.

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Mr. George asked Chief Merricks how much “leeway” the Speed Radar Cameras give a driver before issuing a speeding ticket.

Chief Merricks answered Mr. George stating the cameras were set not to issue a speeding ticket unless a driver was 10 MPH or more over the designated speed limit, which would be 25 MPH, in Altavista’s school zones.

Mr. George asked if a speeding ticket issued by the Speed Radar Camera would appear on an individual’s DMV driving record and/or their car insurance policy.

Chief Merricks reminded Council the Speed Radar Cameras were new to the State of Virginia, but as far as he knew, a speeding ticket issued by the camera would not go against an individual’s driving record or their vehicle insurance. He stated the speeding ticket would be considered a “civil penalty”.

Mr. Bennett asked, if approved, what happens if a Speed Radar Camera does not generate the amount of revenue expected by the company that installed the camera.

Chief Merricks stated each company he reviewed operated differently, but one of the companies stated their fee was taken from ticket revenue only.

Mr. Bennett shared his favor with both the Speed Warning Signs and the Speed Radar Cameras being placed at Altavista’s two school zones. He suggested, if approved, town citizens a prior notice of the new school zone safety system before it is fully implemented; and also educating town citizens of how the system will work.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding this item.

Mr. George asked if the town would receive any revenue that is generated from speeding tickets issued by the Speed Radar Cameras.

Chief Merricks stated he was unsure of the specifics in each company’s contract, but if Council desired, he would be glad to investigate the matter further.

Mr. George stated, if the town did receive revenue from the school zone safety enhancement system, and since the system would be installed specifically for the “school zones”, he suggested the town donate the generated revenue to both Altavista schools.

There were no additional comments from Council.

Mayor Mattox thanked Chief Merricks for bringing this item before Council and informing them of the Speed Radar Cameras being recently approved for school zones in the State of Virginia.

There was a consensus of Council to allow APD Chief Merricks to continue gathering additional information regarding the School Zone Speed Radar Cameras and the Speed Warning Signs for Council’s review and further consideration.

c. Riverview Sewer Line Project – Consideration of Award

Mr. Cogsdale reminded Council this item was referred from the July 14th Council Meeting in case further discussion was needed.

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Mr. Coggsdale also reminded Council of the information given to them at the July 14th meeting regarding this item:

BACKGROUND:

The project consists of:

- Removing and demolishing 330 LF of existing aerial 10” gravity sewer under railroad box culvert and existing wooden piers,
- jack and bore approximately 173 LF of 20” steel casing pipe under existing railroad easement,
- Install 277 LF of ductile iron sewer pipe and related appurtenances.

Bids were received by the Town on June 16th, 2020 to construct this project. The towns consulting Engineer, Dewberry, estimated construction cost to be \$197,000.00.

Only one bid was received to perform the work, which came from H.G. Reynolds Company, Inc. The bid amount received was \$198,462. This is \$1,462.00 above the Engineer’s estimate. Dewberry has recommended awarding the bid.

RECOMMENDATION: Staff has reviewed the Engineer’s recommendation and also recommends the project be awarded to H.G. Reynolds Company. Use unspent funds from the current borrowing to cover the project shortfall of \$14,962. \$5,000 may be needed for a Railroad flagman, should one be required during the bore portion of the project.

Mr. Coggsdale stated Mr. Fore, Altavista Utilities Director, was available if Council had any further questions or concerns regarding this item.

Mayor asked Council if they had any questions, or felt further discussion was needed regarding this item, to which there was none.

Mrs. Dalton, seconded by Mr. Mitchell, motioned to accept Town Staff’s recommendation and award the Riverview Sewer Line Project to H.G. Reynolds Company.

Motion carried.

Vote:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

5. Unfinished Business

a. Updates:

i. Shreve Park Bridge

Mr. David Garrett, Altavista Public Works Director, gave Council a brief update on this item.

Mr. Garrett informed Council that Mr. Higginbotham (Councilman) continues to work on the preliminary plans for the new pedestrian bridge, that will cross the creek going into Shreve Park’s playground area. He stated the current plan was to use steel beams for the underside of the bridge with a wood deck and handrails.

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ii. English Park Eagle Trail Overlook

Mr. Garrett informed Council of the recent progress that had been made. He stated broken concrete was removed, one section of foundation footers had been poured, and another section was prepped for the next section of footers later that week

Mr. Garrett stated the project was “challenging” due to trying to protect the existing concrete foundation, but the project was moving forward successfully at that time.

iii. Transient Occupancy Tax (Hotel/Motel)

Mr. Coggsdale referenced Council’s recent request for Town Staff to conduct a peer review of surrounding locality Transient Occupancy (Hotel/Motel) Tax Rates.

Transient Occupancy (Hotel/Motel) Tax Peer Analysis					
Community	Tax amount (%)	Annual Income FY 2019	Annual Income FY 2020	Is a "credit" given for the collection of the tax on the amount due?	Is any of the tax revenue earmarked for specific functions? (tourism, marketing, etc.)
Amherst (County)	5%	\$ 60,412	\$ 62,000	3%	General Fund
Amherst (Town)	5%	\$ 7,900	\$ 8,500	3%	General Fund
Appomattox (County)	5%	\$ 6,589	\$ 6,000	3%	General Fund
Appomattox (Town)	5%	\$ 79,839	\$ 68,918	3%	General Fund
Campbell (County)	2%	\$ 197,750	\$ 180,307	none	General Fund
	8% plus \$2 per room per night				
Danville (City)		\$ 1,374,163	\$ 1,100,000	none	General Fund
Farmville (Town)	7%	\$ 650,000	\$ 736,700	none	General Fund
Gretna (Town)	5%	\$ 28,000	\$ 37,000	2%	General Fund
Lynchburg (City)	6.5% plus \$1 per room per night	\$ 2,847,497	\$ 2,450,000	3%	The City has a complicated agreement with the Virginian Hotel which includes the Lodging Tax but no other agreements.
Orange (Town)	5%	\$ 1,531	\$ 139,190	3%	General Fund
Rocky Mount (Town)	7.5%	\$ 203,599	\$ 207,671	none	5% to Tourism, 2.5% to Branding
South Boston (Town)	5.5%	\$ 190,000	\$ 200,000	none	General Fund
Vinton (Town)	7%	\$ 1,800	\$ 1,500	none	General Fund

Mr. Coggsdale informed Council the FY2021 Budget included \$80,000 of revenue, based on Altavista’s current 5.5% rate from this tax, which is used for General Fund budget purposes.

Mr. Coggsdale stated, in order to generate this revenue, town businesses subject to this tax must generate a total of \$1,500,000 in receipts. He stated, at the \$1,500,000 level, the town generates approximately \$7,300 of revenue per .5% of tax rate (\$14,600 for each one percent). He reminded Council the town allows for a 3% discount from a business’s tax amount due, if turned in ahead of the deadline.

Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Mitchell asked the Town Manager, Waverly Coggsdale, what steps were needed for Council to move this item forward.

Mr. Coggsdale reminded Council this item/subject was “Council initiated”. He stated the presentation he shared was informational only at that point.

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Mr. Coggsdale stated it would be up to Council to decide whether or not they wanted to continue consideration of increasing the Transient Occupancy Tax Rate. He stated, if so, when they wanted the increase to be implemented, and accordingly, Council would need to decide what the town would use the additional revenue for.

Mr. Coggsdale reminded Council that cities and counties can only charge a certain level (rate) for Transient Occupancy Taxes, after that level, they are required to ask permission from the General Assembly to increase the tax further. He stated any revenue generated from said increase is required to be used for tourism purposes only.

Mr. Coggsdale stated “towns” are not obligated/required to do the same.

Mr. Coggsdale stated, since the FY2021 Budget had recently been adopted, there would be a lengthy process to implement a tax increase in 2021’s fiscal year, which would include a required Public Hearing.

Mayor Mattox stated, if Council did decide to increase the town’s Transient Occupancy Tax, and it was Council’s intent to use the increased revenue to “market” Altavista for tourism purposes, he felt the funds would be “properly spent” and “utilized for a good cause”.

Mr. Bennett asked what the current revenue from Transient Occupancy Taxes are being used for.

Mr. Coggsdale stated the said revenue was currently being placed in the town’s General Fund for budgeting purposes.

Mr. Mitchell asked what the economic impact would be if an increase was implemented.

Mr. Coggsdale stated, for every “one percent” the tax rate is increased, the annual revenue would potentially increase by \$14,600.

Mayor Mattox asked Council for a decision on this matter, whether to move forward with the process of implementing an increase to be effective in the 2021 fiscal year, or continue discussion, evaluating, and consideration of this matter for potential implementation with the next fiscal year’s budget.

Mr. Bennett stated the Town of Altavista had previously thought that Campbell County would take care of marketing the town, but unfortunately that had not happened. He stated he felt it was up to the town to take on the task of doing so.

Mr. Bennett suggested, before Council made a final decision to increase the fore-mentioned tax rate, allowing staff to gather information/options pertaining to the cost of marketing the town for tourism. He stated, Council would then know how much additional revenue was needed to accomplish the marketing project, and subsequently, what increment to raise the tax rate in order to generate said revenue.

Mr. Coggsdale agreed with Mr. Bennett and stated, now that a potential revenue source had been identified to fund marketing the town for tourism, Council would need to have a further discussion regarding what type of marketing they want to focus on, how much they wished to spend annually towards marketing, and when they wished to implement the tax rate increase in order to cover the marketing cost.

There was a consensus of Council to place this item on a future meeting agenda for further discussion and consideration.

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iv. USDA Grant – Innovation Center/Co-working Space

Mr. Coggsdale reminded Council that Town Staff had applied for a \$60,000 USDA Grant to be used towards “furnishing” the Town of Altavista’s new Innovation Center / Co-working Space that will be located next door to the Town Hall Office.

Mr. Coggsdale stated that Ms. Sharon Williams, Altavista’s Community Development Director, informed him, after multiple discussions she had with the USDA pertaining to the Innovation Center / Co-working Space, the USDA has decided to award the Town of Altavista with a \$100,000 Grant for said project.

