



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, February 11, 2020
6:30 p.m. – Council's Chambers
(PLEASE NOTE EARLIER TIME)

- 1. Call to Order**
- 2. Invocation/Pledge of Allegiance**
- 3. Agenda Adoption**
- 4. Capital Improvement Program Review**
- 5. Recognitions and Presentations**
 - a. Former Mayor J.R. "Rudy" Burgess portrait presentation
 - b. Proclamation – February "Black History Month"
 - c. Proclamation – February "Heart Awareness Month"
 - d. Proclamation – March "Multiple Sclerosis Awareness Month"
- 6. 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.)*
- 7. Consent Agenda**
 - a. Approval of Council Minutes
 - i. January 9, 2020 Called Meeting; January 14, 2020 Regular Meeting and January 28, 2020 Work Session
 - b. Acceptance of Monthly Financial Reports
 - c. Planning Commission Annual Report Acceptance
 - d. WWTP Electrical Project (Phase III) Peed & Bortz Design Proposal
 - e. Spring 2020 Town Paving List
- 8. Public Hearing(s) – None Scheduled**
- 9. New Business**
 - a. Campbell County Emergency Operations Plan (EOP) Resolution

10. Unfinished Business

- a. Booker Building Update
- b. Splash Pad Operations recommendations

11. Reports and Communication

- a. Report from Town Manager
- b. Departmental Reports
- c. Correspondence
- d. Monthly Calendars

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

If a Closed Session is requested, the appropriate Code Section will be cited in the motion.

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 ARE 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:**MEETING DATE:****ITEM #: 4**

February 11, 2020

ITEM TITLE:

Review of the draft "FY2021-2025 Capital Improvement Plan (CIP).

DESCRIPTION:

At the Town Council's January 28, 2020 Work Session, it was decided that thirty minutes prior to the February 11th Regular Meeting would be allocated to review the draft CIP. Staff will deliver a presentation covering each departments' project/items that are included in the draft CIP at the meeting. Included in your packet is the individual list of the projects by department.

BACKGROUND:

A Capital Improvement Plan (CIP) contains all the individual capital projects, equipment purchases and major studies for a local government. This process helps local officials think through complex infrastructure development and financial decisions. A Capital Improvement Program (CIP) commonly covers a five year period starting with the next budget year and are updated annually. The Town has set a threshold of \$5,000 for capital expenditures to be part of the CIP. Each year town staff prepares a draft CIP for Council's review and consideration.

BUDGET/FUNDING:

Dependent upon projects/purchases included. The first year (budget year) is the only one to which funds will be allocated; sometimes this includes providing funds over time for large expenditures.

POTENTIAL ACTION:

- Concurrence on the items that should be included in the CIP; so that staff can finalize the budget prior to its delivery to Town Council on February 17th.

ATTACHMENTS:

- CIP List

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

<u>COUNCIL CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
CO	Meeting Software	5,000				
CO	Replacement of tablets		10,000			
<u>COUNCIL TOTAL</u>		5,000	10,000	0	0	0
				FY2021-2025 CIP TOTAL:		15,000
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		5,000	10,000			
<u>COUNCIL TOTAL</u>		5,000	10,000	0	0	0

<u>ADMINISTRATION CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ADM	Website Redesign	20,000				
ADM	Replacement of IBM printer	7,500				
ADM	Replacement of Main Network Server	13,500				
ADM	Replacement of VPN/Firewalls				6,300	
ADM	Replacement of Exchange Server				17,000	
ADM	Replacement of Carpet					20,000
<u>ADMINISTRATION TOTAL</u>		41,000	0	0	23,300	20,000
				FY2021-2025 CIP TOTAL:		84,300
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		41,000			19,100	20,000
<i>Enterprise Fund (W)</i>					2,100	
<i>Enterprise Fund (WW)</i>					2,100	
<u>ADMINISTRATION TOTAL</u>		41,000	0	0	23,300	20,000

<u>AVOCA CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
AV	Rewire Outdoor Electrical Lines	5,000				
AV	Construction of Wooden Storage Building		25,000			
AV	Replacement of Mansion's Heat Pump			35,000		
AV	Improve Mansion Décor				30,000	
AV	Paint Mansion's & Outbuildings' Exterior					58,000
<u>AVOCA TOTAL</u>		5,000	25,000	35,000	30,000	58,000
				FY2021-2025 CIP TOTAL:		153,000
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		5,000	25,000	35,000	30,000	58,000
<u>AVOCA TOTAL</u>		5,000	25,000	35,000	30,000	58,000

<u>ACTS (TRANSIT) CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ACTS	Mobile Radio System	3,500				
ACTS	Replacement of Exisitng BOC #6004	140,000				
ACTS	Replacement of Support Vehicle			28,000		
<u>ACTS (TRANSIT) TOTAL</u>		143,500	0	28,000	0	0
				FY2021-2025 CIP TOTAL:		171,500
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		78,620		5,600		
<i>Grants (List)</i>		64,880		22,400		
<u>ACT TOTAL</u>		143,500	0	28,000	0	0

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

POLICE DEPARTMENT CIP BY YEAR							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
PD	Replacement of Body Cameras	25,250					
PD	Transition from 40 cal. Glock to 9mm Glock	3,000					
PD	Vehicle Replacement	86,000	47,000	47,000	90,000	50,000	
PD	Replacement of Mobile Data Terminals				40,000		
<u>POLICE DEPARTMENT TOTAL</u>		114,250	47,000	47,000	130,000	50,000	
				FY2021-2025 CIP TOTAL:		388,250	
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
<i>General Fund</i>		111,250	47,000	47,000	130,000	50,000	
<i>Other (List)</i>		3,000					
<u>POLICE TOTAL</u>		114,250	47,000	47,000	130,000	50,000	

PUBLIC WORKS CIP BY YEAR							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000	
PW	Replacement of Bucket Truck	104,000					
PW	Replacement of Tractor Mower	89,000					
PW	15 Foot Flex Wing Rotary Cutter	19,000					
PW	Replacement of Rotary Lift	8,000					
PW	Streetlight Upgrades (LED)	32,500	32,500	32,500	32,500		
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000	
PW	20 Year Paving Plan	60,000					
PW	Message Boards	17,000	17,000				
PW	Upgrade Fuel System	10,000					
PW	Removal of SR 2 Oil Tanks	10,000					
PW	Painting of Train Station & Caboose	18,000					
PW	Painting of Booker Building (Int & Ext)	15,000					
PW	Replacement of Street Sweeper		203,000				
PW	Replacement of 3/4 Ton Pickup Truck		47,000				
PW	Replacement of 3/4 Ton Utility Truck		47,000				
PW	Replacement of 1/2 Ton Pickup Truck		100,000				
PW	Replacement of Knuckleboom Truck		160,000				
PW	Replacement of Peterbilt Refuse Truck				350,000		
PW	Replacement of 1 Ton Dump Truck				65,000		
PW	Replacement of Pickup Truck					40,000	
PW	Replacement of 1 Ton Dump Truck					65,000	
<u>PUBLIC WORKS TOTAL</u>		462,500	686,500	112,500	527,500	185,000	
				FY2021-2025 CIP TOTAL:		1,974,000	
<u>FUNDING SOURCES</u>		<u>Earmarked</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		247,800	290,850	204,400	122,500	122,500	20,000
<i>Highway Fund</i>		132,400	271,000	166,550	97,250	97,250	81,000
<i>Enterprise Fund (W)</i>		12,800	26,510	12,560			
<i>Enterprise Fund (WW)</i>		12,800	34,890	20,940			
<u>PUBLIC WORKS TOTAL</u>		405,800	623,250	404,450	219,750	219,750	101,000

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

<u>PARKS & RECREATION CIP BY YEAR</u>							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
P&R	Gateway Park Shade Sail Replacement	10,000					
P&R	Disc Golf Course	26,100					
P&R	River Overlook at English Park	6,000					
P&R	Dog Park/EnglishPark	70,500	20,000				
P&R	Trail Access to Pittsly. Ave./Connector Trail	60,000	240,000				
P&R	Walking/Biking Trail Connection	15,000	60,000				
P&R	Improve Entrance to English Park	11,600	46,400				
P&R	Parking/Circulation Impr. to Boat Parking Lot	32,000	127,500				
P&R	Picnic Table Replacement/English Park	10,000					
P&R	Inner Loop Trail	87,000					
P&R	Improvements to Picnic & River Area		50,700				
P&R	River Access at Boat Rmap		159,500				
P&R	Renovations to War Memorial Entrance			36,250			
P&R	Overnight Campground			10,000	60,000		
P&R	Repaving/Striping Trade Lot Parking Lot			232,000			
P&R	Connection to YMCA Parking Lot			10,000	62,500		
P&R	Improvements to Pedstrian Bridge Over RR			20,000	130,000		
P&R	Parking Circulation Improvement				50,000		
P&R	New Bathroom Facilities/Concession (EP)				25,000	300,000	
P&R	New Fields (EP)				25,000	1,268,750	
P&R	Ballfield Lights (SP)					180,000	
<u>PARKS & RECREATION TOTAL</u>		328,200	704,100	308,250	352,500	1,748,750	
				<u>FY2021-2025 CIP TOTAL:</u>		3,441,800	
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
<i>General Fund</i>		328,200	704,100	308,250	352,500	1,748,750	
<u>PARKS & RECREATION TOTAL</u>		328,200	704,100	308,250	352,500	1,748,750	

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

UTILITIES (WATER) CIP BY YEAR							
		FY2021	FY2022	FY2023	FY2024	FY2025	
UT(W)	Tank Maintenance	38,300	38,300	38,300	38,300	38,300	
UT(W)	Water Line Replacement Project	705,000	705,000	705,000	705,000	705,000	
UT(W)	Filter Improvements	870,000					
UT(W)	Emergency Power (PS and Springs)	590,000					
UT(W)	Chemical Pump Replacement	22,000					
UT(W)	Sedimentation/Solids Handling Impr.	200,000	2,186,000				
UT(W)	SCADA for Springs	130,000					
UT(W)	Raw Inline Turbidimeter		25,000				
UT(W)	Stream and Current Monitor		25,000				
UT(W)	Raw Water Pump Replacement		35,000				
UT(W)	Wash Pit for Trucks and Equipment		5,000				
UT(W)	Raw Water Control Valve			60,000			
UT(W)	Midsize Excavator			210,000			
UT(W)	Water Plant Security			196,000			
UT(W)	WTP & Tank Electrical & SCADA Impr.			434,000			
UT(W)	Sweeper with Hopper Attachment				8,000		
UT(W)	Water Plant Truck with Lift Gate				65,000		
UT(W)	Grapple Bucket & Brush Cutter Head				15,000		
UT(W)	Meter Truck Replacement				30,000		
UT(W)	Utilities Truck				120,000		
UT(W)	Solids Tank Pump Replacement				30,000	30,000	
UT(W)	WTP Heat Pump Replacement				20,000		
UT(W)	Beverly Heights / Incr. Water Pressure					239,000	
UT(W)	Holly Hills/Northgate / Incr. Water Pressure					239,000	
UT(W)	SCADA Plant Improvements					171,000	
UT(W)	Hydraulic Thumb & Tilting Grade Bucket					12,000	
UTILITIES (WATER) TOTAL		2,555,300	3,019,300	1,643,300	1,031,300	1,434,300	
				FY2021-2025 CIP TOTAL:		9,683,500	
FUNDING SOURCES		FY2021	FY2022	FY2023	FY2024	FY2025	
<i>Enterprise Fund (W)</i>		190,300	125,800	143,300	241,500	253,000	
<i>Enterprise Fund (WW)</i>			2,500	105,000	86,500		
<i>Bonds (List)</i>		2,365,000	2,891,000	1,395,000	703,300	1,181,300	
UTILITIES (WATER) TOTAL		2,555,300	3,019,300	1,643,300	1,031,300	1,434,300	

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

UTILITIES (SEWER) CIP BY YEAR						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
UT(S)	40 hp Pump Replacement/Main PS	33,000				
UT(S)	WWTP Electrical Upgrade	1,542,200	1,431,200			
UT(S)	Sewer Line Root Removal	10,000	10,000	10,000		
UT(S)	Sewer Line Replacement / Rehab	709,500	709,500	709,500	709,500	709,500
UT(S)	Aeration Rehab	653,500	2,351,000			
UT(S)	Replacement of Hydraulic Ram	18,000				
UT(S)	60 hp Digester Blower	18,000		18,000		
UT(S)	Feed Pump Replacement		27,500		28,500	
UT(S)	40 hp Pump Replacement/Riverview PS					
UT(S)	Truck Replacement		36,000			
UT(S)	Main Pump Station Upgrade		51,000	862,000		
UT(S)	Replacement of Lab Scales			5,000		
UT(S)	Riverview Pump Station Upgrade			20,000	289,000	
UT(S)	Mobile Pump (6")			55,000		
UT(S)	SCADA Improvements			171,000		
UT(S)	Auger Attachment (Skid Steer)			6,000		
UT(S)	Secondary Clarifiers				124,000	1,873,000
UT(S)	Brush Cutter Head Attachment				11,000	
UT(S)	Truck Replacement				50,000	
UT(S)	Trencher Attachment					6,000
UT(S)	Commercial Water Truck					200,000
UT(S)	Heat Pump Repl in Lab and Office					30,000
UTILITIES (SEWER) TOTAL		2,984,200	4,616,200	1,856,500	1,212,000	2,818,500
				FY2021-2025 CIP TOTAL:		13,487,400
FUNDING SOURCES		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>						40,000
<i>Enterprise Fund (W)</i>				8,500	5,500	83,000
<i>Enterprise Fund (WW)</i>		84,000	112,500	90,500	89,000	113,000
<i>Bonds (List)</i>		2,900,200	4,503,700	1,757,500	1,117,500	2,582,500
UTILITIES (SEWER) TOTAL		2,984,200	4,616,200	1,856,500	1,212,000	2,818,500



Town of Altavista

Town Council Meeting Agenda Cover Sheet

Agenda Item #: 5

Recognitions and Presentations

- 1) Presentation of portrait of former Mayor J.R. “Rudy” Burgess by his family.
- 2) Proclamation: Recognizing February as “Black History Month”
- 3) Proclamation: Recognizing February as “Heart Awareness Month”
- 4) Proclamation: Recognizing March as “Multiple Sclerosis Awareness Month”
 - a. Denise Ellis, *Multiple Sclerosis Alliance of Virginia*
- 5) Personnel Update
 - a. Seth Caveness, Patrol Officer – Resigned Effective January 31, 2020
 - b. Nyoka Bell, Patrol Officer – Resigned Effective February 16, 2020
 - c. Larisa Nelson, Avoca Intern – Began on January 23, 2020
 - d. Tobie Shelton, Finance Director – 20 years of service (February 7th)

Action(s):

- 1) Acceptance of the portrait for display in the J.R. “Rudy” Burgess Municipal Building (Town Hall).
- 2) Approval of the Proclamation – February “Black History Month”
- 3) Approval of the Proclamation - February “Heart Awareness Month”
- 4) Approval of the Proclamation – March “Multiple Sclerosis Awareness Month”
- 5) Informational Only – No Action Required

Funding Sources:

- N/A

ATTACHMENTS:

- Proclamations for items 2, 3 & 4.