Mayor Mattox thanked Ms. Williams for her work on the grant towards the fore-mentioned project.

Mr. Coggsdale also referenced an application recently submitted to the Virginia Tobacco Commission requesting grant funds to be used towards the “rehabilitation” of the existing (old fire house) building, for use as the desired Innovation Center.

Mr. Coggsdale stated the work involved in completing the Tobacco Commission Grant application was a team effort that included Ms. Williams, Councilman Mitchell, AEDA Member Scott Lowman, AOT Main Street Coordinator Kirsten Aherron, himself, and many others.

Mr. Coggsdale informed Council that staff was currently still waiting for the Tobacco Commission’s decision regarding the town’s said application.

Mayor Mattox shared Council’s “thanks” to everyone that was involved in working on the Tobacco Commission Grant application.

v. VDOT SmartScale (TAP Grant) – Main Street Sidewalk Extension

Mr. Coggsdale referenced the Main Street Sidewalk Extension Project, previously approved by Council. He reminded Council they approved Town Staff to submit an application to VDOT, under their SmartScale Program, for a TAP (Transportation Alternatives Program) Grant to be used towards this project.

Mr. Coggsdale stated, due to the COVID19 Pandemic, VDOT had recently been contacting TAP Grant applicants for confirmation they still want to pursue their application, and also to ensure the applicants would be able to “match” the grant funds applied for in their applications.

Mr. Coggsdale stated Altavista’s project (application) addresses the area of Main Street between Wood Lane and the Town and Country Shopping Center entrance that currently does not have a sidewalk; and a pedestrian crosswalk at the stop light between the Town and Country Shopping Center and the Altavista Fire Company.

Mr. Coggsdale stated the project also includes the new sidewalk having the same decorative light poles as the other parts of Main Street have.

Mr. Coggsdale reminded Council the Town of Altavista’s TAP Grant application was for the amount of \$935,790 (estimated total budget). He informed Council that VDOT has indicated they have earmarked \$748,632 for Altavista’s Main Street Sidewalk Extension Project, but they were currently awaiting approval from the Commonwealth Transportation Board.

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Mr. Coggsdale stated, with the “80/20 match” requirement by VDOT, the amount remaining after receiving VDOT’s \$748,632 TAP Grant would leave Altavista a balance of \$187,158 as the town’s match (cost) for this project.

Mr. Coggsdale stated, if Council was still interested in pursuing this project, VDOT had requested a definite answer from the town by August 1st, 2020.

Mayor Mattox stated he felt not having sidewalks in that area was a “safety issue” for the town, due to the high volume of pedestrians that walk to the shopping center using the fore-mentioned stretch of Main Street.

Mayor Mattox shared his favor in moving forward with this project. He stated he felt extending the sidewalk for that portion of Main Street was “long overdue”.

Mayor Mattox asked Council if they had any questions, concerns, or comments regarding this item.

Mr. Emerson shared his favor in moving forward with this project. He stated he felt it was a great idea to continue the decorative street lights with this sidewalk extension for safety reasons, but also for the continuity of Main Street from one side of town to the other.

Mrs. Dalton also shared her favor in moving this project forward. She stated she appreciated Town Staff’s efforts in bringing this issue/project before Council.

Mr. Mitchell stated he had been in favor of the Main Street Sidewalk Extension proposal when introduced to Council a few months ago, and stated he was still in favor of moving the project forward.

Mr. George, seconded by Mr. Bennett, motioned to approve Town Staff to indicate to VDOT they were ready to move forward with the Main Street Sidewalk Extension Project, and accordingly, accept the 80/20 match requirement of the VDOT TAP Grant with town funds in the amount of \$187,158.

Motion carried.

Vote:

Mr. Wayne Mitchell
Mr. Tracy Emerson
Mrs. Beverley Dalton
Mayor Mike Mattox
Mr. Timothy George
Mr. Reggie Bennett

6. Matters from Council

- Mr. Mitchell referenced the Staunton River adjacent to English Park in Altavista. He stated he recently met other river patrons while he was enjoying his river activities.

Mr. Mitchell stated, while speaking with the individuals, it was suggested Altavista consider offering a “transport service” for single canoers and kayakers that need transportation back to their original launching spot.

- Mr. Mitchell also referenced the stretch of Staunton River between the 29 Business Bypass and the boat launch, located on the left side of the lower entrance of English Park. He suggested the town consider offering a “tubing” activity, in the fore-mentioned area of the river, for park and river patrons that may not be familiar or comfortable operating a canoe or kayak.

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Mr. Mitchell stated, if the “transportation service” he previously mentioned was approved, it would also benefit the suggested tubing activity.

Both Mr. George and Mr. Emerson shared their favor in Mr. Mitchell’s ideas.

Mayor Mattox stated, when the town was able to “fully” open English Park again, the two suggestions were good ideas to be revisited for further discussion and consideration.

- Mr. Bennett referenced the Altavista Farmers Market vendor stands that had recently been upgraded by Altavista’s Public Works Department.

Mr. Bennett thanked Mr. Garrett, Altavista Public Works Director, for the improvements his department has done to the vendor stands. He stated he had seen two, and sometimes three, vendors utilizing the stands on a weekly basis.

Mr. Garrett informed Council his department had recently completed a third “upgraded” vendor stand that would be available for use at the Altavista Farmers Market soon.

- Mr. Bennett also referenced the “park” style benches that are located throughout the Downtown District of Altavista. He stated the owner of the local pizzeria in that area, Peace of Pie, had recently asked him if the town could place one of the fore-mentioned benches in front of, or next to, her establishment.

Mr. Bennett stated there are multiple patrons in and out of her place of business all the time, and he felt the request was justified.

Mr. George referenced the two new park benches that were recently placed on the Eagle Trail portion of English Park. He asked the Town Manager if anyone had purchased/sponsored the benches yet.

Mr. Coggsdale, Town Manager, stated there had been no inquiries at that time.

Mayor Mattox asked Council if they had any additional questions or comments, to which there were none.

7. Adjournment

Mayor Mattox asked if there were any additional items to bring before Council, to which there were none.

The meeting was adjourned at 8:47 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session July 28, 2020

The Altavista Town Council’s July 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on July 28, 2020 at 5:00 p.m.

- 1. Mayor Mike Mattox called the meeting to order and presided.

Council members

Present: Mayor Michael Mattox
Vice-Mayor Beverley Dalton – by phone
Mr. Reginald Bennett
Mr. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham – by phone
Mr. Wayne Mitchell

Also Present: Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. David Garrett, Public Works Director
Ms. Sharon Williams, Community Development Director
Mr. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

- 2. Agenda Approval

Mayor Mattox informed Council the agenda had been amended to include a Closed Session. He asked Council if they had any questions, comments, or concerns regarding the proposed July 28th, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Mike Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

- 3. Recognitions and Presentations

There were no recognitions or presentations scheduled for the July 28, 2020 meeting.

- 4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

- 5. Items Referred from Previous Meetings

There were no items referred from previous meetings on this date.

6. New Items for Discussion / Unfinished Items

a. Citizens For Altavista Baseball – Fence Replacement Request

Mr. Rob Finch, Citizens for Altavista Baseball Representative, addressed Council regarding the organization's request.

Mr. Finch, first, thanked Town Council for their service to the Altavista Community.

Mr. Finch stated the "Vision" of the Citizens for Altavista Baseball organization has always been "to honor local veterans by continuing the efforts of restoring and maintaining the War Memorial Ballpark, while providing a safe and beautiful environment for local youth to compete (in baseball)".

Mr. Finch shared a brief overview of the restoration accomplishments that had been made since the Citizens for Altavista Baseball organization first partnered with the Town of Altavista in 2009. He stated there had been restoration improvements to the ballpark over the years totaling an estimated \$145,000.

Mr. Finch stated, the fore-mentioned improvements would not have been possible without the organization's partnership with the Town of Altavista, as well as, donations from local businesses, organizations, citizens.

Mr. Finch stated, at that time, Citizens for Altavista Baseball was once again asking the town to partner with them on a much needed fence replacement project at the ballpark.

Mr. Finch referenced the "outfield" fence of the large ballfield. He informed Council there was a portion of the fence that was bent and unrepairable, so it would need to be replaced.

Mr. Finch also referenced the "windscreen netting" that is part of the entire fence line. He informed Council that windscreens only have a life span of three to five years. He stated the windscreens on the fence at War Memorial Park were also in need of replacement, due to the "wear and tear" of natural elements (weather).

Mr. Finch informed Council, to replace only the ballpark fence windscreens would cost approximately \$3,000-\$4,000. He stated, over the past eleven years, the windscreens had been replaced twice, and are now in need of replacement again.

Mr. Finch stated, over the past two years, the Citizens for Altavista Baseball organization studied the overall cost of maintaining the fence and fence components. He stated, as a result of their review, they determined a more feasible, and long term cost solution replacing the old fence.

Mr. Finch shared with Council a proposal by Citizens for Altavista Baseball regarding their War Memorial Park Ballpark Fence Replacement Project. He stated the proposal included replacement of the entire 6' tall fence (485' in length) and installing 6' tall "slats" along the fence as a windscreen, instead of replacing the existing netting. He stated the slats would last many years longer than the windscreen netting.

Mr. Finch stated the proposal also included installing the same type of slats to the 4' tall (420' total length) fence that runs alongside the first and third base lines. He stated this fence was considered a "security fence" between ball players and on-looking spectators.

Mr. Finch stated the total project was estimated to cost \$21,500, He stated Citizens for Altavista Baseball was, once again, proposing a partnership between them and the Town of Altavista to achieve this project. He stated the proposal suggested a 50/50 split of the total cost of the project.

Mr. Finch stated he would be glad to answer any questions Council may have regarding the War Memorial Park Ballfield Fence Replacement Project, or the proposal by Citizens for Altavista Baseball.

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Mayor Mattox asked Council if they had any questions or concerns regarding this item.

Mr. Mitchell stated, since he had not been a member of Council for long, he was not familiar with the details of the previous partnership between the town and Citizens for Altavista Baseball, but stated he was in favor of the current proposal.

Mr. Mitchell asked the Town Manager, Waverly Coggsdale, since this item was brought to Council after the current budget (FY2021) was finalized, where the town's portion of funding would come from.

Mr. Coggsdale answered Mr. Mitchell stating, if approved for this "calendar year", the needed funds would be allocated from the town's Reserve Fund.

Mr. Coggsdale referenced Mr. Finch's mention of the fence that needed replacing was in the "outfield". He stated he wanted to clarify the proposal included total replacement of the 6' fencing along the back portion of the outfield, as well as, a portion of the 6' fence located on the left side of the outfield. He shared a photo of the ballfield with Council as a visual reference.

Mr. Mitchell asked if the "swinging" fence at the entrance of the ballpark (on the third base side of the ballfield) would also be replaced.

Mr. Finch stated that portion of 4' fence would not be replaced. He stated it was fairly new and in good shape.

Mayor Mattox asked for more detailed information regarding the "security fence" Mr. Finch mentioned.

Mr. Finch stated "security" was a term he used to describe the 4' fencing that runs along the first and third baselines. He stated the fence was put there to keep spectators from crossing the line into the ballfield's area of "play".

Mr. Finch stated the security fence also acts as a barrier to keep foul balls from going up the grass bank on the first base side of the field, which helps keep a ball from potentially hitting a spectator.

Mr. Emerson stated he felt the War Memorial Ballpark was one of the nicest parks in the Altavista Community, and shared his favor in the presented proposal.

Mr. Emerson stated, by not having to replace the fore-mentioned windscreens every three to five years, the proposal presented to Council by Citizens of Altavista Baseball would save, both the town and the organization, money in the long run.

Mr. Finch stated, in recent discussions with the new Altavista Combined School Athletic Director, Mark McPherson, he felt the school's athletic department seemed to be more willing to help with revitalization efforts at the ballpark than in the past.

Mr. Finch informed Council that during those discussion, Mr. McPherson pointed out the netting behind the home-plate backstop also needed replacing. He stated Mr. McPherson indicated the Altavista Athletic Department would be willing to pay for its replacement.

Mayor Mattox and Mr. Emerson both stated they also heard the same.

Mrs. Dalton referenced the town's annual budget planning process and informed Mr. Finch the process runs from fall to spring, and subsequently the new budget goes into effect on July 1st each calendar year. She stated requests, such as this one, were usually placed on a list of potential CIP items for consideration during the budgeting process.

Mrs. Dalton asked Mr. Finch if the Citizens for Altavista Baseball's request could be placed on the fore-mentioned list for consideration during the next fiscal year's budget process, to potentially be approved and implemented after July 1st, 2021.

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Mr. Finch stated any maintaining efforts and/or renovations to the ballfield were usually completed during fall of the year, when the field is being used the least.

Mr. Finch stated, since the existing windscreens were in need of replacement, they felt it would be a good time to bring the proposal to Council for consideration. He stated he felt the proposal offered a viable long-term solution to maintaining the ballfield's fencing.

Mayor Mattox stated Citizens for Altavista Baseball does a great job at maintaining the ballfield at War Memorial Park. He shared his disappointment with the lack of support the Campbell County School Board has given towards those efforts.

Mayor Mattox stated, since the Altavista Baseball Team plays there games on the War Memorial Park ballfield, he felt Campbell County should be helping to pay for some of the needed renovations and maintaining of the ballfield. He stated it was his hope that the new Altavista Athletic Director can help bridge that partnership.

Mr. George stated there were multiple schools in the county that receive funding for maintaining their ballfields and he felt Altavista should receive the same assistance.

Mr. George shared his favor with either Mr. Finch, for the Citizens for Altavista Baseball, or Mr. McPherson as the Altavista Athletic Director, or both, to contact the Campbell County School Board to investigate the possibility of their monetary assistance.

Mr. Finch stated, instead of only asking for funds, the Citizens for Altavista Baseball committee was formed in order to "partner" with the town, and/or the county, to accomplish the maintenance and needed renovations of the War Memorial Park ballfield.

Mr. George stated there were different County Supervisors and County Board Members than in the past, so the desired partnership may now be possible/easier to obtain.

Mr. Bennett stated he remembered playing baseball on this field as a resident youth of Altavista. He stated he would love to see Altavista host some college or minor league ballgames at the War Memorial Park ballfield.

Mr. Bennett stated he saw the proposed partnership as an "investment" in the town. He stated it was an opportunity for the town to support, not only the youth that play on the field, but also the parents and the community that come to watch them play.

Mr. Bennett stated, even though this item was not presented during the town's budget planning cycle, he shared his favor with approving the proposal if Council so agreed.

Mayor Mattox asked Mr. Eller, Town Attorney, if Council did approve the request, would the item need to be voted on that evening, or could Council offer a consensus to place the item/request on the next regular meeting consent agenda for approval.

Mr. Eller answered, since the item was not "time sensitive", it could be placed on a future consent agenda.

Mr. Mitchell asked Mr. Finch, if Council decided to partner with Citizens for Altavista Baseball on the needed updates to the ballfield, would the organization consider funding the updates themselves for now, and allowing the town to reimburse the organization their portion of the funds from the town's next fiscal year budget.

Mr. Finch stated the only means of generating revenue for the organization at that time was from logo signs that adorn the outfield fence, which are sponsored by donations from local businesses.

Mr. Finch stated, however, Citizens for Altavista Baseball may be comfortable moving forward with the War Memorial Park Baseball Field Fence Replacement Project, if they had a commitment from the Town of Altavista for reimbursement of the town's portion (50/50 split) of funding for the project.

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Mr. Emerson suggested the organization seek consistent revenue sources, such as “gate funds”, that could be relied upon on a regular/annual basis.

Mr. Finch stated, due to the recent COVID19 pandemic, they were unable to generate the revenue they normally intake from spring league “gates” (game entrance fees). He stated that particular revenue helps pay for expense items such as new baseballs and umpire fees.

Mr. Emerson stated he felt the organization should also be able to retain the full “gate funds” generated from high school baseball games, to use towards field maintenance and baseball field updates and restoration projects.

Mr. Finch stated he would be glad to discuss the possibility with Mr. McPherson, Altavista’s new Athletic Director.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding this item, to which there was none.

There was a consensus of Council to place the request by Citizens for Altavista Baseball on the August Regular Council Meeting Consent Agenda.

The Town Manager asked Council for clarification of their consensus.

Mayor Mattox stated the consent agenda item would potentially approve Citizens for Altavista Baseball’s request to partner with the Town of Altavista for a 50/50 monetary split of the War Memorial Park Baseball Field Fence Replacement Project; with an “amount not to exceed” to be determined by the August 11th Council Meeting.

Mr. Finch thanked Council for their time and consideration.

Mayor Mattox stated Council’s appreciation for Mr. Finch’s time and the work Citizens for Altavista Baseball does for Altavista’s youth and community.

b. Booker Building Improvement Update(s)

i. Floor Quotes

Mr. Coggsdale reminded Council of their previous request for Town Staff to gather quotes, based on previous recommendations (by Mr. Robert Lee), for the refurbishment of the Booker Building’s interior concrete floor.

Mr. Coggsdale informed Council that David Garrett, Altavista Public Works Director, had gathered and evaluated quotes for this work from three contractors:

- Bette & Jeanne’s Resurfacing
- Epoxy Systems, LLC
- Seay Construction

Mr. Coggsdale referenced Council’s most favored option from Mr. Lee’s recommendations for this project: “Option (1)” polish floor, stain floor, and grind & seal existing floor joints. He stated Mr. Lee had estimated this option to cost \$27,445.

Mr. Coggsdale stated the quotes received from the three contractors included the favored option, but also included other options/upgrades for Council’s review and consideration; ranging in cost from \$16,485 to \$48,500. He gave Council a brief overview of the additional quotes.

Mr. Coggsdale stated, at that time, staff was asking for Council’s input and/or further direction of how Council would like to proceed with this project.

Mr. Coggsdale stated he and Mr. Garrett would be glad to answer any questions Council may have regarding this project or the presented quotes for the project.

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Mayor Mattox asked Council if they had any questions regarding this item.

Mr. Mitchell asked Mr. Garrett which option he thought would hold up the best over time from day-to-day use.

Mr. Garrett stated he “was not a flooring expert”, but he would explain, to the best of his knowledge, the differences between the quotes received for this project.

Mr. Mitchell shared his favor with the scope of work offered in “Option 2” of Mr. Lee’s cost estimates. He asked for clarification between Option 1 and Option 2.

Mr. Garrett stated Option 2 from Mr. Lee’s estimates was \$6,355 more (\$33,800 total) because it included staining the floor, where Option 1 (\$27,445) did not.

Mr. Coggsdale stated Option 1 offered by Epoxy Systems, LLC would be the closest fit to Option 2 of the estimates in Mr. Lee’s memo to staff.

Mr. Garrett informed Council the two different “sealing” options (epoxy coating or polished only) each required different maintenance. He stated one option only required sweeping and mopping, and one required sweeping, mopping, and buffing.

Mr. Mitchell stated he had witnessed “first hand” what can happen if epoxy is not applied correctly. He stated it can “bubble up” and crack.

Mr. Garrett stated cracking can happen if a vapor barrier is not applied to the floor before the epoxy is applied, due to moisture from the ground coming up through the floor. He stated a vapor barrier would prevent this from happening.

Mr. Emerson stated, since the town was uncertain of the future uses of the Booker Building, he felt Epoxy Systems’ Option 1 (polished floor) was a viable choice.

Mrs. Dalton stated she agreed with Mr. Emerson that a “minimal approach” would be the best option for refurbishing the Booker Building’s floor at this time.