PROCLAMATION DECLARING MARCH AS “BLACK HISTORY MONTH”

WHEREAS, Altavista is strengthened and enriched by the diversity of cultures and traditions that are an integral part of this great town; and

WHEREAS, African Americans have played significant roles in the history of Altavista's economic, cultural, spiritual and political development while working tirelessly to maintain and promote their culture and history; and

WHEREAS, As a result of determination, hard work, and perseverance, African Americans have made valuable and lasting contributions to the Town of Altavista, Campbell County, Commonwealth of Virginia and United States, achieving exceptional success in all aspects of society including business, education, politics, science, and the arts; and

WHEREAS, in 1976, Black History Month was formally adopted to honor and affirm the importance of Black History throughout our American experience; and

WHEREAS, Black History Month is a time for all Americans to remember the stories and teachings of those who helped build our nation, took a stance against prejudice to build lives of dignity and opportunity, advanced the cause of civil rights, and strengthened families and communities;

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim February 2020 as

BLACK HISTORY MONTH

throughout the Town of Altavista. We urge community and government leaders, policy makers, businesspeople, educators, and all residents of Altavista to celebrate the history and recognize the contributions of African American to our town, county, state, and nation.

Adopted this 11th day of February 2020 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

J. Waverly Coggsdale, III
Clerk of Council
Town of Altavista, VA



PROCLAMATION DECLARING MARCH AS “AMERICAN HEART MONTH”

WHEREAS, heart disease is the leading cause of death in the United States; and

WHEREAS, heart disease and the conditions that lead to it can happen at any age; and

WHEREAS, unhealthy lifestyle choices combined with rising obesity rates in both kids and adults have hindered progress fighting heart disease; and

WHEREAS, March is American Heart Month, a time the nation turns its attention to keeping families and communities free from heart disease; and

WHEREAS, heart disease not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, individuals can take action to protect their heart health and prevent heart disease by taking steps to prevent and control the risk factors for the disease; and

WHEREAS, keeping our communities healthy and promoting awareness of health issues including heart disease, is an important responsibility and depends on the actions of many organization and groups in our community; and

WHEREAS, heart health remains a priority for families, communities, and government, and our commitment to keeping our citizens healthy is stronger than ever.

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2020 as

AMERICAN HEART MONTH

throughout the Town of Altavista and urge all citizens to observe this month by living a healthy lifestyle and choose health foods and drinks, get regular physical activity, manage weight, and stop smoking and vaping. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent heart disease.

Adopted this 11th day of February 2020 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

J. Waverly Coggsdale, III
Clerk of Council
Town of Altavista, VA

KNOW THE FACTS ABOUT

Heart Disease



What is heart disease?

Heart disease is the leading cause of death in the United States. More than 600,000 Americans die of heart disease each year. That's one in every four deaths in this country.¹

The term "heart disease" refers to several types of heart conditions. The most common type is coronary artery disease, which can cause heart attack. Other kinds of heart disease may involve the valves in the heart, or the heart may not pump well and cause heart failure. Some people are born with heart disease.

Are you at risk?

Anyone, including children, can develop heart disease. It occurs when a substance called plaque builds up in your arteries. When this happens, your arteries can narrow over time, reducing blood flow to the heart.

Smoking, eating an unhealthy diet, and not getting enough exercise all increase your risk for having heart disease.

Having high cholesterol, high blood pressure, or diabetes also can increase your risk for heart disease. Ask your doctor about preventing or treating these medical conditions.

What are the signs and symptoms?

The symptoms vary depending on the type of heart disease. For many people, chest discomfort or a heart attack is the first sign.

Someone having a heart attack may experience several symptoms, including:

- Chest pain or discomfort that doesn't go away after a few minutes.
- Pain or discomfort in the jaw, neck, or back.
- Weakness, light-headedness, nausea (feeling sick to your stomach), or a cold sweat.
- Pain or discomfort in the arms or shoulder.
- Shortness of breath.

If you think that you or someone you know is having a heart attack, call 9-1-1 immediately.



¹ CDC: Deaths: Final Data for 2009. www.cdc.gov/nchs/data/nvsr/nvsr60/nvsr60_03.pdf

KNOW THE FACTS ABOUT

Heart Disease

How is heart disease diagnosed?

Your doctor can perform several tests to diagnose heart disease, including chest X-rays, coronary angiograms, electrocardiograms (ECG or EKG), and exercise stress tests. Ask your doctor about what tests may be right for you.

Can it be prevented?

You can take several steps to reduce your risk for heart disease:

- Don't smoke. CDC's Office on Smoking and Health Web site has information on quitting smoking.

<http://www.cdc.gov/tobacco>

- Maintain a healthy weight. CDC's Healthy Weight Web site includes information and tools to help you lose weight.

<http://www.cdc.gov/healthyweight/index.html>

- Eat a healthy diet. Tips on reducing saturated fat in your diet are available on the Web site for CDC's Division for Nutrition, Physical Activity, and Obesity.

<http://www.cdc.gov/nutrition/everyone/basics/fat/saturatedfat.html>

- Exercise regularly. Visit CDC's Physical Activity Web site for more information on being active.

<http://www.cdc.gov/physicalactivity/index.html>

- Prevent or treat your other health conditions, especially high blood pressure, high cholesterol, and diabetes.

How is it treated?

If you have heart disease, lifestyle changes, like those just listed, can help lower your risk for complications. Your doctor also may prescribe medication to treat the disease. Talk with your doctor about the best ways to reduce your heart disease risk.

For More Information:

Learn more at the following Web sites.

- Centers for Disease Control and Prevention's Division for Heart Disease and Stroke Prevention:

<http://www.cdc.gov/dhds/index.htm>

- Centers for Disease Control and Prevention's National Center on Birth Defects & Developmental Disabilities:

<http://www.cdc.gov/ncbddd/birthdefects/default.htm>

- American Heart Association:

<http://www.americanheart.org>

- National Heart, Lung, and Blood Institute:

<http://www.nhlbi.nih.gov>





**PROCLAMATION DECLARING MARCH AS
“MULTIPLE SCLEROSIS EDUCATION AND AWARENESS MONTH”**

WHEREAS, Multiple Sclerosis (MS) is a chronic, often disabling disease of the central nervous system that affects approximately 400,000 people in the United States; and

WHEREAS, it typically strikes young adults in the prime of life – in their 20’s to 40’s. Women are more likely to have multiple sclerosis by about 3:1. Symptoms can begin as simply as tingling and progress to near paralysis; and

WHEREAS, March of 2020 is Multiple Sclerosis Education and Awareness Month. It is important for better education and awareness of multiple sclerosis so that its victims can lead more productive and satisfying live – to benefit themselves, their caregivers and families, and the overall community; and

WHEREAS, multiple sclerosis is a disease that not only affects the person with the condition, but also greatly impacts family, friends, and the community; and

WHEREAS, the exact cause of multiple sclerosis is still unknown, and there is no known cure; and

WHEREAS, the symptoms of multiple sclerosis may be mild such as numbness in the limbs, or severe, such as paralysis or loss of vision; and

WHEREAS, every hour of every day, someone is newly diagnosed with multiple sclerosis; and

WHEREAS, the Multiple Sclerosis Alliance of Virginia (MSAV) provides programs and services for anyone in Virginia whose life has been affected by MS; and

NOW, THEREFORE, I, Mike Mattox, Mayor of the Town of Altavista do hereby proclaim March 2020 as

MULTIPLE SCLEROSIS (MS) EDUCATION AND AWARENESS MONTH

throughout the Town of Altavista and urge all citizens to observe this month by becoming aware of the difficulties that individuals with MS face on a daily basis, supporting those who are working toward its end and participating in community efforts. The Altavista Town Council joins advocates and communities across the country in playing an active role to prevent Multiple Sclerosis.

Adopted this 11th day of February 2020 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

J. Waverly Coggsdale, III
Clerk of Council
Town of Altavista, VA



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Consent Agenda

MEETING DATE:

February 11, 2020

ITEM #: 7**ITEM TITLE:**

Consent Agenda Items

If any Council member would like to remove any item from the Consent Agenda, this should be stated before approval of the Consent Agenda. If an item is removed, it will be placed on the Unfinished Business section of the agenda for discussion at that time

DESCRIPTION/ACTION:

7a: Approval of Minutes: Approve the minutes of the January 14, 2020 Regular Meeting and January 28, 2020 Work Session ([Link to minutes](#))

- Motion to approve the minutes as submitted/amended.

7b: Acceptance of Monthly Financial Reports: Motion to accept Monthly Financial Reports. ([Link](#))

7c: Acceptance of Planning Commission Annual Report: Motion to accept the Planning Commission's Annual Report (2019). ([Link](#))

7d: Approval of engineering services (Proposal 19-34) for WWTP Electrical Improvements Project (Phase III): Motion to award contract to Peed & Bortz, in the amount of \$222,100, to perform engineering services (Proposal 19-34) for the WWTP Electrical Improvements Project (Phase III). ([Link](#))

7e: Approval of the Spring 2020 Town Paving List: Motion to approve the paving as identified in the list provided to Council during their January 28, 2020 Work Session or as modified. ([Link](#))

BUDGET/FUNDING:

Any budget impact is denoted per the particular item/motion.

POTENTIAL ACTION:

Approval of the Consent Agenda items will be done with one motion.

Council Regular Meeting – January 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 January 14, 2020 at 7:00 p.m.

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

Council Members

Present:

Mr. Reginald Bennett
Vice-Mayor Beverley Dalton
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. John Eller, Town Attorney
Mrs. Crystal Hailey, Administration

Staff Absent:

Mr. Tom Fore, Public Utilities Director
Ms. Sharon Williams, Community Development Director

2. Invocation/Pledge of Allegiance

Pastor Marci Huntsman, Lambs United Methodist Church of Altavista, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Approval of the Agenda

Mayor Mattox informed Council of an amendment to the January 14, 2020 agenda.

He stated item c was added to section 8 of the agenda in regards to a request by Town Administration to upgrade (14) of the town's computers to Windows 10 from the current (outdated) Windows 7 operating system, because Windows 7 is no longer being serviced by ITG as of January 14, 2020. ITG is the town's IT service and support provider.

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

Mr. Mitchell, seconded by Vice-Mayor Dalton, 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

4. Recognitions and Presentations

a. Introduction of New Administration Intern – Mr. George Sandridge

Mr. Coggsdale introduced Mr. Sandridge to Council. He stated Mr. Sandridge was an Administration and Policy Development Intern for the town and his official start date was on Monday January 6th, 2020.

Mr. Coggsdale shared with Council some of Mr. Sandridge's accomplishments and background. He stated Mr. Sandridge was a graduate of Virginia Tech and he had previously interned with the Virginia Municipal League (VML).

Mr. Coggsdale informed Council that Mr. Sandridge is a current member of Keysville's Town Council and Planning Commission. He stated Mr. Sandridge is also pursuing his Master's Degree at Liberty University.

Mr. Coggsdale stated Mr. Sandridge would be with the town on Monday, Wednesday, and Friday of each week until June of this year.

Mayor Mattox, along with all other Council members, welcomed Mr. Sandridge to the Town of Altavista.

Mr. Sandridge asked Council to let him know if they had a project they would like him to work on while he was here. He stated he enjoyed working with the "public" and he looked forward to working with the Town of Altavista through his internship.

5. Citizen's Time (non-agenda items only)

Mayor Mattox asked if there was a citizen present wishing to come before Council with a comment or concern that was not on the January 14, 2020 Council Meeting Agenda.

Ms. Evelyn Waller, 813 Eighth Street, Altavista, came before Council with a question regarding vendor pricing at Altavista's Annual Uncle Billy's Day (UBD) Festival.

Ms. Waller referenced herself being an Altavista and Campbell County resident.

Ms. Waller asked why a citizen/resident of the Town of Altavista has to pay the same vendor set-up fee as an out-of-town and/or out-of-state participant. She stated she felt the town should offer its residents a discount for participating in the annual event.

Mayor Mattox informed Ms. Waller that the Altavista Chamber of Commerce was the supporting agency for the Uncle Billy's Day Festival. He stated the UBD event was a "fundraising event" for the Chamber, which in turn, the Chamber reinvests the funds into the community through support and other events.

Mayor Mattox stated, since the Chamber oversees the event, he encouraged Ms. Waller to reach out to the Chamber with her concern regarding the vendor set-up fee. He stated the local Chamber of Commerce does good things for the community and he felt they would be glad to discuss this matter with her.

Mayor Mattox also stated he would be glad to discuss the matter further with Ms. Waller after the Council meeting that evening, if she desired to.

Mayor Mattox thanked Ms. Waller for her time and for attending the Council meeting.

6. Consent Agenda

- a. Approval of Council Minutes:
 - December 10, 2019 Town Council Regular Meeting
 - No Town Council Work Session for December 2019
- b. Acceptance of Monthly Financial Reports
 - December 2019 Revenue and Expenditures

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

Mrs. Dalton, 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

7. Public Hearing(s)

There were no public hearings scheduled for the January 14, 2020 Council Meeting.

8. New Business

- a. Staunton River Garden Club – Consideration of Request to Continue Partnership for the Purchase of Additional “Snowflakes” for the Town’s Decorative Light Poles.

Mr. Coggsdale informed Council that Mrs. Linda Janiak, current Treasurer of the Staunton River Garden Club, was in attendance to address Council regarding this item.

Mayor Mattox, along with Council, welcomed Mrs. Janiak to the meeting.

Mrs. Janiak thanked Council for their time and for allowing her to address them regarding this matter.

Mrs. Janiak referenced the previous partnership between the town and the garden club. She stated the previous two collaborations had, to date, been successful in purchasing sixty-eight snowflake decorations for the town’s decorative light poles.

Mrs. Janiak stated she felt the decorations had been well received by the community and the garden club would like to continue with the snowflake project.

Mrs. Janiak informed Council there were sixty-four additional snowflakes needed in order to complete the project. She informed Council the company in which the snowflakes are purchased is, once again, having an “end of season” sale on the items.

Mrs. Janiak shared with Council the regular cost for each snowflake decoration was \$345 each. She stated, during the sale event, the snowflakes were “buy 2, get 1 free”, which would drop the cost to \$254 each.

Mrs. Janiak stated, in the past, she and her husband have traveled to pick up the snowflake decorations when they are ready, usually in late summer.

Mrs. Janiak stated they were still willing to do so, because this saves the project valuable money from shipping costs.

Mrs. Janiak stated the Staunton River Garden Club (SRGC) was prepared to purchase another twelve (12) snowflake decorations again this year.