Mr. Higginbotham suggested consulting Mr. Lee for his input regarding Option 1 and 2 from Epoxy Systems, LLC and there potential longevity; and placing this item on the August Work Session for further discussion and consideration.

Mr. George asked if staff could ask the three fore-mentioned contractors to offer a quote for only the option that Council has a consensus on.

Mr. Coggsdale stated the initial request for quotes only asked for Option 1, but the contractors all offer multiple floor applications/services and included those options in their quote submissions.

Mr. Bennett asked if polishing the existing concrete, as in Option 1, required buffing the floor as part of its maintenance requirement.

Mr. Garrett answered Mr. Bennett stating it would.

Mr. Bennett stated, since an epoxy floor only requires mopping and a polished floor requires mopping and buffing, he suggested Council also consider the long-term maintenance cost along with the application cost of each when deciding which would be the most viable for current and potential future uses of the Booker Building.

Mrs. Dalton stated concrete does not “take-on” color evenly. She stated she felt grinding down and polishing the existing floor would be sufficient.

Mrs. Dalton suggested Council view other concrete floors that have been stained (colored) as a visual reference during their consideration process.

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Mayor Mattox asked for Council's desire regarding Mr. Higginbotham's recommendation to consult Mr. Lee for his input on each option Council was considering and which may be the most viable in this situation.

There was a consensus of Council to do so.

Mr. Coggsdale asked Council when they would like to continue this discussion.

There was a consensus of Council to place this item on their August Work Session Agenda for further discussion and consideration.

ii. Shade Options

Mr. Coggsdale stated, per Council's request, Town Staff had been gathering additional information regarding shade options for the open space to the rear of the Booker Building (beyond the exterior stage area).

Mr. Coggsdale stated staff previously provided estimates for a "sail shade" structure, but Council also requested a cost estimate for an open-sided building. He shared with Council the cost of a 50x50x15 open-sided building costing \$70,000.

Mr. Coggsdale stated, at that time, Town Staff was seeking direction from Council how they wanted to move forward with this item.

Mayor Mattox asked if Council had any comments or questions regarding this item.

Mr. Mitchell stated he considered the Booker Building to be the "Town Square" of Altavista, but since the exterior stage area of the facility was only utilized a couple times per year, he did not feel it would be justifiable to spend such a large amount of money on an outside shade structure for the fore-mentioned area.

Mr. Emerson stated he realized the recent COVID19 pandemic had put a hold on many activities and events in English Park and the Town of Altavista, but he hoped next year things would get back to "normal" and those events would continue.

Mr. Emerson suggested not only considering what the Booker Building and English Park were currently being used for, but also to consider what the town hopes the facility and the park could be used for in the future.

Mr. Emerson referenced the photo of GAMETIME's 50x50x15 rectangular shade structure with a dark blue top. He stated the esthetics of that type of structure matched other shade structures throughout the town; and would best fit that area of the park, since it was adjacent to the new splash pad.

Mrs. Dalton stated she also favored GAMETIME'S shade structure option.

Mrs. Dalton suggested, since this item was not a necessity or time-sensitive, placing the item on the "list of potential CIP items" for Council's consideration during the next fiscal year's (2022) budget process.

Mayor Mattox stated he did not favor a permanent shade structure to be built in the proposed area of the park (behind the Booker Building), but would rather the town consider renting a shade structure, such as a large tent, only when needed.

Mr. Higginbotham stated, if a permanent shade structure was approved, he preferred a metal roof rather than a fabric roof, due to the maintenance aspect of fabric, and the added cost of the town's Public Works Department erecting and taking down the fabric on an annual basis.

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Mr. Higginbotham stated he agreed with Mrs. Dalton that the proposed shade structure (item) could be placed on a future “wish list” of potential CIP items.

Mr. George thanked Town Staff for their time and efforts in retrieving the requested information by Council regarding shade structure options and costs.

Mr. George stated he had initially been in favor of a permanent shade structure, but was now unsure if a permanent shade structure was needed or only a temporary one.

Mr. George referenced the large shade umbrellas that offer shade to newly upgraded playground equipment at Shreve Park. He stated, if a permanent shade structure was considered, he felt shade umbrellas would also be a viable option.

Mr. Bennett stated, due to the recent COVID19 pandemic, town events had been minimal, and he did not want Council to place their consideration of this item based on this year’s lack of activity.

Mr. Bennett shared his favor in a permanent shade structure being located behind the Booker Building, just beyond the exterior stage area.

Mr. Bennett stated he “envisions” the structure being used for, not only music events at the Booker Building and the town’s annual Uncle Billy’s Day Festival, but also for pop-up farmers markets, weddings, family reunions, and more.

Mr. Bennett stated the town does not currently have an outdoor shade structure of that magnitude that could potentially be utilized 365 days per year. He stated, if the proposed item was not going to be considered at that time, he suggested Council place the item on the “list of potential CIP items” for future consideration.

Mayor Mattox asked Council if they had any additional comments, concerns, or questions regarding this item, to which there were none.

There was a consensus of Council to place this item on the “list of potential CIP items” for consideration during the next fiscal year’s (2022) budget process.

c. Urban Archery Program - for Town Owned Property

Mr. Coggsdale stated it was once again time to begin the annual process of receiving applications from bow hunters requesting permission to hunt on town-owned properties.

Mr. Coggsdale reminded Council the urban archery seasons are September 5th – October 2nd (Early Archery Deer Season) and January 3rd – March 28th (Late Archery Deer Season). These dates are in addition to “Firearms” Deer Season, which also permits archery deer hunting.

Mr. Coggsdale stated, at that time, it was Town Staff’s recommendation that Council authorize the town to proceed with its urban archery program and allow them to issue permits for bow hunting on specified town-owned properties, to a certain number of applicants.

Mr. Coggsdale informed Council that last year’s archery season had been successful, and stated staff also recommended the town use the same/existing (rules and regulations) policy for the upcoming 2020-2021 hunting season.

Mayor Mattox asked Council if they had any questions or concerns regarding this item, to which there were none.

There was a consensus of Council to accept staff’s recommendation and authorize the town to proceed with the 2020-2021 Urban Archery Season/Bow Hunting on Town-Owned Properties Program, using the current/existing policies and rules of conduct.

d. Brownfields Grant – Hub Scrap Property (old Lane Co. property)

Mr. Coggsdale informed Council that Town Staff, along with Cardno (Engineering Services), would soon be executing the task orders regarding services associated with the two Brownfields Grants the Town of Altavista recently received. He stated the task orders would begin the “assessment phase” of the Brownfields Grant process.

Mr. Coggsdale stated, during a recent conversation staff had with the owner of the former Lane Company property, Mr. Gregory Dahbura, he indicated he was willing to have his property included in the Brownfields Assessment Phase.

Mr. Coggsdale informed Council that Mr. Dahbura, Hub Scrap CEO, was present that evening to answer any questions Council may have.

Mayor Mattox asked Council if they have any questions or concerns regarding this item.

Mr. Mitchell stated he was happy to see progress regarding the fore-mentioned property.

Mr. Emerson asked Mr. Dahbura to share with Council his intentions and/or any future plans he may have for the former Lane Company property he now owns.

Mr. Dahbura, Hub Scrap CEO, 449 N. Prospect Street, Hagerstown, MD, addressed Council and gave a brief overview of the previous cleanup efforts on the property, as well as, the intended next steps as the cleanup process continues to move forward.

Mr. Dahbura reminded Council of some of the previous work that had been done to the property, such as demolition and removal of the large brick building behind the Rage Plastics building. He stated there was also a huge amount of asbestos cleaned up on site.

Mr. Dahbura informed Council of his intent to remove and dismantle the two overhead passageways that join the property to an adjacent industrial factory. He stated, following the demolition process, the debris from the two passageways, along with any other piles of debris still on site, would be crushed and hauled away.

Mr. Dahbura stated the work should be completed within the next 90 days.

Mr. Dahbura also informed Council, any piles of debris that are deemed to have contaminants, would be covered under the Brownfields Assessment Phase, and therefore, potentially under a future Remediation Grant in regards to removal. He stated this would also include the existing two story building shell that remains on the property.

Mr. Dahbura stated grant applications, phase assessments, and environmental remediation (cleanup) were all part of a time consuming process, but worth the effort if he is able to reclaim his property as “usable” for industrial purposes.

Mr. Dahbura stated, by partnering with the town to utilize one grant as an asset to be eligible for future grant funds towards additional demolition and cleanup efforts, would be beneficial to his company, the Town of Altavista, and the community.

Mayor Mattox thanked Mr. Dahbura for his detailed presentation.

Mayor Mattox asked Council if they had any questions, comments, or concerns.

Mr. Mitchell asked Mr. Dahbura what he envisioned for the future of this property, and what “role he intended to play” to make the vision a reality.

Mr. Dahbura stated he had purchased the former Lane Company property as an investment and would ultimately like to see a return on that investment. He stated he intended to work with the Town of Altavista to utilize any grant funds available towards remediation and the continuation of cleanup of the site.

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Mr. Dahbura shared he felt the said property was in a good location. He stated, it may take 3-5 years, or even 10 years to find a prospective buyer/user for the property, but it was his intent to continue cleaning up the property so it can once again be used, as potentially industrial.

Mr. Dahbura stated he looked forward to moving forward and making progress with this property. He stated he would be open to consider any suggestions to ensure the end result of this project was the best outcome for everyone involved, including himself and the town.

Mr. Higginbotham referenced a reinforced concrete structure/building located on said property. He asked what the timeline was for demolishing that building.

Mr. Dahbura informed Council there had been asbestos found in the roof of that particular building and the asbestos had built up on the concrete. He stated, after the Brownfields Assessment Phase was completed, it was possible the demolition of that building could be implemented using funds from an Environmental Remediation Grant.

Mr. Higginbotham asked Mr. Dahbura if he had obtained quotes for the cost to remove the (asbestos) roof in the fore-mentioned building.

Mr. Dahbura stated he had investigated the available options for asbestos removal and found it was more viable to demolish the entire building at one time and contain the asbestos-filled debris in its entirety to a landfill dedicated to such disposal.

Mr. Coggsdale stated the demolition and disposal of the said building may qualify for a Remediation Grant, but that was unknown until after the Brownfields Assessment Phase process is complete.

Mr. George asked Mr. Dahbura how many acres were included in the property he owns.

Mr. Dahbura answered stating he owned approximately thirteen acres of the former Lane Company property, not including the Rage Plastics building/property.

Mr. George asked Mr. Dahbura if his property extended to the river.

Mr. Dahbura stated it did not. He stated, when he acquired his property, the riverfront property was considered to be environmentally challenging, so he did not purchase that portion of the area. He stated, as far as he knew, the riverfront property was still owned by Thomasville.

The Town Manager, Waverly Coggsdale, confirmed the twenty-six acres located along the riverfront, adjacent to the former Lane Company property, was still/currently owned by Thomasville Holdings Investment Company.

Mr. George referenced the fore-mentioned riverfront property. He asked if there was anything the Town of Altavista could do to encourage remediation of the said property.

Mr. Eller, Town Attorney, stated the riverfront property may have the potential for consideration under the Brownfields Grant Assessment Program.

Mr. Coggsdale stated, if Council desired, he would investigate the possibility Mr. Eller mentioned.

Mr. Bennett stated, considering the previous unforeseen issues on the property and the unknown future costs of demolition and cleanup, he asked was a time of completion also unknown, based on the many uncertainties.

Mr. Dahbura stated there were always “uncertainties” when working on projects such as this one.

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Mr. Dahbura stated, without a buyer or user for the said property to specify what they want to utilize the property for, therefore dictating what demolition and/or cleanup is necessary for their use, it was difficult to pinpoint a known timeline of completion.

Mr. Dahbura stated cleaning up an industrial property is a slow process, but he would continue to move forward with his efforts of doing so. He stated he would also continue to make decisions regarding the property that would be better for everyone in the long run.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding this item, to which there were none.

Mayor Mattox thanked Mr. Dahbura for attending the meeting in person and sharing his intentions for the property he owns in Altavista (the former Lane Company property).

Mayor Mattox stated he looked forward to partnering with Mr. Dahbura and working together on this project for the betterment of all parties and the community.

Mr. Coggsdale stated Town Staff would continue to keep Council informed of the progress being made on this property and with the Brownfields Assessment Phase.

Mr. Emerson suggested Council allow the Town Manager to investigate whether Thomasville would be willing to part with the fore-mentioned riverfront property. He stated the town could also investigate what the property could, or could not be used for.

Mr. Coggsdale stated, if Council desired, he would consult with Joe Morici, with Cardno Engineering, and investigate the possibility of the riverfront property being eligible for Brownfields assessment; and if not, what other remediation options were available.

Mr. Coggsdale stated, if the riverfront property was eligible for the Brownfields Assessment Program, he would contact Thomasville inquiring their intent for the property.

There was a consensus of Council to allow the Town Manager to do so.

e. Town Marketing/Promotion

Mayor Mattox reminded Council, per their request, Town Staff had been working to gather information and options for Council to consider regarding “marketing” the Town of Altavista. He asked Council to consider what they want to promote first from all the wonderful new things that are happening in the town.

Mr. Coggsdale stated previous conversations by Town Council have centered on promotion/marketing the town. He stated it was important for Council to set forth the “purpose and goal” of their marketing plan first, before discussing the avenue of where the marketing funds would come from.

Mr. Coggsdale shared with Council an article (reprinted with permission) from the Small Biz Survival website (www.smallbizsurvival.com) that discusses marketing a small town and important things to know when taking on this task.

Mr. Coggsdale reminded Council of an opportunity recently presented to the town in regard to advertising in the “special editions” of the Virginia Living Magazine. He stated, at that time, staff was seeking input and direction from Council on this matter.

Mayor Mattox asked Council if they had any questions or comments regarding this item.

Mr. Mitchell referenced a recent joint meeting between Town Council and the AEDA. He reminded Council of the “motion” and approval to allow the AEDA, Altavista On Track, Altavista Planning Commission, and Altavista Chamber of Commerce to be involved in the process regarding marketing the Town of Altavista.

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Mr. Mitchell suggested allowing those organizations to present their proposals before Council makes a decision on “how and if” the town should move forward on this item.

Mayor Mattox shared his favor with Mr. Mitchell’s suggestion. He stated he would like to hear everyone’s (all town organizations) ideas and input before moving forward.

Mr. Higginbotham suggested placing this item on a future work session for further discussion.

Mr. George asked if it would be viable to the town to hire a “marketing manager” for input and direction on how to market the town.

Mr. George stated he would like to hear input on this matter from the Altavista’s Community Development Director, Sharon Williams.

Ms. Williams stated she felt the Town of Altavista had an opportunity to accomplish great things through their marketing efforts.

Ms. Williams referenced recent conversations she had with Kirsten Aherron, AOT Main Street Coordinator, and Jordan Welborn, Staunton River Memorial Library Director (Altavista), and stated they all agreed there were unique contributions each organization had to offer in regard to promoting the town.

Ms. Williams shared her favor in all town organizations related to economic and community development, coming together under the direction of Town Council and the Town Manager to discuss a future marketing plan for Altavista and its partners.

Mr. Bennett stated the town could advertise “a great place to live”, but he stated so are many other places. He stated he felt the town needs to promote what is unique to Altavista.

Mr. Bennett stated each Council member, and citizen of Altavista, would have a different perspective of what they felt makes Altavista unique. He shared his favor in consulting an “outside” (non Altavista citizen) professional in the field of marketing for their input and recommendations of marketing Altavista.

Mayor Mattox asked Council if they had any additional questions or comments regarding this item, to which there were none.

Consensus of Council to place this item on a future work session for further discussion.

7. Public Comments (Non-Agenda Items)

There were no town citizens present at the July 28th, 2020 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

Mayor Mattox asked Council if they had any additional questions, comments, or concerns.

- Mr. George referenced Altavista’s Public Works Department. He thanked David Garrett, Public Works Director, for all of the hard work his department does for the town and community.
- Mr. Bennett referenced an African American native of Altavista, Mr. John Moseley. He informed Council that Mr. Moseley moved to Altavista in 1909, from Charlotte County, seeking a job.

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Mr. Bennett stated Mr. Moseley quickly found work with the Lane Box Company. He stated Mr. Moseley was so impressed with Altavista that he convinced many of his Charlotte County friends to also move to the town.

Mr. Bennett informed Council, after Mr. Moseley established himself, he purchased his home in Altavista. He stated, soon after, Mr. Moseley quit his job at the Lane Company and started his own “concrete” business.

Mr. Bennett stated Mr. Moseley believed in “helping others” and he helped many of his fellow citizens, that were considered “poor”, to build their homes in Altavista.

Mr. Bennett informed Council that Mr. Moseley was also helped build the first school in Altavista, Mosely Heights Elementary School. He stated the fore-mentioned school was also used as the first “African American” church in town for many years.

Mr. Bennett referenced one of Altavista’s neighborhood parks, located on Lola Avenue. He recommended Council consider naming said park the “John Moseley Memorial Park”.

Mayor Mattox asked for Council’s input on placing Mr. Bennett’s recommendation on the next (August) work session agenda for further discussion and consideration.

All Council members were in consensus to do so.

Mr. Coggsdale, Town Manager, stated he would like to work with Mr. Bennett to acquire additional history on Mr. Moseley.

There was a consensus of Council to allow the Town Manager to do so.

Mr. George suggested, if approved, coincide naming the park with the completion of the park’s new shade structure installation.

Mr. Coggsdale stated Mr. Garrett, Public Works Director, has cost information ready for Council’s review in regard to the new shade structure at said park. He stated the information would also be on the Augusta Work Session Agenda.

There were no further comments or concerns from Council.

Mayor Mattox thanked everyone for attending the Council Meeting, in person and online.

9. Closed Session

DATE: Tuesday July 28th, 2020

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

Section 2.2-3711 (A)(1) Discussion, consideration or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body (Assistant Town Manager, Town Manager Annual Review)

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

A motion was made by Mr. Emerson, and seconded by Mr. Mitchell.

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Motion carried.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mrs. Beverley Dalton	Yes
	Mayor Michael Mattox	Yes
	Mr. Jay Higginbotham	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

Mrs. Dalton and Mr. Higginbotham both left the meeting at this time, 6:41.

Council went into closed session at 6:42 PM.

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

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Michael Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

FOLLOWING CLOSED SESSION:

Mr. Emerson, seconded by Mr. Mitchell, motioned, per Town Council, to authorize the Town Manager to schedule a Public Hearing in regard to disposal of certain "real estate" (Tax Parcel ID: 83A-11-62-11) located off the dead-end of 11th Street, Altavista.