Mrs. Janiak shared with Council two different price points for the town's consideration:

- 1.) The cost to purchase the same amount of snowflakes as last year (30), \$7,620.
- 2.) The cost to purchase the remaining fifty-two (52) snowflakes needed to complete the project, \$13,208.

Mrs. Janiak stated the SRGC was very grateful for any help they may receive from the town on this project. She stated she would be glad to answer any questions Council had regarding the SRGC's request and/or the project.

Mayor Mattox asked Council if they had any questions for staff or Mrs. Janiak regarding this item.

Mr. George asked how long of a "life span" does the snowflake decorations have.

Mrs. Janiak stated, if well maintained, the snowflake decorations have an approximate 10-15 year life expectancy. She stated, with the heavy-duty brackets the town made to hold the snowflakes in place, she felt the decorations would last fifteen or more years.

Mrs. Janiak stated, with each purchase, the snowflakes also come with a box of replacement bulbs, so there would not be any cost on bulbs for many years.

Mr. Mitchell asked how many snowflakes were currently being stored by the town.

Mr. Garrett, Public Works Director, confirmed the town currently stores sixty-eight of the decorative snowflakes.

Mr. Mitchell asked Mr. Garrett if he foreseen any problem with adding additional snowflakes, to which Mr. Garrett stated he did not.

There were no additional questions from Council for Mrs. Janiak.

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

Mr. Mitchell stated he had enjoyed seeing the SRGC's Snowflake Project enhance the downtown area and he looked forward to seeing the project continued. He stated he had also seen evidence on "social media" that the snowflake decorations had been well-received by the community.

Mr. Emerson reminded Council of their conversation last year regarding this project. He stated Council was then in favor of continuing its partnership with the SRGC on purchasing the snowflake decorations until the project was complete.

Mr. Emerson stated he would be in favor of either amount Council was in consensus to contribute this year, in order to continue or complete this project.

Mrs. Dalton stated she was also in favor of continuing the snowflake decoration project. She stated her original reservation was if there were more items being placed on the decorative poles than they could handle. She stated with the brackets made by the town's Public Works Department, the poles seem to be holding up fine.

Mrs. Dalton stated the snowflakes are beautiful when lit and she was in favor of continuing the project, but was unsure of how many the town should purchase this year.

Mayor Mattox stated he appreciated the work the SRGC does for their community and he would also be in favor of the project moving forward.

Mayor Mattox asked when the snowflake decorations would have to be paid for.

Mrs. Janiak stated, even though the order needed to be placed by the end of February in order to receive the “sale price”, the items did not have to be paid for until they are ready to be picked up, which was normally sometime in August.

Mayor Mattox suggested this item be placed on Council’s January Work Session. He stated this would allow Council time to confer with staff regarding the amount of funds the town would have available in fiscal year 2021 to contribute to the project; allowing for further consideration of the amount of snowflakes to purchase this year.

All Council members were in consensus to do so.

Mayor Mattox thanked Mrs. Janiak for her presentation and her time.

b. Altavista Fire Company – Consideration of Fund Advancement Request to Purchase a New Fire Truck.

Mr. Coggsdale informed Council of the town being approached by The Altavista Fire Company (AFC) in late December 2019 regarding the town’s willingness to consider advancing multiple years of the Town of Altavista’s annual contribution to AFC. He stated they are in the process of purchasing a new fire engine and, if approved, they seek \$432,000 from the town to complete the purchase.

Mr. Coggsdale stated Mr. Jonathan Witt, AFC Treasurer, was present to answer any questions Council may have regarding the request.

Mayor Mattox welcomed Mr. Witt to the meeting.

Mr. Witt addressed Council and gave them a summary of the Fire Company’s request. He reminded Council of their previous “monetary advancement agreement” with the AFC in order to pay off the balance of the current fire house. He continued stating the previous agreement would be satisfied in the upcoming fiscal year 2021.

Mr. Witt stated the AFC currently houses four (4) Pierce fire trucks, manufactured by Atlantic Emergency Solutions Company. He informed Council the fire truck the AFC was proposing to replace is currently twenty-one (21) years old, and the first fire truck to run from the current fire house location.

Mr. Witt stated the fire truck being replaced was starting to show its age of twenty-one years by needing frequent repairs and being out of service more often than not.

Mr. Witt informed Council the cost of a new Pierce fire truck is approximately \$540,000, which includes a \$17,790 “pre-payment” discount and a \$1,450 Performance Bond discount. He stated the AFC would pay down 20% of the loan themselves, leaving \$432,000 as the town’s part in the proposed new advancement agreement.

Mr. Witt stated, with the town’s annual contribution of \$65,000 to the Altavista Fire Company, the proposed advancement would take the AFC between six and seven years to satisfy the agreement.

Mr. Witt stated the Altavista Fire Company voted unanimously in favor of a new advancement agreement with the Town of Altavista regarding the purchase of a new fire truck, and also authorized Mr. Witt to negotiate the terms of the agreement with Council.

Mr. Witt stated he would be glad to answer any questions Council may have regarding the proposed agreement.

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

Mr. Mitchell asked if the twenty-one year old fire truck was in good enough condition for consideration to sell.

Mr. Witt stated the AFC would keep the mentioned fire truck for now, and attempt to sell an older fire truck (Engine #3) first. He stated they do not expect to receive very much money for the old Engine #3 fire truck.

Mr. Emerson stated he has served on the Altavista Fire Company's Board for eight years and, in his opinion, the AFC is a well-run organization. He also stated he felt the AFC was very good and thorough at maintaining their trucks and equipment.

Mr. Emerson stated he feels the Altavista's Fire Company does a lot for its community and he was in favor of the town helping the fire station when feasible to do so.

Mayor Mattox stated, when Council is voting on monetary requests, such items are moved to a work session agenda for further discussion and/or consideration. He asked Mr. Witt if the matter was "time sensitive" and needed an answer that evening.

Mr. Witt informed Council that the manufacturer of the new fire truck, Atlantic Emergency Solutions, normally has a price increase of 4-6% in February each year. He stated, therefore, the AFC was trying to place their order before that time in order to secure the mentioned cost for the new fire truck.

Mr. Higginbotham asked if the Altavista Fire Company's proposal would include interest on the advancement they are currently requesting.

Mr. Witt stated the AFC looked at the agreement as an "advancement of funds" rather than a loan, so the initial request did not include interest on the advancement amount, but they were open for discussion regarding the terms of the proposed agreement.

Mr. George stated he appreciated everything the Altavista Fire Company does for the town and the community.

Mr. Bennett asked the Town Manager, Mr. Coggsdale, if the previous agreement between the town and the Altavista Fire Company included an interest charge.

Mr. Coggsdale stated that it did. He stated the interest for the previous agreement was calculated using that time period's current rate of 1.15%.

Mr. Bennett asked, if Council decided to approve the AFC's request, and an interest rate was applied to the proposed advancement, what the current interest rate would be.

Mr. Coggsdale stated the town's current interest rate is 1.73% from the Local Government Investment Pool.

Mr. Bennett also asked if there were any additional funds, other than through a possible town advancement, available to help purchase the new fire truck.

Mr. Witt answered Mr. Bennett stating only the funds of \$108,000 being paid by the fire company. He stated the AFC does receive funds from the county annually for operation expenses, but no funds are offered for the specific purpose of purchasing vehicles.

Mr. Higginbotham asked Mr. Witt if the AFC had contacted Campbell County recently in regards to county assistance or funding available towards a new fire truck.

Mr. Witt stated Campbell County's CIP Plan does not currently have funding available for the purchase of emergency vehicles for them, or any fire station in the county.

Mr. Emerson confirmed by stating, Campbell County previously offered assistance for vehicle replacement to all emergency agencies within the county, but they no longer do.

Mr. Mitchell asked how much assistance was given to the AFC annually by the county.

Mr. Witt answered, stating the county makes an annual donation of \$40,000 to the AFC. He stated the fire company has to show line item receipts to the county each year for reimbursement consideration.

Mrs. Dalton asked if the Altavista Fire Company would consider adding an interest charge to the proposed advancement agreement with the Town of Altavista, therefore eliminating a loss of funds the town would otherwise gain if investing those same funds.

Mr. Witt stated he felt the AFC Board would be agreeable to those terms.

Mayor Mattox stated, since this item was time sensitive, he asked if Council desired to vote on the item that evening rather than moving it to the January Work Session Agenda.

Mr. Emerson stated, if there was a consensus of Council to vote on the item that evening, he would be glad to make a motion to do so.

Mr. Coggsdale referenced the recent email staff received from the AFC regarding the advancement request. He asked for clarification from Mr. Witt the amount of advancement the AFC was requesting Council to consider voting on.

Mr. Witt answered the amount of funds the Altavista Fire Company was requesting for advancement from the Town of Altavista was \$432,000.

Mr. Coggsdale stated, by adding interest to the advancement agreement, the years of payback would also increase in order to cover the amount of fund reimbursement.

Mayor Mattox asked Council if they were in consensus to vote on the request that night.

Mr. Mitchell stated, if Council knew the exact monetary number and interest amount that would be in the proposed advancement agreement, he would be in favor of voting on the item that evening.

Mr. Emerson stated he was in favor of voting on the item that evening.

Mrs. Dalton stated, since the Town of Altavista has a contribution yearly earmarked for the Altavista Fire Company, she would be in favor of entering into the proposed advancement agreement with the AFC, with the addition of interest charges.

Mr. John Eller, Town Attorney, reminded Council that the previous advancement agreement done in 2012, between the AFC and the town, had a Memorandum of Understanding (MOU) as part of the agreement. He suggested also having an MOU as part of the new proposed agreement as well, and any motion on the item should include a mention of the desired MOU.

Mayor Mattox stated he felt the fire company was a “crown jewel” in Altavista. He thanked them for all the work they do for the town and for the community.

Mayor Mattox also stated he would like to see the fire company have what they need to do their job and that he would be in favor of the advancement agreement request.

Mr. Higginbotham stated he felt all Council members had the same objective, “to support the Altavista Fire Company”. He stated the only concern would be whether to vote on the request that evening or wait until all fund amounts were gathered and a MOU could be drafted for Council’s review, but he would be ready to vote either way.

Mr. George stated he was in favor of the request and was ready to vote that evening.

Mr. Bennett stated he was in favor of AFC’s request and he was prepared to vote on the item that evening if there was a consensus of Council to do so.

Mr. Bennett stated he was glad the residents of Altavista could depend on their own fire station and not have to rely on one in an emergency that was farther away. He thanked the Altavista Fire Company for all they do for the town and the community.

Mr. Mitchell, seconded by Mr. Emerson, motioned to approve the Altavista Fire Company’s (AFC) request to partner with the Town of Altavista through an Advancement Agreement for the amount of \$432,000, and in addition, an interest rate of 1.73% being charged. He continued his motion stating Council also requires the agreement include a Memorandum of Understanding (MOU) between the AFC and the town regarding the particulars of the agreement.

Mr. Higginbotham asked where Mr. Mitchell came up with the “1.73%” interest rate.

Mr. Coggsdale answered stating 1.73% was the current interest rate available to the town.

Mr. Higginbotham suggested amending the motion to read “using each current year’s interest rate” instead of a set 1.73%, which he felt would be fair to both parties.

Mr. Coggsdale confirmed staff could recalculate the interest for the loan/advancement agreement at the end of each year.

Mrs. Dalton referenced her service, a few years ago, as a board member of Altavista’s fire station before the fire department became the current “fire company”. She stated she remembered Mr. Witt was also the fire station’s treasurer back then as well.

Mrs. Dalton stated her appreciation to Mr. Witt for his longtime service as treasurer for the AFC. She stated the position was definitely a “labor of love” and she felt he was an asset to the fire company.

Mr. Mitchell amended his motion, adding Mr. Higginbotham’s suggestion regarding the interest rate, and made the motion again. Mr. Emerson, again, seconded the motion.

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. Administration Request – to update fourteen (14) existing town computers from Windows 7 to Windows 10 computer operating system.

Mr. Coggsdale reminded Council this item was added to the agenda as an amendment.

Mr. Coggsdale informed Council that Mrs. Shelton, Town Finance Director, would be addressing them regarding this time.

Mrs. Shelton referenced the Town Administration's 5-Year CIP and stated there was a line item in FY2021 for all remaining town computers with Windows 7 to be upgraded to Windows 10. She stated there were fourteen computers with the outdated software.

Mrs. Shelton informed Council that the upgrade was being requested sooner, rather than later (FY2021), because she was recently informed by ITG that all support for Windows 7 would be ending on January 14, 2020.

Mrs. Shelton stated the computers still operating with Windows 7 would still be usable, but they would be more susceptible to security risks and computer viruses.

Mrs. Shelton continued stating, out of the fourteen computers that needed updating, only eight of them were new enough to upgrade to Windows 10 without replacing the machine itself. She stated the other six computers (5 Police / 1 Public Works) would not support the system upgrade, and would therefore need replacing.

Mrs. Shelton stated, the early upgrade was not budgeted for in fiscal year 2020, but informed Council, if approved, she has identified available/unexpended funds, from both the Police Department and Public Works Department's FY2020 CIP, to replace their outdated computers. She stated this action would then remove the need for any computer upgrades in FY2021.

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

Mr. Mitchell asked, if approved, would the Public Works Department's "small tools" account be effected by the line item change.

Mrs. Shelton stated she and Mr. Garrett, Public Works Director, had discussed the matter and confirmed the line item change would still be feasible for that department.

Mr. Higginbotham asked how much each "new" computer would cost the town.

Mrs. Shelton stated she had requested the project not exceed \$7,200 for the six new computers, an average of \$1,200 each, which included some laptops and some "desktop" computers. She stated they would already include the Windows 10 upgrade.

Mr. Higginbotham stated he felt the cost of the computers seemed a little high.

Mrs. Shelton stated the computers purchased for the town are a little above an average, base priced computer, in order for them to meet certain requirements and ensure they can operate under the town's "network" and office programs.

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

Mayor Mattox thanked Mrs. Shelton for her time and for the good work she continues to do for the Town of Altavista.

Mrs. Dalton, seconded by Mr. Bennett, motioned to approve the request by Administration to use unexpended FY2020 Funds from the APD and Public Works Departments to purchase six new computers between the two departments. The request was made because the six computers being replaced would not accommodate the Windows 10 computer operating system needed to work with the town's current computer programs and network used between all town departments.

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

9. Unfinished Business

a. Staffing Discussion – Altavista On Track (AOT) Main Street Coordinator Position

Mr. Coggsdale reminded Council that several years ago, the Town of Altavista took on the position of “Main Street Coordinator” as part of their Personnel/Classification Plan. He stated even though the position was not part of the town, the town made annual contributions to AOT in order to fund the position.

Mr. Coggsdale stated the position was previously part-time, but was made full-time by combining twenty-eight (28) hours for “Main Street” functions with twelve (12) hours dedicated to Altavista's social media/web site content management.

Mr. Coggsdale reminded Council that the Main Street Coordinator (MSC) position had been vacant for over a year until they recently approved a part-time (10 hours per week) interim for the position to assist Altavista On Track with their administrative needs.

Mr. Coggsdale referenced the recent meeting Town Council was invited to attend on Thursday, January 9th, hosted by the Altavista On Track Board. He reminded Council of the presentation, “What is Main Street”, given by a Department of Housing and Community Development Representative, and stated he hoped the information was beneficial to Council towards the consideration of any decision they make that evening regarding whether or not the MSC position needs to remain part-time for now, or returned to a full-time town position.

Mr. Coggsdale stated there were several AOT Board Members attending the Council meeting to answer any question Council may have regarding this item of discussion.

Mayor Mattox asked the AOT Board members if any of them would like to address the Town Council regarding this subject.

Reverend Eduardo Soto, AOT Vice-President and Design Chair, came forward to address Council. He stated that a church, organization, or locality will sometimes try and quantify a program's worth, in order to measure its “return on investment”. He stated he felt the value that Altavista On Track and the Main Street Program brings to a small community, such as Altavista, was “immeasurable”.

Reverend Soto stated Main Street programs, such as AOT, bring unquantifiable assets to the community. He stated Altavista had recently fallen behind in bringing those assets to the community, since losing its full-time AOT Director a year ago.

Reverend Soto informed Council that the current AOT Interim Director, Kirsten Aherron, had compiled a detailed spreadsheet of the duties performed within her 10 hour per week allotted timeframe. He stated those duties were minimal to the program's overall amount of duties and responsibilities on any given day, at any given time.

Reverend Soto stated a part-time AOT Director, with more than 10 hours per week, would be helpful, but a full-time Director would be the most beneficial to AOT in maintaining their responsibilities, and also accomplishing the program's goals for the community.

Reverend Soto stated he would be glad to answer any questions Council may have.

Mrs. Lori Johnson, AOT President, also came forward to help answer questions.

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

Mrs. Dalton asked if any of the current businesses in Altavista's Downtown District were represented on Altavista On Track's Board.

Reverend Soto stated yes, and shared with Council those businesses:

- Jonathan Parker - Parker Productions
- Jessica Sundblom - Sunblum Esthetics
- Regina Adams - The Standard

Reverend Soto informed Council there were currently no "property owners" on the AOT Board, but AOT was working hard to change that.

Mrs. Johnson stated that Katie Lane was also an Altavista On Track Board Member. She stated Ms. Lane worked at the Staunton River Library located on Broad Street in Altavista, which she felt was an important part of the Downtown District.

Mr. Mitchell stated he appreciated the work Altavista's community organizations, like AOT and The Chamber of Commerce, do for the town's businesses and its citizens.

Mr. Mitchell stated he felt the Town Council owes AOT staff, and also town citizens, a clear direction on which way the town would be going in regards to this matter.

Mr. Mitchell shared his favor in hiring a full-time AOT Main Street Director, in order to move this program back to the forefront of Altavista's community development.

Mr. Mitchell stated he was in favor of AOT's mention to try and get Altavista's business and property owners to show more interest in their district.

Mr. Emerson referenced himself as being a property owner in the Downtown District of Altavista. He stated AOT was a "major help" when he purchased his downtown property nine years ago.

Mr. Emerson also referenced AOT's previous Main Street Coordinator and their constant "presence" on social media at that time. He stated, in this day and age, social media was a major part of communication for any organization and/or locality, and they should be constantly participating, sharing, and updating its community/citizens.

Mr. Emerson stated he supported moving forward with hiring a full-time AOT Main Street Coordinator. He stated, by doing so, it would contribute and benefit Altavista's desired economic development and growth, coinciding with the recent hire of the Community Development Director, Ms. Sharon Williams.

Mr. Emerson stated he felt it would also help the town evaluate what was needed in the vacant Economic Director position moving forward.

Mr. Emerson stated he appreciated everything the Altavista On Track organization has done and continues to contribute to the Town of Altavista. He stated he felt AOT was an important “piece of the puzzle” for the community and its economic development.

Mrs. Dalton referenced a previous conversation by Council last year, during budget consideration discussions, regarding the town’s “return on investment” from the town organizations it supported. She stated she felt the question was not whether to continue having an AOT program in Altavista, but who should be paying for the program, the town or the businesses within its district.

Mrs. Dalton suggested Council and AOT consider a “monetary partnership” between the town and the downtown district businesses.

Mrs. Dalton asked if the AOT Board was requesting another full-time director, or would they consider a part-time director with having more than 10 hours per week.

Reverend Soto stated having a full-time AOT Director/Main Street Coordinator would be ideal, but a part-time director, having more than 10 hours per week, would also be more beneficial than what they currently have.

Mrs. Johnson stated she felt an AOT Director should be out in the community investing time to its businesses and citizens. She stated the current intern’s 10 hour per week schedule was barely enough time to complete AOT’s administrative duties.

Mrs. Dalton stated Council would be interested in input from Altavista’s Downtown District businesses regarding their thoughts of whether or not there has been a significant benefit by having the AOT Program and whether they think the program was beneficial enough for them to consider investing financially in a partnership with the town in order to continue the program.

Mrs. Johnson stated she was unsure if a small business owner would be able to afford such a partnership into their budget, but an AOT Director would be able to communicate with the businesses regarding such a partnership.

Mrs. Johnson stated she felt most of the downtown district businesses want to be a part of the AOT Program and to feel like part of the community, but they referenced to her not having enough “engagement” from AOT, Town Council, and The Chamber of Commerce. She stated a full-time director would have more time to engage and communicate with the businesses as they desired.

Reverend Soto stated the AOT Board may be willing to communicate with downtown businesses regarding Council’s suggested partnership, but referenced Altavista’s local Chamber of Commerce and stated, AOT was currently a non-profit organization and not a “member affiliation” organization like the chamber.

Reverend Soto stated he did not favor changing Altavista’s AOT Program to require a membership, because he felt the program was better received as an “organization of support”, rather than a requirement to operate a business in the downtown district.

Reverend Soto stated, by helping and supporting an entrepreneur “upstart” their business, it helps offer a variety of choices for the community to patron, and ultimately brings additional revenue to the town.

Mrs. Dalton stated, since the AOT Program had been in Altavista for seventeen years, Council could look back and review which of the current downtown district businesses AOT had been a part of facilitating.

Reverend Soto referenced a few of the businesses he knew of: Parker Productions, Staunton River Outdoors, and also a massage therapist, that was, unfortunately, no longer there.

Mayor Mattox referenced his time as a “Charter Member” of the AOT Program. He stated he felt the program had grown since then, but has moved away from sponsoring and/or promoting community events into mainly focusing on economic development.

Mrs. Johnson confirmed Mayor Mattox’s observation. She stated AOT’s main focus was on economic development, and only sponsored community events if they were profitable. She gave an example of Altavista’s Annual Gibley Jog.

Mayor Mattox asked Mrs. Johnson if her comment of “profitable” meant for AOT or for the downtown district businesses.

Mrs. Johnson stated her reference to events being “profitable” was meant to be towards the community. She stated she felt such an event as the Gibley Jog was profitable for the community and the town because event participants, and their families, patron the town’s local restaurants and businesses while in town for the event.

Mayor Mattox informed Council, and the attending AOT Board Members, that the town had spent an estimated \$500,000 towards AOT since the program’s conception, and yet Downtown Altavista currently has less occupied buildings in the district now than it did when it first started.

Mayor Mattox stated Altavista On Track is “designated” to a specific district (downtown), but there were other areas and businesses outside of the downtown district that also needed help. He stated he felt the entire community should be the focus for the town’s desired economic growth, not just a select area or select group.

Mayor Mattox applauded AOT’s previous contributions to the town, but stated the town needed to start focusing on its current needs, which was overall economic growth.

Mayor Mattox referenced the vacant AOT position costing the town approximately \$50,000 per year. He suggested the town take the same amount of money and create an “Incentive Program” to try and attract “new” businesses to the Town of Altavista.

Mayor Mattox stated, he was not looking to eliminate the AOT Program from Altavista, but favored a part-time Main Street Coordinator/Director, and suggested the organization restructure its “model of operation” in order to help the town meet some of its current needs and responsibilities for their desired economic growth.

Reverend Soto stated he agreed with Mayor Mattox’s reference to the Town of Altavista and Altavista On Track being partners in an effort to better serve the community and its businesses, but stated that partnership would be more feasible with a full-time AOT Director/Main Street Coordinator.

Mayor Mattox stated, if Council decided to approve the request for a full-time AOT Director, when the Town of Altavista hired an individual for the vacant position of Economic Development Director, they would be “doubling up” on economic development positions, which he felt was unnecessary.

Reverend Soto stated the AOT Main Street Program was a great way to “empower” entrepreneurs to move out of their basements or garages and locate their business within the town, which helps their business grow and become a vital part of the community, and also helps to boost the town’s economy.

Reverend Soto stated, in some cases, downtown areas tend to become obsolete when a locality and/or an EDA Director focuses on industrial growth. He stated he felt the community would be best served by continuing the AOT Program for small businesses, while the town still strives to create industrial and commercial growth.

Reverend Soto stated, while AOT's main focus was on small business, and AEDA's main focus was on industrial and commercial growth, he felt the two positions/programs would complement each other while working on the common interest and goal of economic growth for the entire town and community.

Mayor Mattox requested, before Council voted on this item, someone representing AOT to contact each downtown business and property owner for their input on whether or not they felt the AOT Program was beneficial enough to continue, and if so, were they willing to partner with the town financially to help cover the program's expense.

Mrs. Johnson asked was there a "timeframe" on the Mayor's request, to which Mayor Mattox stated there was not, but the sooner the task was complete, the sooner the gathered information could be reviewed by Council, considered, and voted on.

Mayor Mattox stated the requested information would help him feel more comfortable about voting on this matter/item.

Mr. Higginbotham asked what exactly was the Altavista On Track Board requesting from Council at that night's meeting.

Mrs. Johnson stated the AOT Board would like for Council to consider increasing the current intern's weekly hours of work from ten to a "part-time position" of twenty-five hours per week.

Mr. Higginbotham asked, if their request was approved, did AOT have someone that could fill the requested hours.

Mrs. Johnson stated Kirsten Aherron, the current AOT Interim Director, had agreed to continue working if the request to increase her hours to twenty-five per week was approved. She stated Mrs. Aherron had a great "wealth of knowledge", was always willing to "go the extra mile" to complete tasks, and was a great asset to AOT.

Mr. George asked Mr. Coggsdale, Town Manager, if Council decided to approve AOT's request, would the town still consider using this position (12 hours per week) to cover its social media obligations, as they did previously.

Mr. Coggsdale stated the decision would be up to Town Council from an agreement to be considered between Council and the AOT Board.

Mr. Coggsdale stated the agreement previously used between the town and AOT (28 hours per week for AOT and 12 hours per week for town social media) worked out well for the town, but he could not speak for AOT.

Mrs. Johnson stated she felt the agreement worked because the AOT Director was in the town office and able to collaborate with the town, which helped AOT when they were working on their "strategic plans" for each year.

Mr. George referenced Altavista's Annual Gibley Jog and stated the AOT Program was a good way to "harness community spirit". He stated he felt Altavista On Track was an "intangible asset" to the town and he thanked them for everything they do.

Mr. Bennett stated, as a Councilman and citizen of Altavista, it means a lot to him to see the town be successful. He continued stating, as an ex-officio of Altavista On Track, it also means a lot to him for AOT to be successful.

Mr. Bennett stated he did not feel that one did well without the other and he was in favor of the mentioned "partnership" between the two entities. He stated, with Altavista being a small town, every success was a success for the entire community.

Mr. Bennett referenced the recent meeting Council attended regarding locality programs/organizations such as AOT. He stated he had asked Ms. Rebecca Rowe, event speaker, out of all the successful AOT Programs in Virginia, what was the common denominator for their success. He stated the answer she gave was “having a full-time director with no less than forty work hours per week”.

Mr. Bennett stated a locality could not expect to see “full-time results from part-time investments”. He stated he was in favor of having a full-time AOT Director, because he felt the program would be more successful by allowing the director additional time to engage and communicate with town businesses, property owners, and citizens.

Mr. Bennet suggested the Town of Altavista and Altavista On Track have a letter of agreement (Memorandum of Understanding) regarding their collective goals, objectives, and expectations for the program and the town.

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

Mrs. Dalton stated in previous years, the program’s goals and objectives had not been clearly defined, therefore the accountability had been unmeasurable.

Mrs. Dalton stated she liked Mr. Bennett’s suggestion of the town having a letter of agreement (MOU) between them and AOT. She stated she would like the letter to clearly define the “meaning of success” between the two parties. She stated the letter should also include “tangible” goals that could be achieved by the program, in order for Council to consider the program’s worth/return-on-investment moving forward.

Mrs. Dalton suggested having the MOU be drafted for AOT’s and Council’s review and consideration before a vote was made towards AOT’s request for the current Interim Director to receive additional work hours.

Mrs. Dalton also suggested the Town of Altavista, AOT, and the Chamber of Commerce communicate with each other in order not to duplicate efforts, and for each group to be aware of the other group’s objectives and responsibilities for the community. She stated communication is the key to a successful partnership.

Mrs. Dalton stated she was not positive whether she would vote for or against a full-time AOT Director at this time, but would be in favor of a MOU with either decision.

Mr. Mitchell stated he was also in favor of a Memorandum of Understanding between the town and AOT. He stated, moving forward, the town should communicate more with AOT and stay engaged with the local businesses and community in order to ensure that the town and Council could measure its “return-on-investment” from the program.

Mr. Mitchell referenced the presentation given by Ms. Rowe. He stated there were twenty-six (26) localities in the State of Virginia with “accredited” AOT Programs. He stated he understood Ms. Rowe to say that a locality has to stay within a given criteria in order to be, and stay, a part of the program.

Mr. Mitchell stated, with the mention of Altavista’s AOT Program being changed to meet Altavista’s needs, he would hate for the town to be dismissed from the program because it decided to change its own criteria.

Mr. Mitchell stated there were many grants and opportunities not available to the Town of Altavista without the affiliation of its AOT Program. He referenced a possible future CIP project (Innovation Center) mentioned at a previous Council meeting and stated the town would be relying on their Altavista On Track affiliation to help fund the project through grant opportunities.

Mr. Mitchell stated he was in favor of the town continuing the AOT Program and hiring a full-time AOT Director/Main Street Coordinator.

Mr. Emerson stated he was in favor of the town accommodating all of its businesses. He asked if AOT's "Main Street Program" was restricted to only the downtown district, or could the program also help businesses throughout the Town of Altavista.

Reverend Soto stated the program was designed to help "historical/downtown districts" and having a historic district was a requirement by the program. He stated AOT, as a town representative, can help engage other businesses in town that may need guidance.

Mr. Emerson stated he was also in favor of a MOU between the town and AOT, but he was ready to vote on AOT's request that evening.