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Mayor Michael Mattox	Yes
	Mr. Timothy George	Yes
	Mr. Reggie Bennett	Yes

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 7:55 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40592	828	BILLY AKERS	07/10/2020	1,450.00	08/05/2020	00	VOID	1,450.00
40593	6	ALTAVISTA AREA YMCA	07/10/2020	25,000.00	07/31/2020	00	RECONCILED	
40594	303	ALTAVISTA CHAMBER OF COMMERCE	07/10/2020	5,000.00	07/31/2020	00	RECONCILED	
40595	170	ALTAVISTA ON TRACK	07/10/2020	1,250.00	07/31/2020	00	RECONCILED	
40596	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/10/2020	42,104.00	07/31/2020	00	RECONCILED	
40597	103	BEACON CREDIT UNION	07/10/2020	280.00	07/31/2020	00	RECONCILED	
40598	693	BUILDING BLOCKS OF VA INC	07/10/2020	575.00	07/31/2020	00	RECONCILED	
40599	208	CAMPBELL COUNTY TREASURER	07/10/2020	318.08	07/31/2020	00	RECONCILED	
40600	16	CAMPBELL COUNTY UTILITIES & SE	07/10/2020	4,085.76	07/31/2020	00	RECONCILED	
40601	427	CENTURYLINK	07/10/2020	1,275.14	07/31/2020	00	RECONCILED	
40602	9999997	CLAPPER, LUCIA MICHELLE	07/10/2020	27.81		00	OUTSTANDING	
40603	9999997	COLES, LATRICE	07/10/2020	125.00		00	OUTSTANDING	
40604	1	CORA JORDAN	07/10/2020	100.00		00	OUTSTANDING	
40605	833	DISCOVERY FORD	07/10/2020	79.86	07/31/2020	00	RECONCILED	
40606	164	DMV	07/10/2020	875.00	07/31/2020	00	RECONCILED	
40607	20	J JOHNSON ELLER JR	07/10/2020	2,000.00	07/31/2020	00	RECONCILED	
40608	38	FIRST NATIONAL BANK	07/10/2020	367,342.76	07/31/2020	00	RECONCILED	
40609	639	GAY AND NEEL INC	07/10/2020	315.00	07/31/2020	00	RECONCILED	
40610	9999997	GRANT, SARAH	07/10/2020	92.73		00	OUTSTANDING	
40611	806	GT-ASSC ASPHALT MAINT REPAIR I	07/10/2020	853.00	07/31/2020	00	RECONCILED	
40612	9999997	HOLT, DWIGHT T	07/10/2020	29.25		00	OUTSTANDING	
40613	57	ICMA RETIREMENT TRUST-457 #304	07/10/2020	295.00	07/31/2020	00	RECONCILED	
40614	1	J JOHNSON ELLER JR FIDUCIARY A	07/10/2020	64,027.00	07/31/2020	00	RECONCILED	
40615	717	LYNCHBURG REGIONAL BUSINESS AL	07/10/2020	5,000.00	07/31/2020	00	RECONCILED	
40616	875	MULLEN'S MARKINGS	07/10/2020	14,426.36	07/31/2020	00	RECONCILED	
40617	9999998	NEW BEGINNINGS BAPTIST CHURCH	07/10/2020	175.00	07/31/2020	00	RECONCILED	
40618	868	STAUNTON RIVER RIFA	07/10/2020	15,000.00	07/31/2020	00	RECONCILED	
40619	1	TRACTOR SUPPLY CO #2005	07/10/2020	500.00		00	OUTSTANDING	
40620	85	TREASURER OF VA /CHILD SUPPORT	07/10/2020	253.15	07/31/2020	00	RECONCILED	
40621	900	US BANK EQUIPMENT FINANCE	07/10/2020	232.66	07/31/2020	00	RECONCILED	
40622	601	VACORP	07/10/2020	287.35		00	OUTSTANDING	
40623	1	WILLIAM K HALL	07/10/2020	201.40		00	OUTSTANDING	
40624	700	WOODARD & CURRAN ENGINEER/GEOL	07/10/2020	9,577.75	07/31/2020	00	RECONCILED	
40625	793	XEROX FINANCIAL SERVICES	07/10/2020	382.00	07/31/2020	00	RECONCILED	
40626	1	DAVID A WEST	07/15/2020	53,000.00	07/31/2020	00	RECONCILED	
40627	498	ALTAVISTA INSTRUMENTS &CONTROL	07/16/2020	325.00	07/31/2020	00	RECONCILED	
40628	12	BRENNTAG MID-SOUTH INC	07/16/2020	5,583.95	07/31/2020	00	RECONCILED	
40629	1	BRIAN ROACH	07/16/2020	100.00	07/31/2020	00	RECONCILED	
40630	583	CAMPBELL COUNTY PUBLIC LIBRARY	07/16/2020	412.00		00	OUTSTANDING	
40631	32	CONTROL EQUIPMENT CO INC	07/16/2020	23,724.24	07/31/2020	00	RECONCILED	
40632	874	CORPORATE MEDICAL SERVICES	07/16/2020	48.00	07/31/2020	00	RECONCILED	
40633	887	CVPDC	07/16/2020	1,045.00	07/31/2020	00	RECONCILED	
40634	36	DOMINION VIRGINIA POWER	07/16/2020	47,419.92	07/31/2020	00	RECONCILED	
40635	394	ELECTRONIC SYSTEMS INC	07/16/2020	198.26	07/31/2020	00	RECONCILED	
40636	43	FOSTER FUELS INC	07/16/2020	9,009.01	07/31/2020	00	RECONCILED	
40637	916	GRANITE TELECOMMUNICATIONS	07/16/2020	641.59	07/31/2020	00	RECONCILED	
40638	52	HACH COMPANY	07/16/2020	3,543.75	07/31/2020	00	RECONCILED	
40639	274	HAJOCA CORPORATION	07/16/2020	339.14	07/31/2020	00	RECONCILED	
40640	386	IDS SECURITY	07/16/2020	72.00	07/31/2020	00	RECONCILED	
40641	58	INSTRUMENTATION SERVICES INC	07/16/2020	708.00	07/31/2020	00	RECONCILED	
40642	143	KONE INC	07/16/2020	698.28	07/31/2020	00	RECONCILED	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40643	871	L&A'S LAWN CARE & CLEANING SER	07/16/2020	4,189.00	07/31/2020	00	RECONCILED	
40644	717	LYNCHBURG REGIONAL BUSINESS AL	07/16/2020	4,268.00	07/31/2020	00	RECONCILED	
40645	935	MATTERN & CRAIG INC	07/16/2020	910.00	07/31/2020	00	RECONCILED	
40646	857	RIVERSTREET NETWORKS	07/16/2020	366.95	07/31/2020	00	RECONCILED	
40647	467	SONNY MERRYMAN INC	07/16/2020	99.12	07/31/2020	00	RECONCILED	
40648	533	STIMULUS, LLC	07/16/2020	1,895.00	07/31/2020	00	RECONCILED	
40649	186	THE NEWS & ADVANCE	07/16/2020	622.00	07/31/2020	00	RECONCILED	
40650	136	USABLUEBOOK	07/16/2020	405.03	07/31/2020	00	RECONCILED	
40651	885	VIRGINIA RISK SHARING ASSOCIAT	07/16/2020	32,876.25	07/31/2020	00	RECONCILED	
40652	110	VUPS INC	07/16/2020	72.45	07/31/2020	00	RECONCILED	
40653	756	WAGeworks INC	07/16/2020	132.79	07/31/2020	00	RECONCILED	
40654	128	ADAMS CONSTRUCTION CO	07/24/2020	145.96	07/31/2020	00	RECONCILED	
40655	9	AFLAC	07/24/2020	3,782.36	07/31/2020	00	RECONCILED	
40656	84	ALTAVISTA JOURNAL	07/24/2020	514.25		00	OUTSTANDING	
40657	103	BEACON CREDIT UNION	07/24/2020	280.00	07/31/2020	00	RECONCILED	
40658	4	BOXLEY AGGREGATES	07/24/2020	311,595.75	07/31/2020	00	RECONCILED	
40659	294	BUSINESS CARD	07/24/2020	13,996.54	07/31/2020	00	RECONCILED	
40660	389	CAI	07/24/2020	1,010.00	07/31/2020	00	RECONCILED	
40661	827	CENTRAL VA IRRIGATION & LANDSC	07/24/2020	890.00	07/31/2020	00	RECONCILED	
40662	1	CHERYL DUDLEY	07/24/2020	34.85	07/31/2020	00	RECONCILED	
40663	736	MARVIN CLEMENTS	07/24/2020	75.00		00	OUTSTANDING	
40664	120	CORE & MAIN	07/24/2020	439.50		00	OUTSTANDING	
40665	125	CVCJA	07/24/2020	6,483.50	07/31/2020	00	RECONCILED	
40666	236	DALTON LUMBER CORPORATION	07/24/2020	184.80	07/31/2020	00	RECONCILED	
40667	937	ENGLISH CONSTRUCTION CO INC	07/24/2020	540.00	07/31/2020	00	RECONCILED	
40668	40	FEDERAL EXPRESS CORPORATION	07/24/2020	168.46		00	OUTSTANDING	
40669	936	FEDERAL LICENSING INC	07/24/2020	110.00	07/31/2020	00	RECONCILED	
40670	119	FOSTER ELECTRIC CO INC	07/24/2020	769.19	07/31/2020	00	RECONCILED	
40671	46	GENTRY LOCKE ATTORNEYS	07/24/2020	240.00	07/31/2020	00	RECONCILED	
40672	676	TIMOTHY GEORGE	07/24/2020	50.00	07/31/2020	00	RECONCILED	
40673	57	ICMA RETIREMENT TRUST-457 #304	07/24/2020	295.00	07/31/2020	00	RECONCILED	
40674	564	JOHN JORDAN	07/24/2020	75.00		00	OUTSTANDING	
40675	829	MARIE MITCHELL	07/24/2020	50.00		00	OUTSTANDING	
40676	9999998	MOON, SHERRY	07/24/2020	150.00		00	OUTSTANDING	
40677	654	MORTON SALT INC	07/24/2020	4,222.81		00	OUTSTANDING	
40678	67	ORKIN PEST CONTROL LLC	07/24/2020	318.65		00	OUTSTANDING	
40679	798	PEED & BORTZ LLC	07/24/2020	59,830.00	07/31/2020	00	RECONCILED	
40680	72	PHYSICIANS TREATMENT CENTER	07/24/2020	465.00		00	OUTSTANDING	
40681	1	RODNEY CREWS	07/24/2020	3.73		00	OUTSTANDING	
40682	9999998	ROWLAND, CHERYL	07/24/2020	175.00		00	OUTSTANDING	
40683	80	SOUTHSIDE ELECTRIC COOP	07/24/2020	918.21	07/31/2020	00	RECONCILED	
40684	778	SPRINT	07/24/2020	1,130.78	07/31/2020	00	RECONCILED	
40685	85	TREASURER OF VA /CHILD SUPPORT	07/24/2020	253.15	07/31/2020	00	RECONCILED	
40686	35	TREASURER OF VA/VITA	07/24/2020	6.91	07/31/2020	00	RECONCILED	
40687	92	UNIFIRST CORP	07/24/2020	2,397.25	07/31/2020	00	RECONCILED	
40688	96	UNIVAR USA INC	07/24/2020	7,111.60	07/31/2020	00	RECONCILED	
40689	130	VDH-WATERWORKS TECH ASSIST FUN	07/24/2020	4,953.05		00	OUTSTANDING	
40690	658	WKDE-FM	07/24/2020	110.00	07/31/2020	00	RECONCILED	
40691	115	JOHN WOODSON	07/24/2020	50.00		00	OUTSTANDING	
40692	91	ANTHEM BLUE CROSS/BLUE SHIELD	07/31/2020	42,866.00		00	OUTSTANDING	
40693	938	BOONE TRACTOR	07/31/2020	13,712.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40694	427	CENTURYLINK	07/31/2020	598.61		00	OUTSTANDING	
40695	28	COLUMBIA GAS	07/31/2020	173.90		00	OUTSTANDING	
40696	9999999	CORELOGIC	07/31/2020	279.68		00	OUTSTANDING	
40697	569	DIAMOND PAPER CO INC	07/31/2020	1,696.46		00	OUTSTANDING	
40698	301	ENGLISH'S LLC	07/31/2020	1,016.41		00	OUTSTANDING	
40699	118	FERGUSON ENTERPRISES LLC	07/31/2020	5,937.38		00	OUTSTANDING	
40700	490	ROBERT FINCH III	07/31/2020	735.00		00	OUTSTANDING	
40701	123	FIRE & SAFETY EQUIP CO INC	07/31/2020	1,099.50		00	OUTSTANDING	
40702	50	GRETNA TIRE INC	07/31/2020	1,220.00		00	OUTSTANDING	
40703	52	HACH COMPANY	07/31/2020	1,933.49		00	OUTSTANDING	
40704	146	MICHAEL HUNT	07/31/2020	60.00		00	OUTSTANDING	
40705	58	INSTRUMENTATION SERVICES INC	07/31/2020	708.00		00	OUTSTANDING	
40706	566	INTEGRATED TECHNOLOGY GROUP IN	07/31/2020	7,542.29		00	OUTSTANDING	
40707	871	L&A'S LAWN CARE & CLEANING SER	07/31/2020	3,533.00		00	OUTSTANDING	
40708	218	MINNESOTA LIFE	07/31/2020	119.12		00	OUTSTANDING	
40709	300	NAPA AUTO PARTS	07/31/2020	1,825.98		00	OUTSTANDING	
40710	358	PHILLIPS EQUIPMENT CORPORATION	07/31/2020	267.64		00	OUTSTANDING	
40711	843	BETTY PICKERAL	07/31/2020	1,150.00		00	OUTSTANDING	
40712	211	E WAYNE SLOOP PHD PC	07/31/2020	120.00		00	OUTSTANDING	
40713	533	STIMULUS, LLC	07/31/2020	125.00		00	OUTSTANDING	
40714	872	TIAA COMMERCIAL FINANCE INC	07/31/2020	153.00		00	OUTSTANDING	
40715	4	BOXLEY AGGREGATES	07/31/2020	22,319.93		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS:	124	CHECKS OUTSTANDING	1,289,259.48 ***	
OUTSTANDING CHECKS:	47	RECONCILED CHECKS:	76	VOID CHECKS: 1
	122,628.38		1,165,181.10	1,450.00

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	124	TOTAL CHECKS	1,289,259.48	***				
OUTSTANDING CHECKS:	47	RECONCILED CHECKS:	76	VOID CHECKS:	1			
	122,628.38		1,165,181.10	1,450.00				1,450.00

Town of Altavista
FY 2021 Revenue Report
8% of Year Lapsed

General Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	210,000	210,000	1	0	1	0	210,000
Public Service - Real & Personal	98,700	98,700	0	0	0	0	98,700
Personal Property	260,000	260,000	765	0	765	0	260,000
Personal Property - PPTRA	100,000	100,000	0	0	0	0	100,000
Machinery & Tools	1,844,000	1,844,000	3,944	0	3,944	0	1,844,000
Mobile Homes - Current	150	150	0	1	0	0	150
Penalties - All Taxes	4,500	4,500	122	3	122	3	4,500
Interest - All Taxes	3,500	3,500	372	11	372	11	3,500
Local Sales & Use Taxes	165,000	165,000	16,339	10	16,339	10	165,000
Local Electric and Gas Taxes	114,000	114,000	9,223	8	9,223	8	114,000
Local Motor Vehicle License Tax	46,000	46,000	460	1	460	1	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	8,642	11	8,642	11	80,000
Local Meal Taxes	973,000	973,000	85,414	9	85,414	9	973,000
Container Rental Fees	1,300	1,300	0	0	0	0	1,300
Communications Tax	34,000	34,000	2,740	8	2,740	8	34,000
Transit Passenger Revenue	5,000	5,000	0	0	0	0	5,000
Local Cigarette Tax	130,000	130,000	7,556	6	7,556	6	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	0	0	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	0	0	2,700

Town of Altavista
FY 2021 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0		0		0
Permits - Sign	1,100	1,100	80	7	80	7	1,100
Fines & Forfeitures - Court	15,000	15,000	501	3	501	3	15,000
Parking Fines	300	300	0	0	0	0	300
Interest and Interest Income	190,000	190,000	2,378	1	2,378	1	190,000
Rents - Rental of General Property	1,000	1,000	125	13	125	13	1,000
Rents - Pavilion Rentals	2,500	2,500	0	0	0	0	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	5,419	7	5,419	7	80,000
Property Maintenance Enforcement	0	0	380	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	16,091	98	16,091	98	16,450
State DCJS Grant	89,100	89,100	0	0	0	0	89,100
State Rental Taxes	1,000	1,000	93	9	93	9	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	0	0	12,600
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	7,228	39	7,228	39	18,620
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	1,555	82	1,555	82	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	684	3	684	3	23,000
VDOT TEA 21 Grant	0	0	0	0	0	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	7,178	6	7,178	6	126,950
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	6,359	85	6,359	85	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2021 Revenue Report
8% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	0	0	0	0	100
Miscellaneous	25,000	25,000	5,527	22	5,527	22	25,000
Misc / Canoe Launch Project	0	0	252	0	252	#DIV/0!	0
Reimbursement of Insurance Claim	0	0	0	0	0	#DIV/0!	0
Misc. - State Forfeiture Fund	0	0	0	0	0	#DIV/0!	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Police Challenge Coin	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 Forfeiture Acct	3,000	3,000	0	0	0	0	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0		0		176,290
Transfer from CIF			0		0		
	<u>5,111,710</u>	<u>5,111,710</u>	<u>189,427</u>	<u>4</u>	<u>189,427</u>	<u>4</u>	<u>5,111,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,503,750	7,503,750	417,937	6	417,937	6	7,503,750
Debt Service	806,850	806,850	367,343	0	367,343	0	806,850
CIP	1,683,510	1,683,510	192,029	11	192,029	11	1,683,510
Transfer Out to General Fund Reserve	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
ALL FUNDS - GRAND TOTAL:	<u>10,084,110</u>	<u>10,084,110</u>	<u>977,309</u>	<u>10</u>	<u>977,309</u>	<u>10</u>	<u>10,084,110</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	3,057	8	3,057	8	39,400
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Administration - TOTAL:	<u>44,400</u>	<u>44,400</u>	<u>3,057</u>	<u>7</u>	<u>3,057</u>	<u>7</u>	<u>44,400</u>
Administration							
Operations	906,610	906,610	55,304	6	55,304	6	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	117,027	285	117,027	285	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>172,331</u>	<u>18</u>	<u>172,331</u>	<u>18</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	36,250	8	36,250	8	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
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>364,010</u>	<u>364,010</u>	<u>36,250</u>	<u>10</u>	<u>36,250</u>	<u>10</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>36,250</u>	<u>10</u>	<u>36,250</u>	<u>10</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	80,072	7	80,072	7	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	0	0	0	0	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>80,072</u>	<u>7</u>	<u>80,072</u>	<u>7</u>	<u>1,196,040</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,046,160	1,046,160	48,358	5	48,358	5	1,046,160
Debt Service	20,410	20,410	15,789	0	15,789	0	20,410
CIP	654,300	654,300	15,172	2	15,172	2	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>79,319</u>	<u>5</u>	<u>79,319</u>	<u>5</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	0	0	50,100
CIP	200,000	200,000	0	0	0	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	10,587	7	10,587	7	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>10,587</u>	<u>7</u>	<u>10,587</u>	<u>7</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	7,834	6	7,834	6	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	109,800	0	0	0	0	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>7,834</u>	<u>3</u>	<u>7,834</u>	<u>3</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	5,383	8	5,383	8	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>5,383</u>	<u>7</u>	<u>5,383</u>	<u>7</u>	<u>73,350</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

GENERAL FUND TOTALS

Operations	3,881,650	3,881,650	246,845	6	246,845	6	3,881,650
Debt Service	20,410	20,410	15,789	0	15,789	0	20,410
CIP	1,090,350	1,090,350	132,199	12	132,199	12	1,090,350
GENERAL FUND - GRAND TOTAL:	<u>4,992,410</u>	<u>4,992,410</u>	<u>394,832</u>	<u>8</u>	<u>394,832</u>	<u>8</u>	<u>4,992,410</u>

Town of Altavista
Council / Planning Commission
FY 2021 Expenditure Report
8% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,632	9	2,632	9	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	424	7	424	7	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	44,400	44,400	3,057	7	3,057	7	44,400