Mayor Mattox reminded Council that Ms. Rowe had "stressed" the importance of a Memorandum of Understanding (MOU) between a locality and its AOT Program. He stated he was in favor of a MOU, but he suggested Council wait to vote on this item until they had a chance to review the salary and benefits that would be given to a full-time Interim Director (if approved).

Mr. George stated he felt the AOT Board was looking for a resolution to their request that evening. He stated he would be ready to vote on the item.

Mr. Bennett stated, it was his understanding during Ms. Rowe's presentation, that even though the AOT Program was designed to focus on downtown districts, it could also be used to "reach out" to other businesses outside of the downtown district. He stated he was unsure of the process the town or AOT would have to go through to make that happen, but he felt the possibility would be worth investigating.

Mr. Bennett also referenced a statement made by Ms. Rowe during her presentation. He stated "Without Paid Staff, Most Boards Fail". He stated that reference was to reiterate the need to pay a full-time salary for AOT's vacant director position, in order for the program to have the opportunity to be successful.

Mr. George made a motion for Council to approve the town to hire a full-time Altavista On Track Director / Main Street Coordinator.

Mr. Coggsdale asked for clarification of the motion. He reminded Council that the previous full-time Main Street Coordinator's duties included twenty-eight (28) AOT hours and twelve (12) hours to be used towards updating the town's website and social media page.

Mr. Coggsdale asked, if approved, would the duties for the new full-time AOT Director stay the same as the previous "model" for that position using the 28/12 hour split, or if the full-time hours would strictly be designated for AOT use only.

Mayor Mattox also asked, since Mr. George was in favor of the Memorandum of Understanding (MOU) mentioned earlier in the discussion, did he also mean for the MOU to be a part of his motion.

Mr. George stated he would agree his motion needed to include a MOU between the town and AOT, but he felt Council could vote on AOT's requested item that evening, and a draft MOU between the town and AOT could be reviewed at a later date.

Mr. Mitchell seconded Mr. George's motion, with the addition of a Memorandum of Understanding between the Town of Altavista and AOT regarding goals, objectives, and expectations for the program moving forward.

Mayor Mattox recognized the motion and the seconded motion from Council. He asked Council if they had any additional questions or concerns regarding this item.

Mr. Higginbotham asked if the motion included the 28/12 weekly work hour split between AOT and the town, as mentioned by Mr. Coggsdale.

Mr. George stated his original motion did not include the AOT Director’s hours being split between AOT duties and maintaining the town’s website and social media page.

Mrs. Dalton stated she would like to see any decision made by Council regarding AOT’s request be something the majority of Council could agree upon. She stated, if the town were to approve a full-time AOT Director position again, she would rather it be “modeled” after the previous version, which included twelve (12) hours per week dedicated to helping the town maintain its website and social media needs.

Mrs. Dalton motioned to amend Mr. George’s original motion, to reflect the change.

Mr. George asked Mr. Eller, Town Attorney, if a motion could be amended after a “second” has been made toward the motion.

Mr. Eller stated, when an alternate motion has been requested/suggested, it was Council’s duty to consider whether or not to “accept” the alternate motion. He stated the alternate motion is voted on, and then the original motion is voted on, whether it was amended by the alternate motion or not.

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to amend the original motion, for the town to hire a full-time AOT Director, to reflect her request the AOT Director’s weekly work hours be split between the town (12 hours) and AOT duties (28 hours).

Mayor Mattox asked Council if they had any questions or comments regarding the motion amendment, to which there were none.

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

Mayor Mattox asked Council if they had any questions or comments regarding the original motion and its current amendment, to which there were none.

Motion carried.

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

Mayor Mattox thanked AOT Board Members for attending the Council meeting and stated he would like to see the Altavista On Track Organization be successful.

b. Donation Policy

Mr. Coggsdale reminded Council of a previous discussion they had regarding how to accommodate the opportunity for individuals/businesses to donate park related items to the town. He stated the primary focus of discussion was benches for the town’s trail system.

Mr. Coggsdale stated the main issue that surfaced from the previous discussion surrounded how “recognition” would be handled for the donor.

Mr. Coggsdale reminded Council of the “sample” policies, related to the donation of park items, from other localities staff had shared with them at a previous meeting. He stated, after Council’s review of the sample policies, they gave staff input and sought a draft policy for the Town of Altavista that had similar parameters as the City of Chesapeake’s sample policy.

Mr. Coggsdale stated Council had communicated to staff they were seeking a consistent and formal process by which donations may be considered. He stated, under Council’s request, staff drafted a policy for the Town of Altavista for their consideration.

Mr. Coggsdale stated, at that time, Council may make amendments to the proposed draft policy or provide input to staff whether or not changes were needed to the draft policy. He stated Council may also decide to move forward with adoption of the policy.

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

Mr. George asked what one of the proposed park benches, with a recognition plaque, would cost a donor.

Mr. Coggsdale stated the cost amount was not specified in the draft policy because staff had not received a definite decision from Council on which option of park bench they wished to be the designated bench for the trail system.

Mr. Coggsdale stated, the park bench that is the most similar to Altavista’s existing park benches was priced at \$1,100, which included the recognition plaque, the concrete pad the bench would sit on, and the bench’s installation.

Mr. Garrett, Public Works Director, confirmed the cost given by Mr. Coggsdale.

Mr. Coggsdale reminded Council they had previously approved three new park benches to be placed along the back, newest trail section in English Park.

Mrs. Dalton asked the Town Manager, Mr. Coggsdale, if he was comfortable with the current draft policy, and would the policy allow him to control the process as needed.

Mr. Coggsdale stated Altavista’s draft donation policy, modeled after the City of Chesapeake, placed the approval discretion with the town. He stated it was the town’s intent to have all “park” benches in town look the same.

Mr. Coggsdale stated, for instance, a donor would not be allowed to purchase a park bench on their own and locate the bench in one of Altavista’s parks. He stated this point was mentioned within the policy “Rules and Regulations”.

Mr. Coggsdale stated, along with their donation, there was also an application the donor would need to fill out and have approved, in order to have their information placed on a park bench plaque. He stated the application would be reviewed by staff for any discrepancies with the town’s donation policy. He stated, if approved, the donor’s information would then be placed on a plaque of an available park bench.

Mr. Coggsdale stated, by the Town of Altavista having a Donation Policy, it’s a structured way to allow its citizens an opportunity to contribute back to their community, while providing a needed amenity (benches, trees, etc.) to the town parks.

Mr. Mitchell asked how a donor would know what, and how much, information they are allowed to put on a “recognition plaque”.

Mr. Coggsdale stated the policy specifies how many lines and words the plaque will hold. He stated the policy also states what type of “verbiage” can be used on a plaque.

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

Mr. Emerson, seconded by Mr. George, motioned to approve the proposed donation policy, allowing citizens to donate funds for the purchase of benches and/or trees in the town’s parks, and in return receiving a “memorial/recognition” plaque on the amenity.

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. Fiscal Policies

Mr. Coggsdale reminded Council of a previous discussion they had regarding the town’s need for “official” Fiscal Policies, in order to provide structure to some of the town’s financial issues and to guide decision-making. He stated it was the Town Council’s intent to create a consistent and formal process by which fiscal issues may be considered and/or handled.

Mr. Coggsdale stated, at the request of Council, staff reviewed different fiscal policies and had previously provided Council with a draft for their review. He stated Council then requested the draft policy show what items were current town policies; which were town practices; and which items were “new” policies.

Mr. Coggsdale shared with Council the revised draft policy for their review and consideration. He stated, at Council’s request, the revised document showed the current (existing) policy highlighted in yellow, town practices in italics, and the newly added policies were in red.

Mayor Mattox suggested this item be placed on a future Council Work Session, allowing Council additional time to review the revised document/draft policy.

All Council members were in consensus to do so.

10. Reports and Communications

Town Manager’s Report for the January 14, 2020 Council Meeting

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

Projects/Items

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.*

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.*

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).*

Building Demo/Potential Observation Deck (Eagle Trail) 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.

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.

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. For additional information, see the current Hurt & Proffitt Update.*

Trail Project (mausoleum area): Staff is working on getting quotes for signs.

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.*

WWTP Clarifier #1 Project: For status of this project, see Weekly Hurt & Proffitt Status Report.

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

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority.

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.*

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.*

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 Weekly Hurt & Proffitt Project Status Report.

WTP Filter Rehab Project: For the status of this project, see Weekly Peed & Bortz Project Status Report.

WWTP Aeration Project: For the status of this project, see Weekly Peed & Bortz Project Status Report.

Riverview Sewer Line 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 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 will begin in FY2020.*

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.*

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. For the status of this project, see the Weekly Peed & Bortz Project Status Report.*

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.

Main Street Speed Study: VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.

On-going Items with No New Updates:

- Southern Virginia Multi-Modal Park – Utility Review

Recently Completed Projects:

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)

Council Regular Meeting – January 14, 2020

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding items in the Town Manager's January Report.

Mr. Coggsdale referenced an item in his report, Dalton's Landing Canoe Launch Project. He reminded Council that the U.S. Fish and Wildlife Service's (USFWS) had up to 90 days to conclude formal consultation, and an additional 45 days to prepare their biological opinion regarding the "habitat assessment" for this project.

Mr. Coggsdale informed Council that the USFWS's allotted timeframe would be up on January 25, 2020, but since the 25th was on a Saturday, the deadline would be the 27th. He stated, once this step in the process was complete, the project could move forward to the next steps, which included placing the project out to bid by the project's engineers.

Mr. Higginbotham asked who the engineers were on the canoe launch project.

Mr. Coggsdale stated Gay & Neel, Civil Engineers out of Christiansburg, Va., were the engineers on the mentioned project. He stated Gay & Neel were the ones to coordinate the "specs", and design the project, therefore, they would be the ones to place the project out to bid when the time came to do so.

Mr. Coggsdale stated the project would only "go out to bid" when the town was ready and able to move forward. He stated there were certain "steps" involved when a project's funding included grant monies, as this one does.

Mr. Higginbotham questioned why Peed & Bortz's name was showing on the project.

Mr. Coggsdale stated Mr. Scott Bortz (Peed & Bortz) was the Project Manager for this project and was responsible for the "environmental assessment" portion of the project.

Mr. George asked how much money was given to the town towards this project from the Timken Company that used to be located in Altavista.

Mr. Emerson stated he thought the amount Timken donated was \$10,000, to which Mr. Coggsdale confirmed that amount was correct.

Mr. George asked, if all of the grant money is not used, or was not needed to complete the project, what happens to the remaining funds.

Mr. Coggsdale stated any "unused" portion of grant funding was required to be returned.

Mayor Mattox asked Council if they had any additional questions or comments regarding the January 2020 Town Manager's Report, to which there were none.

11. Matters from Staff

Mayor Mattox asked Town Staff (department directors) if they had any questions, comments or concerns for discussion with Council, to which there were none.

12. Matters from Council

Mayor Mattox asked Council if they had any concerns or additional items for discussion.

- Mr. Emerson asked if the boat ramp, located in English Park, was part of the downtown district.

Mr. Coggsdale answered it was not.

Mayor Mattox stated Altavista's Downtown District included Broad Street, Seventh Street from Bedford Avenue to Broad Street, and Main Street from Broad Street to Pittsylvania Avenue.

- Mayor Mattox informed Council that he would be requesting staff to place an item on Council's January Work Session for discussion. He stated the item was in regards to when and how an item of request should be brought before Council for approval.

Mayor Mattox stated, previously, items were allowed to be introduced and voted for on the same night. He stated he did not feel that was enough time for staff or the public to be notified of Council's actions, nor was it enough time for fellow Council members to review and/or consider a request before having to vote on the item.

Mayor Mattox stated he did not feel an item should be voted on the same night as its request, unless the matter was time-sensitive or an emergency situation and all Council members were in consensus to move forward with the item at that time.

- Mr. George referenced the Altavista Police Chief's older model work vehicle, and asked why Chief Merricks was driving such an older vehicle, instead of a newer one.

Mr. Coggsdale stated the work vehicle the town's Police Chief is driving was the vehicle he requested to have.

- Mr. Bennett referenced an item that had been previously mentioned by Council, the Altavista Farmers Market, and stated Council had agreed the item should be placed on the list of potential projects to consider during the upcoming CIP/Budget discussion.

Mr. Bennett stated he did not see that item on the "list of projects", and asked if the item could be placed back on the list, so the project is not overlooked or forgotten.

Mr. Coggsdale stated he would make sure the Farmers Market Project was placed back on the list of potential CIP projects for the upcoming fiscal year.

- Mr. Emerson stated he would like to recognize the Altavista Police Department (APD) for their hard work and efforts in planning, coordinating, and participating in the Shop with a Cop Event held at Altavista's local Wal-Mart in December of 2019.

Mr. Emerson informed Council the APD were able to sponsor fifty-seven (57) children this year. He stated he felt Chief Merricks and the APD did a great job.

Chief Merricks referenced Mrs. Marci Huntsman, Pastor of that night's Council meeting invocation, and stated, without the donations from local citizens and organizations like Mrs. Huntsman, the event would not be possible. He informed Council that Mrs. Huntsman and her family "matched" Wal-Mart's donation this year.

Chief Merricks stated that Altavista and the Altavista Police Department had many great donors for the event and he thanked everyone for their donations, their time, and their hard work to make the event successful.

Mayor Mattox asked if there were any additional items from Council for discussion, to which there were none.

13. Closed Session

CLOSED SESSION

DATE: Tuesday January 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)(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 Vice-Mayor Dalton, and 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

Council went into closed session at 8:39 p.m.

Notice was given that council was back in regular session 8:51 p.m.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

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 8:52 p.m.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session January 28, 2020

The Altavista Town Council's January 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on January 28, 2020 at 5:00 p.m.

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

Council members

Present:

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

Also Present:

Mr. J. Waverly Coggsdale, III, Town Manager
Mrs. Tobie Shelton, Finance Director
Police Chief Thomas Merricks, APD
Mr. Tom Fore, Utilities Director
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 asked Council if they had any questions, comments, or concerns regarding the proposed January 2020 Council Work Session Agenda, to which there were none.

Mr. Mitchell, seconded by Mr. Emerson, motioned to approve the 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

3. Recognitions and Presentations

- a. The Avoca Museum - Annual Report

Presenter: Mr. Michael Hudson, Avoca Executive Director

Mr. Hudson addressed Council with a detailed report of the Avoca Museum's projects and activities in the calendar year 2019. He gave each Council member a copy of the report as a reference to follow along as he summarized the report.

Mr. Hudson stated Avoca had continued with significant growth in the year 2019. He informed Council the museum has expanded its educational programs, improved the property's buildings and facilities, and developed "handicap accessible" facility offerings. He stated he felt all of these improvements help Avoca provide a "first rate" gathering place for the community.

Mr. Hudson informed Council that Avoca had approximately 8,000 visitors in the year 2019. He stated those visitors were from, not only Virginia, but were also recorded visiting from twenty (20) other states and three foreign nations.

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Mr. Hudson referenced Avoca's new "Visitor Orientation Video", produced earlier last year, with the help from local Liberty University Intern Bess Blackburn. He stated, in this day and age, all museums are encouraged to have informational videos to better acquaint their visitors with the history of their museum/property.

Mr. Hudson stated the video highlights interprets an overview of eleven millennia of local history, including ancient Native Americans, the revolutionary and civil wars, through to the current 21st century, while also capturing the historical significance of the original Avoca Plantation, and the current Avoca Museum, to the community.

Mr. Hudson continued his report presentation by referencing continued restoration efforts done in 2019, such as replacing old/rotting door frames, replacing parts of the Avoca mansion's gutter system, and removing dead limbs from trees on the property.

Mr. Hudson stated, by finishing these projects, Avoca has now completed the restoration of six historic buildings on the property, a process that was started in the year 1992.

Mr. Hudson stated he did not feel that Avoca would be able to achieve its many accomplishments without continued support and contributions from the Town of Altavista, state grant funding, and the museum's membership program, as well as, the dedication of its staff and many volunteers.

Mr. Hudson informed Council that Avoca had ninety volunteers throughout 2019, and out of those ninety, about eighty of them helped with multiple events and/or projects.

Mr. Hudson ensured Council that Avoca uses "sound" accounting practices, a fact he stated, was verified each year with an independent audit. He stated, as Avoca's Executive Director, he was committed to the museum's financial health, and would make sure funding was allocated in a discerning manner that best benefits the community.

Mr. Hudson concluded his report presentation by stating, Avoca will strive to improve and build upon the successful activities it currently offers, while maintaining its place as a desired event venue.

Mr. Hudson thanked Town Council and the Town of Altavista for its continued support and the role they have played in Avoca's success. He stated he looked forward to many great things in the years to come.

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

Mr. Mitchell thanked Avoca for the work that they do for the community. He stated the Avoca Museum was the "closest thing" Altavista currently has for a visitor center, and he appreciated having the museum, and all that it offers, in the Town of Altavista.

Mr. Emerson referenced the several events that he has attended at the museum and on the Avoca property. He stated he felt they do a tremendous job with the events they offer. He thanked them for their work and continued dedication to the community.

Mrs. Dalton thanked Mr. Hudson for his report.

Mayor Mattox thanked Mr. Hudson for his continued hard work as Avoca's Executive Director. He requested Mr. Hudson also thank Avoca's staff and Board of Directors for their work as well.

Mr. Higginbotham thanked Mr. Hudson for his report.

Mr. George thanked Mr. Hudson for his report, and stated he was also glad the Avoca Museum and property was in the Town of Altavista.

Mr. Bennett referenced the Altavista YMCA and the Avoca Museum and stated they were both “jewels” of Altavista. He stated a town as small as Altavista was blessed to have such great establishments in the community.

b. Staunton River Memorial Library – Visitor Center Proposal

Presenter: Ms. Jordan Welborn, Campbell County Public Library System (CCPLS)

Ms. Welborn introduced herself to Council and thanked them for allowing the CCPLS to introduce the Town of Altavista to the idea of a new venture/attraction for the town.

Ms. Welborn stated she felt it was important for local libraries to constantly evaluate what amenities they provide to their citizens. She stated, as Director of the CCPLS, she strives to constantly look for better ways to serve the county’s citizens, while providing the best resources available for the community.

Ms. Welborn shared information with Council regarding her efforts to establish a “certified” Visitor’s Center in Altavista’s local Staunton River Memorial Library.

Campbell County Public Library System
and the Town of Altavista Project Proposal

The Idea/Project:

The Staunton River Memorial Library (SRML), a branch of the Campbell County Public Library System (CCPLS), proposes a partnership with the Town of Altavista, taking advantage of existing staff, materials, and infrastructure, to provide an additional attraction/ area of service in the form of a certified “Visitor's Center”.

The smaller community meeting space at SRML will be renovated to include a curated exhibit space and brochure rack with information about local and regional attractions.

SRML staff members will serve as both docent and tourism guide, a role that they already play informally and frequently. Community volunteers will also be utilized in this role.

Library hours will be amended to include 4 hours on Sunday, which will serve a dual purpose of providing another opportunity for working families to utilize library services. Hours during the week will shift slightly, so there is no overall change in the number of service hours per week. SRML and the certified Visitor’s Center will be open the same hours.

Benefits to the Town of Altavista and citizens:

- Provide a destination for local and regional tourist information
- Low startup costs since the building and staffing structure is in existence
- Further showcase Altavista’s most recognized building
- Increased tourism translates to increased tax revenue and economic development

Benefits to SRML and library patrons:

- Capitalize on an underutilized space
- Carve out designated display space for local history & other exhibits
- Encourage citizens to engage with the library in a new way
- Pilot Sunday hours to provide library services for working families

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CCPLS/ SRML Commitment:

- Utilize existing staffing and volunteer structure to provide support to the visitor's center during opening hours
- Staff and volunteer training
- Curate exhibits

How can the Town of Altavista help?

- Invest in one-time startup costs for the space
- Paint
- Tables
- Locking display cases
- Brochure racks
- TV (to add an audiovisual element to the exhibit space)
- Signage/Marketing

Why do we need a certified visitor's center?

- Makes us eligible for perks from the Virginia Tourism Corporation, including: marketing space in the other 13 state certified visitor's centers for our local tourist attractions, and a listing in Virginia's travel guides and other state marketing endeavors
- Bulk supply of Virginia travel guides and state highway maps

Ms. Welborn informed Council, through recent discussions with SRML management, she discovered there had been multiple items donated to the library over the years that were a significant part of Altavista's history, but were not being currently displayed. She stated there was a "community room" within the library that was currently underutilized, but would be a great place to display the mentioned historical items, while also providing a well needed Visitor Center to the town.

Ms. Welborn stated she contacted the state to find out what the CCPLS and/or Altavista needed to do in order to provide such a center at the Staunton River Library location. She stated, it turns out, Altavista and the SRML have a lot of the requirements already in place to make them eligible for "Visitor Center" certification.

Ms. Welborn referenced the Staunton River Memorial Library's current Librarian, Tywana Whorley, and informed them that Mrs. Whorley's background was in "Archives". She stated Mrs. Whorley was very excited in the idea of curating exhibits and rotating the library's historical items for display in the proposed Visitor's Center.

Ms. Welborn stated the proposed center would provide Altavista's local tourism information along with information regarding the areas surrounding the other thirteen certified centers in the state. She stated the thirteen centers would, in turn, house Altavista's information, which would potentially bring new people and business to the community.

Ms. Welborn stated the project would, not only encourage local citizens to take advantage of what their community has to offer, but also attract motorist/tourist passing by the town to hopefully visit Altavista while in the area. She stated the proposed project was designed ultimately to increase the town's revenue.

Ms. Welborn stated she would be glad to answer any questions Council had concerning the proposed Visitor Center project.

Mayor Mattox stated Council had long desired to have a Visitor Center in town, but was unsure of where or how to accomplish the task. He thanked Ms. Welborn and the Campbell County Public Library System for giving Altavista this opportunity.

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Mayor Mattox asked the Town Manager, if the CCPLS request to place a Visitor's Center in Altavista's local library was approved by Council, were there funds available for the town to help start the project.

Mr. Coggsdale stated Ms. Welborn would need to create a budget with the items necessary to start the project. He stated staff would then determine when, and from where in the town's budget, the funds would be allocated.

Mr. Coggsdale stated he believed the CCPLS would like for Altavista's Visitor's Center to be open by Fall 2020. He stated this timeframe would allow the town to budget for the proposed project in their FY2021 Budget.

Ms. Welborn confirmed her desired timeframe for a "soft opening" of the proposed Visitor's Center would be late Fall / early Winter.

Ms. Welborn stated she had also gathered cost information for items needed, such as tables and chairs, display cases, and brochure racks. She stated an estimated cost/budget for Council's consideration of the town's contribution to the project would be \$6,000.

Mayor Mattox asked if Council had any questions for Ms. Welborn regarding this item.

Mr. Mitchell referenced Mayor Mattox's comment regarding Council's desire to have an "official welcome center" in the Town of Altavista. He stated he felt the center would be an asset to the town in many positive ways.

Mr. Mitchell stated the idea of reconfiguring an existing space into a Visitor's Center for the town, rather than having to build a new one, would be more feasible and easier for the town to budget.

Mr. Mitchell stated the proposed project was a great idea and he was 100% in favor of the town supporting the project.

Mr. Emerson stated he was also in favor of the CCPLS's proposal for a Visitor's Center being located at the SRML in Altavista. He stated he envisions the center being a great asset to the community.

Mr. Emerson asked if there would be signs placed throughout the town directing visitors to the welcome center, to which Mr. Coggsdale confirmed there would be.

Mr. Emerson also stated he liked the idea of the proposed Visitor's Center being located at one of Altavista's more "recognizable" buildings in town.

Ms. Welborn agreed stating the library, with its tall clock tower, was not only an iconic building for the Town of Altavista, but would be very visible for visitors to locate.

Mrs. Dalton stated her favor of the proposed Visitor's Center. She suggested Council give the Town Manager authorization to work with Ms. Welborn/CCPLS on this project.

Mr. Higginbotham stated he felt the proposed Visitor's Center being located in the SRML in Altavista was a great idea.

Mr. Higginbotham suggested there also be signs placed on Rt. 29 Business, along Altavista's many entrances from the highway.

Ms. Welborn referenced the two large, blue "visitor signs" located on Rt.29 entering Altavista from both directions. She informed Council she had been in contact with VDOT, the curator of the highway signs, to inquire the cost of being added to the visitor signs. She stated, at that time, she had not yet received a response back from VDOT.

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Mr. Higginbotham stated he also favored the Town Manager, Mr. Coggsdale, working with Ms. Welborn on the proposed Visitor's Center project.

Mr. George shared his favor in the proposed project.

Mr. George asked if the information provided by SRML would be promoting Altavista only, or also Campbell County.

Ms. Welborn stated the answer to that question was both; the Visitor's Center within the SRML would offer information from both the local (Altavista) and regional area.

Mr. George asked if Campbell County would be contributing to this project.

Ms. Welborn stated the county's amount of "contribution" comes from them funding the staff that operates all county libraries, which includes the Staunton River Memorial Library located in Altavista.

Mr. Bennett asked Ms. Welborn, other than the mentioned highway signs, how Altavista was going to be "marketed" through this proposed project.

Ms. Welborn informed Council the Campbell County Public Library System (CCPLS) has a social media page and public website where an information page "link" could be created to promote Altavista, its attractions, and its new Visitor's Center.

Mr. Bennett asked Ms. Welborn if she knew a number of the people that viewed the CCPLS or state website, or how many views per year the town could expect to receive from that type of promotion/marketing.

Ms. Welborn stated the answer to that question was unforeseeable.

Ms. Welborn stated the main promotional benefits and advantages that would come from having a "State Certified Visitor's Center", would be through the many endeavors the state offers, such as Virginia's State Brochure, state visitor guides, and also the town being promoted at all of the other thirteen state certified centers throughout Virginia.

Mr. George asked Ms. Welborn if all of Campbell County's public libraries would be receiving the same upgrade/visitor's center as the Altavista branch.

Ms. Welborn answered they would not. She stated there were a lot of requirements a library has to have in order to qualify, or even be considered, for state certification.

Ms. Welborn stated the Staunton River Memorial Library already has most of the requirements needed to be certified. She stated Altavista was a beautiful small town that sits in a "prime" location for tourists to visit its local business, activities, and annual events. She stated it just made sense to the CCPLS to offer Altavista this opportunity.

Mayor Mattox asked Council if they had any additional questions for Ms. Welborn regarding this item, to which there was none.

All Council members were in consensus to accept the proposed partnership with the Campbell County Public Library System, allowing them to place a "state certified" Visitor Center at the Staunton River Memorial Library located in Altavista.

Council was also in consensus to authorize the Town Manager, Mr. Coggsdale, to work with Ms. Welborn, Director of the CCPLS, to help move this project forward.

Mayor Mattox thanked Ms. Welborn for her enthusiasm towards the project and for the CCPLS offering Altavista the opportunity to better serve its community and potential visitors. He stated he looked forward to seeing the new Visitor's Center completed.

c. FY2021 Budget – Outside Agencies/Non-Profits Funding Request Presentations

Mayor Mattox referenced the list of town Agencies and Non-Profit Organizations seeking funding consideration from the town in the 2021 fiscal year. He stated he would go down the list in order and offer the attending representative from each agency an opportunity to address Council regarding their funding request.

- Altavista Area YMCA

Mr. Steve Jester, Altavista's YMCA Executive Director, addressed Council as their representative and thanked Council for inviting him to speak on the YMCA's behalf.

Mr. Jester stated he would summarize his presentation and give Council a brief update on the YMCA's state of wellbeing as of the 2019 calendar year.

Mr. Jester informed Council the Campbell County YMCA Childcare System currently has 650 children enrolled throughout the county, which includes Altavista's Childcare Program. He stated Campbell County was probably one of the largest childcare providers in the state, west of Richmond.

Mr. Jester stated the Altavista YMCA branch also has approximately 600 senior adult members.

Mr. Jester stated the YMCA feels the "security" of all its members, and its childcare facility, is very important. He informed Council the Altavista YMCA has formed a committee to research and help implement ways the YMCA can improve on its security measures and system. He stated the committee included Chief Merricks, Altavista Police Department, Corey Angel, and Robert Shupe, a retired State Police Officer.

Mr. Jester stated the YMCA organization continues to be accessible to everyone, while striving to be affordable to everyone as well. He stated, a member of the Altavista Area YMCA, can now use the nearby Jamerson YMCA facility in Wyndhurst, the Danville YMCA facility, and the Downtown Lynchburg YMCA with their active membership.

Mr. Jester continued his presentation by informing Council of the YMCA's recent Capital Improvements completed in 2019. He stated they had completely renovated the Wellness Center, with new equipment and new flooring.

Mr. Jester stated the Altavista Area YMCA was able to complete their 2019 CIP renovations with donations from Lynchburg organizations such as Centra Health, the Greater Lynchburg Community Trust, and The Easley Foundation.

Mr. Jester mentioned the Town Manager, Mr. Coggsdale, and Altavista's Public Works Director, David Garrett. He stated the YMCA had a great working relationship with the Town of Altavista.

Mr. Jester referenced a parking lot paving project the YMCA had at their Family Center. He stated, even though the town was not responsible for (funding) the project, Mr. Garrett offered his assistance through company contacts that would be best suited for the paving project; and also overseeing the project through completion.

Mr. Jester stated the town's expertise and continued support was unmeasurable, and greatly appreciated by the YMCA Board and its staff.

Mr. Jester stated he would be glad to answer any questions Council may have.

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Mayor Mattox asked Council if they had any questions for Mr. Jester regarding the YMCA and/or their FY2021 town funding request.