Town of Altavista
Administration
FY 2021 Expenditure Report
8% of year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>ADMINISTRATION - FUND 10</u>							
Wages & Benefits	519,100	519,100	38,329	7	38,329	7	519,100
Other Employee Benefits	36,060	36,060	150	0	150	0	36,060
Services	234,700	234,700	3,852	2	3,852	2	234,700
Other Charges	74,750	74,750	10,733	14	10,733	14	74,750
Materials & Supplies	42,000	42,000	2,240	5	2,240	5	42,000
Capital Outlay	41,000	41,000	117,027	285	117,027	285	41,000
Total Expenditures	947,610	947,610	172,331	18	172,331	18	947,610

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
8% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	56,260	56,260	10,000	18	10,000	18	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<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	0	0	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>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	166,150	166,150	0	0	0	0	166,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	25,000	25	100,000
Contribution - Altavista Fire Co.	12,600	12,600	0	0	0	0	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	341,010	36,250	11	36,250	11	341,010
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	0	0	0	0	0
Fuel - Fire Company	23,000	23,000	0	0	0	0	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	23,000	0	0	0	0	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	364,010	36,250	10	36,250	10	364,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
8% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
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
TRANSFER OUT - TOTAL	119,300	119,300	0	0	0	0	119,300
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	483,310	483,310	36,250	8	36,250	8	483,310
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	364,010	36,250	10	36,250	10	364,010

Town of Altavista
Public Safety
FY 2021 Expenditure Report
8% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	959,000	959,000	68,897	7	68,897	7	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	463	1	463	1	34,340
Other Charges	54,550	54,550	9,255	17	9,255	17	54,550
Materials & Supplies	72,900	72,900	1,457	2	1,457	2	72,900
Capital Outlay	75,250	75,250	0	0	0	0	75,250
Total Expenditures	1,196,040	1,196,040	80,072	7	80,072	7	1,196,040

Town of Altavista
Public Works
FY 2021 Expenditure Report
8% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	652,950	652,950	39,087	6	39,087	6	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	1,737	3	1,737	3	57,260
Other Charges	46,180	46,180	4,256	9	4,256	9	46,180
Materials & Supplies	289,770	289,770	3,278	1	3,278	1	289,770
Debt Service	20,410	20,410	15,789	77	15,789	77	20,410
Capital Outlay	654,300	654,300	15,172	2	15,172	2	654,300
Total Expenditures	1,720,870	1,720,870	79,319	5	79,319	5	1,720,870

Town of Altavista
Economic Development
FY 2021 Expenditure Report
8% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	0	0	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
Total Expenditures	250,100	250,100	0	0	0	0	250,100

Town of Altavista
Community Development
FY 2021 Expenditure Report
8% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	127,600	127,600	10,503	8	10,503	8	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	0	0	10,000
Other Charges	15,150	15,150	83	1	83	1	15,150
Materials & Supplies	4,350	4,350	0	0	0	0	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	157,100	10,587	7	10,587	7	157,100

Town of Altavista
Transit System
FY 2021 Expenditure Report
8% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	103,470	103,470	6,624	6	6,624	6	103,470
Services	2,050	2,050	0	0	0	0	2,050
Other Charges	4,010	4,010	400	10	400	10	4,010
Materials & Supplies	19,600	19,600	810	4	810	4	19,600
Capital Outlay	109,800	109,800	0	0	0	0	109,800
Total Expenditures	238,930	238,930	7,834	3	7,834	3	238,930

Town of Altavista
Avoca Museum
FY 2021 Expenditure Report
8% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	67,900	67,900	5,347	8	5,347	8	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	36	8	36	8	450
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	73,350	73,350	5,383	7	5,383	7	73,350

Town of Altavista
FY 2021 Revenue Report
8% of Year Lapsed

Enterprise Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	8,000	8,000	287	4	287	4	8,000
Water Charges - Industrial	1,283,320	1,283,320	119,585	9	119,585	9	1,283,320
Water Charges - Business/Residential	280,000	280,000	4,276	2	4,276	2	280,000
Water Charges - Outside Community	173,000	173,000	24	0	24	0	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	2,000	2,000	977	0	977	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	148,376	10	148,376	10	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	3,642	1	3,642	1	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	0	0	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	18,103	13	18,103	13	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	3,465	7	3,465	7	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	176	0	176	0	140,000
Misc. Cash Discounts	0	0	0	0	0	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	775	3	775	3	25,000
State Fluoride Grant	0	0	0	0	0	#DIV/0!	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520					62,520
Transfer in From General Fund	0	0		0		0	0
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>299,685</u>	<u>7</u>	<u>299,685</u>	<u>7</u>	<u>4,014,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,376,490	1,376,490	90,888	7	90,888	7	1,376,490
Debt Service	604,090	604,090	351,554	0	351,554	0	604,090
CIP	229,650	229,650	0	0	0	0	229,650
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,210,230</u>	<u>442,442</u>	<u>20</u>	<u>442,442</u>	<u>20</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	68,910	5	68,910	5	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	57,412	44	57,412	44	131,700
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,804,110</u>	<u>126,322</u>	<u>7</u>	<u>126,322</u>	<u>7</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	159,798	6	159,798	6	2,866,550
Debt Service	786,440	786,440	351,554	0	351,554	0	786,440
CIP	361,350	361,350	57,412	16	57,412	16	361,350
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,014,340</u>	<u>4,014,340</u>	<u>568,765</u>	<u>14</u>	<u>568,765</u>	<u>14</u>	<u>4,014,340</u>

Town of Altavista
Water Department
FY 2021 Expenditure Report
8% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	688,690	688,690	50,525	7	50,525	7	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	2,677	2	2,677	2	147,100
Other Charges	242,450	242,450	10,540	4	10,540	4	242,450
Materials & Supplies	298,250	298,250	27,146	9	27,146	9	298,250
Debt Service	604,090	604,090	351,554	0	351,554	0	604,090
Capital Outlay	229,650	229,650	0	0	0	0	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
Total Expenditures	2,210,230	2,210,230	442,442	20	442,442	20	2,210,230

Town of Altavista
Wastewater Department
FY 2021 Expenditure Report
8% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	809,710	809,710	61,368	8	61,368	8	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	560	1	560	1	43,800
Other Charges	396,350	396,350	4,828	1	4,828	1	396,350
Materials & Supplies	240,200	240,200	2,155	1	2,155	1	240,200
Debt Service	182,350	182,350	0	0	0	0	182,350
Capital Outlay	131,700	131,700	57,412	44	57,412	44	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,804,110	126,322	7	126,322	7	1,804,110

Town of Altavista
Fund Expenditure Totals
FY 2021
8% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	705,000	705,000	9,877	1	9,877	1	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>2,418</u>	<u>1</u>	<u>2,418</u>	<u>1</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>12,295</u>	<u>1</u>	<u>12,295</u>	<u>1</u>	<u>936,810</u>

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	1,418	3	1,418	3	50,550
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>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>1,418</u>	<u>2</u>	<u>1,418</u>	<u>2</u>	<u>75,550</u>

Town of Altavista
FY 2021 State/Highway Fund
8% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	275	0	275	0	0
Street & Highway Maintenance	730,000	730,000	0	0	0	0	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
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
State/Highway Reimbursement Fund - GRAND TOTAL	936,810	936,810	275	0	275	0	936,810
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	656	1	656	1	48,200
Maintenance - Pavement	400,000	400,000	982	0	982	0	400,000
Maintenance - Traffic Control Devices	56,800	56,800	36	0	36	0	56,800
Engineering - Repairs & Maintenance	10,000	10,000	38	0	38	0	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	4,223	7	4,223	7	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	3,059	6	3,059	6	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	883	1	883	1	80,000
State/Highway Reimb. Fund - Subtotal:	705,000	705,000	9,877	1	9,877	1	705,000
Motor Vehicles- Replc.	90,560	90,560	0	0	0	0	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	0	0	39,250
Machinery & Equip. - New	17,000	17,000	0	0	0	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	2,418	3	2,418	3	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal	231,810	231,810	2,418	1	2,418	1	231,810
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	936,810	936,810	12,295	1	12,295	1	936,810

Town of Altavista
FY 2021 Cemetery Fund
8% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	1,275	7	1,275	7	17,250
Interest/Interest Income	0	0	382	0	382	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	0	0	4,000
Miscellaneous/Misc.	0	0	50	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
Cemetery Fund - GRAND TOTAL:	75,550	75,550	1,707	2	1,707	2	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	314	3	314	3	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	0	0	1,000
Benefits/FICA	800	800	22	3	22	3	800
Benefits/VRS	1,000	1,000	7	1	7	1	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	53	3	53	3	1,550
Benefits/Group Life	200	200	5	2	5	2	200
VRS Hybrid Employer Contr.	0	0	24	0	24	0	0
ICMA Hybrid Employer Contr.	0	0	3	0	3	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	-1,980	-20	-1,980	-20	10,000
Opening/Closing Graves	1,500	1,500	0	0	0	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	2,970	12	2,970	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	1,418	2	1,418	2	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of
July 31, 2020



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	2,071,981.53	
Certificate of Deposit	2,926,394.54	
LGIP	7,635,949.96	
Sub-Total		\$ 12,634,326.03

Enterprise Fund Reserves

Money Market Account	288,495.02	
Certificate of Deposit		
LGIP	556,258.34	
Sub-Total		\$ 844,753.36

Total Undesignated \$ 13,479,079.39

DESIGNATED BALANCES

Highway Fund

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,004,885.77	
Sub-Total		\$ 1,104,985.77

Green Hill Cemetery

Money Market Account	50,301.67	
Certificate of Deposit	615,634.18	
LGIP	77,120.69	
Sub-Total		\$ 743,056.54

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	274,806.50	
Sub-Total		\$ 274,806.50

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$8,794.78

Operating Cash Account

\$ 1,383,575.41

Total Designated \$ 3,518,104.82

Grand Total Investments and Deposits \$ 16,997,184.21

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	7,686,656.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	486,705.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	298,000.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00

Balance Remaining of Undesignated Funds \$ 3,015,369.03

RESERVE POLICY FUNDS

General Fund: The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 5,800,233

Enterprise Fund: Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,886,423

Total Reserve Policy Funds 7,686,656