Mr. Mitchell stated the Altavista Area YMCA organization, and its facilities, continue to be one of the “jewels” in the Town of Altavista.

Mr. Mitchell referenced a recent conversation he had with a friend that lives in nearby Volens, VA. He stated that person told him that he drives to the Altavista YMCA, instead of the facility closest to him in Halifax, because of the equipment and facilities the Altavista YMCA offers.

Mr. Mitchell stated, from his perspective as a member of Altavista’s Economic Development Authority (AEDA), the town could not ask for a better endorsement than that statement.

Mr. Mitchell asked Mr. Jester how many active memberships the YMCA has.

Mr. Jester stated the YMCA’s current membership was approximately 1,600 units, which totaled an approximate 3,000 individuals. He explained, a single person or a family of multiple persons could be considered a “unit”.

Mr. Jester stated the Altavista Area YMCA’s membership rates were some of the lowest rates available, compared to other YMCA facilities in the area.

Mr. Mitchell referenced the local contributors Mr. Jester had previously mentioned and stated he did not hear him mention Campbell County. He asked if Campbell County was also a contributing organization with donations.

Mr. Jester stated Campbell County was not a monetary contributor, but the county works “very closely” with the YMCA regarding their “Before & After School Program”.

Mr. Jester stated he felt the YMCA organization and Campbell County have a great working relationship and the YMCA currently offers the childcare program at every elementary school in Campbell County.

Mr. Emerson stated the YMCA was one of the best organizations the Town of Altavista has to offer and it was a great benefit to the town to have them here.

Mr. Emerson thanked Mr. Jester and the YMCA Board and YMCA Staff for the continued good work they do for the town and the community.

Mrs. Dalton stated the Altavista Area YMCA was a “pearl” in the community. She stated the YMCA was one of the first things people mention when talking about the great things Altavista has to offer.

Mrs. Dalton stated Altavista and its surrounding community was a wonderful place for area children to grow up in, and she felt that fact would be “vastly different” without the presence of the YMCA organization.

Mr. Higginbotham stated he appreciated everything the YMCA does for the Town of Altavista and the community.

Mr. Jester referenced Mr. Higginbotham’s spouse, Phillis Higginbotham, and stated she was one of the YMCA’s best volunteers the organization has. He stated Mrs. Higginbotham, a YMCA Board Member, goes above and beyond her designated duties to serve the YMCA and her community.

Mr. George stated his appreciation for the YMCA and all they do for the community.

Mr. Bennett referenced his time in the YMCA's childcare program when he was a young boy. He stated he enjoyed his time there, with such activities as shuffle board, ping pong and pool tables, and an indoor BB gun range. He stated a couple of the young boys that attended the YMCA childcare at that time, even made it to the "National Championship" for BB gun shooters.

Mr. Bennett stated he had always been "impressed" with the YMCA and the many activities they offer. He thanked Mr. Jester for the great work the YMCA does for the community.

Mayor Mattox stated he also felt the Altavista Area YMCA was an asset for the town's economic development. He stated, anytime Council gives a visiting company or industry a tour of the town, one of the first stops on that tour was to the YMCA to see the facilities and programs it offers.

Mr. Jester stated the YMCA strives to offer activities and programs that people like and want, and also that would best serve the community as a whole.

Mayor Mattox thanked Mr. Jester for his work and stated he felt the YMCA was an important part of the Town of Altavista and the surrounding community.

- Altavista Chamber of Commerce

There were no chamber members present at this time.

- Altavista On Track (AOT)

Reverend Ed Soto, AOT Vice President, addressed Council as AOT's representative for the night's meeting regarding the organization's funding request for FY2021. He gave Council a brief overview of the request, which had been submitted to them in their "agenda packet" for early review.

Reverend Soto reminded Council that AOT operates in the Town of Altavista as an "accredited" Main Street Program. He stated, as such, the program depends on financial support from its served municipality.

Reverend Soto stated Altavista On Track prides itself in being a positive role model within the Town of Altavista, and enhancing the town's business culture.

Reverend Soto reminded Council, in the year 2019, AOT and the Town of Altavista welcomed three new businesses to the town's downtown district, enabling six new employment positions.

Reverend Soto informed Council, in 2019, AOT volunteers logged an estimated 700 hours in promoting the downtown district and its businesses. He stated they looked forward to continuing that promotion and support in the year 2020.

Reverend Soto stated Altavista On Track also looked forward to its continued support and partnership with Town Council and the Town of Altavista, to bring good things to the community.

Reverend Soto stated he would be glad to answer questions Council may have .

Mayor Mattox asked Council if they had any questions for Reverend Soto regarding the Altavista On Track organization or their FY2021 funding request.

Mr. Mitchell stated he felt, not only the businesses, but also the citizens of the community also benefited from AOT being in the Town of Altavista, with the multiple activities, classes, and events they sponsor throughout the year.

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Mr. Mitchell stated, from an economic development viewpoint, he appreciated and supported the Altavista On Track organization for all the work they do for the community.

Reverend Soto referenced Mr. Mitchell's employer, Alliance Industrial, and thanked him for his company's part they had in fabricating the 2019 AOT project, the "LOVE" sign, now located in English Park in Altavista.

Reverend Soto stated AOT's vision of the LOVE sign would not have been possible without the support and/or contributions from Alliance Industrial, Creative Edge Design, and the Town of Altavista.

Reverend Soto stated the LOVE sign project was implemented in hopes the sign would bring interest, and hopefully tourists, into the park and the community.

Mr. Emerson thanked Reverend Soto and Altavista On Track for what they do.

Mrs. Dalton also thanked Rev. Soto for his time and his work on the AOT Board.

Mr. Higginbotham asked Reverend Soto if AOT would be continuing the "Cruise-In" events in town.

Reverend Soto answered Mr. Higginbotham and stated he was sure they would.

Mr. George referenced a new projector screen the Altavista Arts Council, located at the YMCA, had recently purchased. He stated the AAC would be willing to collaborate with AOT, if they were ever interested in bringing back the "free movie night" event to the community.

Reverend Soto thanked Mr. George for the information and the opportunity.

Mr. Bennett stated he has enjoyed his time as Council's ex officio with AOT. He stated he felt the AOT Board had a lot of enthusiasm and energy towards serving the Town of Altavista and its community.

Mr. Bennett stated there were new ideas and projects being considered for Altavista's Downtown District, and he looked forward to working with AOT in the upcoming months to hopefully bring those ideas to life.

Mr. Bennett stated it was Altavista's intent to keep the historic importance of the downtown district present for its citizens, while still allowing AOT to help the district's businesses thrive and/or grow. He stated the continued partnership between the town and AOT would only benefit the community.

Reverend Soto thanked both Mr. Bennett, as Council ex officio, and Mr. George, as a member of AOT's Design Board, for the work they do for AOT.

Mayor Mattox stated he was proud to have an organization in Altavista, such as AOT, show so much excitement, passion, and dedication to the town.

Mayor Mattox stated Town Council and the AOT Board may not always agree, but applauds both for their willingness to work together. He stated he wishes the best for the AOT organization and their future goals for Altavista.

Mayor Mattox thanked Reverend Soto and the AOT Board for all that they do for the town and the community.

- Altavista Senior Center (ASC)

There were no ASC members present at the work session meeting.

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- Small Business Development Center (SBDC)

Mrs. Stephanie Keener, SBDC Director of the Lynchburg Region, addressed Council with a brief presentation regarding the center's FY2021 funding request.

Mrs. Keener informed Council that the SBDC was partially funded by the United States Small Business Association, which allows them to be a part of the Virginia Small Business Center Network and the Small Business Center Development Network.

Mrs. Keener stated the Lynchburg Small Business Development Center (SBDC) was located in the Lynchburg Regional Business Alliance Center in Lynchburg.

Mrs. Keener stated the Lynchburg Region Small Business Development Center's "mission" is to assist the growth of the local economy by supporting small businesses. She stated the SBDC strives to accomplish this task by supporting one-on-one advisement and training.

Mrs. Keener shared with Council a SBDC "packet" that they deliver each year to, not only their local community stake holders, but also to the General Assembly and members of Congress.

Mrs. Keener stated the packet included a copy of SBDC's 2019 Annual Report to stake holders, a copy of their most recent client profile magazine, and post cards with her contact information.

Mrs. Keener pointed out, that in the new client profile magazine, an Altavista business, Vista Fitness, was chosen as the magazine's 2019 "success story".

Mrs. Keener stated the SBDC offers free counseling/advisement and low cost training events to its members. She informed Council the SBDC worked with five Altavista businesses in 2019 with "advisement" services and hosted approximately two dozen businesses and citizens at their 2019 training events.

Mrs. Keener stated businesses that seek SBDC counseling are more likely to report sales and employment growth than those who do not utilize their services.

Mrs. Keener referenced a recent Virginia study and stated, for every \$1.00 invested into the SBDC, there was \$1.54 returned to state and federal taxes.

Mrs. Keener stated the Lynchburg Region SBDC would like to continue its partnership with Altavista and its organizations, such as the Chamber of Commerce and Altavista On Track.

Mrs. Keener stated Altavista's annual funding to the SBDC allows them to offer quality programs to the community, while helping the town's economic growth.

Mrs. Keener stated she would be happy to answer any questions Council may have regarding the Small Business Development Center.

Mayor Mattox asked Council if they had any questions for Mrs. Keener regarding the SBDC or her presentation.

Mr. Mitchell asked how many events per year the SBDC hosts in Altavista.

Mrs. Keener stated the SBDC would host as many training events as the town asked them to, as long as the SBDC could find an appropriate expert/speaker or trainer from their resources for the type of event scheduled.

Mrs. Keener stated the number of events had declined in the past few month, she felt from not having constant contact with Altavista's Chamber of Commerce and AOT. She stated, now that those two organizations recently obtained new directors, she felt confident the numbers would be increased in 2020.

Mr. Mitchell asked what marketing techniques the SBDC uses to advertise the training events.

Mrs. Keener stated the SBDC normally relies on the town to advertise the training events, but stated the SBDC could also do "targeted" marketing on social media.

Mr. Emerson thanked Mrs. Keener for the work SBDC does for the community.

Mr. George also thanked Mrs. Keener for her work.

Mr. Bennett asked Mrs. Keener what the "trend" had been in the past few months from Altavista's local businesses regarding the use of SBDC services.

Mrs. Keener referenced her five year employment with the SBDC, and stated she had seen as many as twelve businesses using their services at any given time. She stated the past year had been the lowest numbers recorded for Altavista within her five years at the SBDC.

Mrs. Keener stated the more SBDC events the town hosts, the more businesses and or citizens the SBDC are able to help with their services. She stated the town, and their organizations, can be an advocate for these events and services.

Mr. Bennett asked, outside of an annual contribution, what the Town of Altavista could do to help promote "small business" through the SBDC.

Mrs. Keener stated the strength from utilizing the SBDC comes more as a "supporting" role, rather than promotion, by offering their available services and training events to its contributing members/localities.

Mrs. Keener stated it would be Altavista's role to promote the SBDC's services to its business community. She stated, in order to accomplish the task, the town could partner with its own organizations, such as AOT and the Chamber of Commerce, through networking events.

Mrs. Keener stated the SBDC was often mistaken as a service for only new "start-up" businesses, when in fact, they also offer their counseling and training services to existing small businesses as well.

Mayor Mattox referenced the Town of Altavista as being a part of Campbell County. He asked, since the town pays county taxes, would the town be offered the same services from the SBDC if they did not pay an annual fee for membership directly to the center, but fell under the county's membership.

Mrs. Keener stated the SBDC would still serve the Altavista territory and any potential clients in that area, but the SBDC would no longer hold "office hours" in the town (normally in the Train Station/Chamber of Commerce office).

Mayor Mattox thanked Mrs. Keener for her time and her presentation.

4. Public Comments (Agenda Items Only)

Mayor Mattox asked if any citizen(s) attending the meeting wished to address Council regarding an item on Council's January Work Session Agenda, to which there were none.

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5. Items Referred from Previous Meetings

a. Staunton River Garden Club (SRGC) – Decoration Funding Request

Mr. Coggsdale reminded Council of this item being referred from their January 14, 2020 Regular Council Meeting.

Mr. Coggsdale referenced Mrs. Linda Janiak, a member of the Staunton River Garden Club, and her proposed plan to continue the partnership between the Garden Club and the Town of Altavista to purchase snowflake decorations for the town's decorative light poles.

Mr. Coggsdale stated, based on Mrs. Janiak's presentation, an additional 64 decorations would be needed to utilize all of the decorative poles along Main Street. He stated, to date, the Garden Club and the town have partnered to purchase 68 snowflake decorations.

Mr. Coggsdale reminded Council of Mrs. Janiak's indication of the snowflake supplier currently having a "buy 2, get 1 free" promotion. He stated, if Council decided to continue their partnership with the SRGC, there were three options for their consideration regarding the remaining (64) snowflakes needed to complete the project.

▪ Option A:	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost per:	8 @ \$359	8 @ \$359	8 @ no cost	Total = 24
Total Cost:	\$2,872	\$2,872	Free	Remaining: 40
▪ Option B:	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost per:	8 @ \$359	12 @ \$359	10 @ no cost	Total = 30
Total Cost:	\$2,872	\$4,308	Free	Remaining: 34
▪ Option C:	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost per:	8 @ \$359	35 @ \$359	21 @ no cost	Total = 64
Total Cost:	\$2,872	\$12,565	Free	Remaining: 0 (Project Complete)

Mr. Coggsdale stated he would be glad to answer any questions Council may have.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, if staff had a recommendation that would be feasible for both the town and the Garden Club.

Mr. Coggsdale stated the town could continue to show their support for the SRGC organization by choosing option A, which would "match" the amount, at a minimum, to what the Garden Club would be contributing.

Mr. Coggsdale stated, if Council chose option B, the project would be halfway to its completion, while staying within a feasible option for the town to accommodate in its FY2021 Budget/CIP.

Mayor Mattox asked Council if they had any questions or concerns regarding this matter or staff's recommendation.

Mrs. Dalton stated she favored the town choosing the \$4,308 contribution of option B at this time, rather than \$12,565 of option C.

Mayor Mattox asked if the request by the SRGC was a "time sensitive" item.

Mr. Coggsdale stated, only the decision of how many snowflake decorations would be purchased this year was needed at that time, so the Garden Club could inform the supplier of the order during the promotional timeframe.

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Mr. Coggsdale informed Council the funds for the decorations would not need to be paid until they were being picked up in August. He stated this would allow Council to allocate funds for the project during their FY2021 Budget/CIP draft process.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve the Staunton River Garden Club's request to continue its partnership with the Town of Altavista regarding the purchase of snowflake decorations for the town's decorative light poles. Council authorized the Town Manager to confirm their choice of Option B, twelve snowflakes at \$4,308, to Mrs. Janiak, the SRGC's representative on the project.

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

b. Booker Building Use/Improvements

Mayor Mattox referenced Council's recent inability to make a definitive decision on how the town could best utilize the Booker Building facility. He suggested Council authorize the Town Manager to advertise for RFP from the "private sector".

Mayor Mattox asked Council for their thoughts on the matter and to his suggestion.

Mr. Bennett stated he thought there had already been a request for proposals on this matter.

Mr. Coggsdale answered Mr. Bennett and stated, the town had previously advertised a "request for public input". He stated the town had not yet attempted to advertise to the "private sector" for RFP proposals, which could bring interest of partnering with the town through uses and/or investment opportunities regarding the Booker Building.

Mr. Coggsdale reminded Council of the previous discussion they had at their November Work Session regarding this item. He stated, at that time, Council decided it would be best to finalize their goals and what the Booker Building's "use/uses" would be, before moving forward with implementing any improvements to the facility.

Mr. Coggsdale referenced the Use and Feasibility Study developed for the town by Land Planning and Design Associates (LPDA). He stated one of the "next steps" recommended in the study suggested moving forward with an inspection of the Booker Building, in order to evaluate its structural stability, code compliance, and any safety improvements needed, before implementing other desired upgrades.

Mr. Coggsdale stated Mayor Mattox's suggestion to advertise for RFPs was also mentioned in the LPDA study under "Next Steps- Develop a Partnership". He stated the results of such a request could bring forward an opportunity that Council may not have thought of or be aware that there was a desire or need for.

Mr. Higginbotham suggested starting with one item from Council's "desired list of improvements" to implement first, such as the floor, then moving forward from there.

Mayor Mattox reminded Council they had come to a consensus during their previous discussion on this item, "not to implement improvements until a "use" had been finalized", in order to keep the town from spending unnecessary funds.

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Mrs. Dalton stated she felt the suggested request for RFPs on this project was a great opportunity. She stated any new ideas that come from the request may help Council narrow down the final decision of what the Booker Building will be used for. She stated new ideas would not have to override previous uses, but could work together to accomplish the town's desired goals for the facility.

Mayor Mattox asked Council if they had any additional questions or comments.

Mr. Mitchell stated he considered the Booker Building as Altavista's current "Town Square". He referenced the town's annual Uncle Billy's Day Festival and the APD's annual National Night Out event. He stated those two events were successful for the town and felt the facility could be utilized to promote more events for the community.

Mr. Mitchell stated he did not feel that any use by a member of the "private sector" would be a good fit for the facility, considering it was in a "public park". He stated he favored keeping the Booker Building as a "town entity" and promoting the facility as the Town Square of Altavista.

Mr. Mitchell also shared his favor with Mr. Higginbotham's suggestion of moving forward with at least one of the items on the desired list of upgrades for the building, such as replacing or refinishing the facility's floor.

Mr. Emerson referenced the mention of Altavista partnering with someone to gain additional uses for the Booker Building. He stated he was not against the idea, but it would have to be of significant value to the town for him to give it consideration.

Mr. Emerson also referenced a previous discussion had by Council regarding the need for additional coverage from natural elements (sun and rain) for the exterior stage at the rear of the building, and possibly for the yard adjacent to the stage. He stated, with the large annual events that utilize the exterior stage, he felt the two issues should still be one of the first items addressed as needed improvements.

Mr. Higginbotham stated he felt the Booker Building floor was the "foundation" of the facility's use and still needed to be the first item implemented for improvement. He referenced Mr. Morris Law, a retiree from English Construction, and stated Mr. Law was highly qualified to give the town a recommendation of what type of flooring should be used to improve and/or upgrade the old, uneven, floor of the building.

Mr. George referenced the list of items Council previously compiled as the Booker Building's most needed upgrades/improvements. He stated, while all of the items were likely to be implemented at some point, he would like for staff to give Council the individual cost for each item. He stated he felt having a cost list may help Council to decide on which item would be implemented first from the improvements needed.

Mr. Bennett referenced the town's current annual events held at English Park, National Night Out and the Uncle Billy's Day Festival, and referenced how both events utilize the Booker Building's rear exterior stage.

Mr. Bennett stated his favor with Mr. Emerson's suggestion of adding additional coverage to the exterior stage of the building and also adding "shade sails" to the yard adjacent to the stage. He stated he felt the shade sails would, not only be an esthetically pleasing addition to the park, but would also help offer the coverage needed from natural elements to individuals that patron outside events held at the facility.

Mr. Bennett stated the addition of the two exterior improvements would not only benefit the existing annual events, but also help promote the facility to possibly be used for other events that want/need an outside space.

Mr. Bennett stated his favor in the Mayor's suggestion to advertise for RFPs for potential use ideas of the Booker Building. He stated, just because an RFP is received, doesn't mean the town has to accept the RFP or use the idea.

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Mr. Bennett suggested, if Council decided to move forward with an RFP request, to place an allotted timeframe for receipt of the requested RFPs.

Mayor Mattox asked the Town Manager, Mr. Coggsdale, what the cost would be for the town to advertise a request for RFP proposals on this item.

Mr. Coggsdale informed Council the only cost to the town for advertising the RFP request would come from staff's time to prepare the advertisement and the from the actual advertisement itself.

Mayor Mattox referenced the improvement list for the Booker Building. He stated, while all of the suggested improvement items were justified, he did not want to see the town spend hundreds of dollars on improvements, only to see them not needed as an end result of use consideration and/or approval.

Mayor Mattox stated he felt there was no harm in requesting a RFP for this item. He stated the results could possibly benefit Council in making a decision and finalizing what additional uses would be approved for the Booker Building facility; and also what improvements and/or upgrades would be implemented to the facility first.

Mr. Coggsdale suggested, if Council did decide to implement the floor improvement first, to keep in mind the LPDA's suggestion to add a "drain system" to the floor, a necessary improvement that would be needed for any of the multiple use possibilities.

Mrs. Dalton stated the decision process for Council to consider and approve additional feasible uses of the Booker Building has become a cumbersome task for Council. She stated, not only for its likely expense, but also because of the building's historical importance and economic significance to the Town of Altavista.

Mrs. Dalton suggested Council utilizes the Mayor's suggestion to their advantage and authorize the Town Manager to advertise a RFP request for this item, with a timeframe of receipt to be within 30 to 60 days.

Mr. Higginbotham stated he was also in favor of the Mayor's suggestion, but added he felt the timeframe for receipt of the requested RFPs be at least 60 days.

Mr. George asked how the Request for Proposals (RFPs) would be advertised.

Mr. Coggsdale answered Mr. George and stated staff would advertise the RFP request in the local newspaper and through the town's website and social media page.

Mayor Mattox stated he favored the RFP, but the receipt timeframe should be 90 days, in order to give participants time to gather the information they need for submission.

Mr. Higginbotham also suggested allowing staff to move forward with gathering cost information, and possibly proposals, for refinishing the existing concrete floor.

Mrs. Dalton referenced Mr. Emerson and Mr. Bennett's suggestion to add "shade sails" to the space behind the Booker Building and stated she was also in favor of the idea. She suggested, if the item was approved, using the same type of shade structures as was used at the "Gateway" entrance to English Park, just across the railroad tracks from the Booker Building.

Mr. Emerson stated, with the town's annual Uncle Billy's Day Festival occurring in early summer, he suggested Council vote ASAP (as soon as possible) on whether or not to approve this item, and if approved, authorize staff to move forward with the project.

Mr. Coggsdale stated, if Council desired, he could reach out to the same company that designed the town's other (park) shade structures for a preliminary design and cost estimate of the potential project for Council's review and consideration.

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Mr. Mitchell stated he agreed with Mr. George's suggestion which was to request an estimated cost list from staff of all the items suggested as improvements by Council and the LPDA report.

Mr. Coggsdale requested Council's consideration of utilizing the town's on-call engineers to help gather the requested cost information.

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

As a result of this discussion regarding the potential use/uses of the Booker Building, and what improvements and/or upgrades are needed at the facility, it was the "Consensus of Council" to allow the following items of action – In Order of Priority:

- Allow the Town Manager, Mr. Coggsdale, to gather the requested (cost and design) information needed to move forward with the proposed "shade sail" project, in the space located adjacent to the exterior stage behind the Booker Building; and bring the information to Council as soon as possible.
- At Council's request, allow the Town Manager to advertise for RFPs (Request for Proposals) regarding interest for additional uses of the Booker Building; in hopes of receiving new ideas and/or partnership opportunities for Council's consideration when finalizing the facility's potential uses moving forward.
- Accept the Town Manager's request to utilize the services of the town's on-call engineers to gather the requested cost information of each item on the fore-mentioned improvement list for the Booker Building. This item would be placed on the February 11th Council Meeting Consent Agenda for "Approval".

6. New Items for Discussion

- a. Virginia Resource Authority (VRA) / Virginia Clean Water Revolving Loan Fund (VCWRLF) Update - WWTP Electrical Improvements Project

Mr. Coggsdale reminded Council of the town's recent assistance from Mr. Scott Bortz, Peed & Bortz, with the application process for funding, through the Virginia Resources Authority (VRA) and Virginia Clean Water Revolving Loan Fund (VCWRLF), in regards to Altavista's Waste Water Treatment Plant (WWTP) Electrical Improvements Project.

Mr. Coggsdale informed Council the VCWRLF application had been approved by the State Water Control Board /Virginia Department of Environmental Quality (DEQ) in the "tentative" amount of \$4.327 million for either a 20 or 25 year term.

Mr. Coggsdale stated the current interest rates were 1.2% (20 years) or 1.8% (25 years), however, the specific rate would not be "locked in" until bids for the final phase of the project have been received and issuance of a Notice of Award.

Mr. Coggsdale reminded Council the WWTP Electrical Improvements Project had been divided into three phases (I, II, and III), and stated Peed & Bortz was currently under contract and working on engineering design for Phases I and II.

Mr. Coggsdale stated Mr. Scott Bortz, Peed & Bortz, was present to discuss Phase III of the WWTP project and also answer any questions Council may have regarding this item.

Mr. Bortz referenced the interest rates given to the Town of Altavista for this project. He stated he felt the rates were very good, whether the town chooses a 20 or 25 year loan term.

Mr. Bortz stated, since a specific rate could not be locked in until all three phases have been bid, it was his goal to help the town move forward as quickly as possible with the design of Phase III of the project, in order to secure the best rate available to the town.

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Mr. Bortz reminded Council that Peed & Bortz had been contracted for Phase I and II, but was not yet under contract with the town for Phase III. He informed Council that Peed & Bortz has sent a proposal for Phase III to the town for their review and consideration.

Mr. Bortz suggested the town move forward as quickly as possible with the design of Phase III, so both Phase II and III could be “bid” at the same time. He stated he anticipated the two phases would potentially be bid in July 2020, which would allow the town the time it needs to lock in their desired interest rate this summer.

Mr. Bortz stated the total cost estimated for all phases of the WWTP project is \$4,915,696, with the only item not included in that figure being for the inspection services, if needed. He stated, with the project’s estimate of \$4,915,696, and DEQ’s (VRA/VCWRLF) funding in the amount of \$4,327,000, there would be a difference in the amount of \$588,696 the town would need to budget for.

Mr. Bortz continued his presentation by referencing the town’s acceptance for DEQ funding and the items the town would need to supply the DEQ moving forward in the process.

Mr. Bortz informed Council that town staff would need to supply DEQ with the town’s current financial report and updated audit report; along with relaying to DEQ how their loan service would factor into the town’s budget during the next 20 to 25 years. He stated DEQ also requires the contractors of any project they fund to provide them with “wage” information for their employees working on the project.

Mr. Bortz stated he would be glad to answer any questions Council may have regarding his presentation and/or his recommendation of the items needed to move forward on this item.

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

Mr. Higginbotham asked Mr. Bortz to clarify what was delaying the town from ‘locking in’ the current interest rates available for the project’s funding/loan.

Mr. Bortz informed Council that Phase I & II were currently under contract. He stated, while all three phases of the project do not have to be under contract, DEQ does require the town to have “bids in hand” for all three phases of the project, before they are able to “lock in” (secure) interest rates for their elected loan term.

Mr. Mitchell stated he appreciated the expertise of Mr. Bortz and his firm working with town staff for a recommendation. He thanked Mr. Bortz for his work on the project.

There were no additional questions or comments from Council.

Mayor Mattox thanked Mr. Bortz for his time and his presentation to Council.

All Council members were in consensus to place this item on the February 11, 2020 Regular Council Meeting Consent Agenda for approval consideration.

b. Altavista Street Paving List – Spring 2020

Mr. Coggsdale shared with Council information the Altavista Public Works Department recently provided to staff regarding their recommendation for Altavista’s Spring 2020 Paving Projects.

Mr. Coggsdale reminded Council of the Highway Funds Altavista receives annually from VDOT for “maintenance” of the town’s streets; excluding Main Street and Bedford Avenue. He stated a portion of those funds are always allocated to street paving each year.

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Mr. Coggsdale referenced the streets that were not eligible for paving through VDOT funding (Main & Bedford), and stated the town allocates General Fund revenues to pave those two streets, including the alleys and parking lots.

Mr. Coggsdale informed Council the list received from Public Works included fourteen (14) street segments; and stated the FY2020 Budget included \$565,500 for this purpose. He stated the VDOT portion of the proposed paving totaled \$427,295.09, which includes engineering fees (8%) and a contingency (10%).

Mr. Coggsdale stated the town's portion of the paving proposal totals \$79,793.33 in General Funds, which includes engineering fees (8%) and a contingency (10%). He stated the list also includes 5 alley segments and two parking lots, and he informed Council the FY2020 Budget included \$100,000 for this purpose.

Mr. Coggsdale also informed Council that Town Staff had requested proposals from Altavista's "on-call" engineering firms regarding the Scope of Services that would assist with the preparation of bidding and contract documents, advertisement of the projects, pre-bid conferences/bid openings and recommendation for award and processing of pay applications.

Mr. Coggsdale stated it was anticipated that once the town had the bidding and contract documents, they would be used annually, therefore the future costs for engineering services would likely decrease.

Mr. Coggsdale stated Town Staff recommends that Council approve the 2020 Spring Paving schedule; and based on proposals received, also recommended awarding the project to Engineering Concepts, Inc. for these services, in the amount not to exceed \$12,500.

Mr. Coggsdale stated he would be glad to answer any questions Council may have regarding the town's 2020 Spring Paving Project and/or the list of streets allocated for paving in Public Works' proposal.

Mayor Mattox asked Council if they had any questions for the Town Manager, Mr. Coggsdale, regarding this item, to which there were none.

All Council members were in consensus to:

- Accept staff's recommendation to approve the Altavista Public Works Department's proposal for the town's Spring 2020 Street Paving Project.
- Accept staff's recommendation to award the milling and paving contract for this project to Engineering Concepts, Inc., not to exceed the bid amount of \$12,500.
- Place this item on the February 11th Consent Agenda for official approval.

c. English Park's Splash Pad Attraction – 2019 Operations Review

Mr. Coggsdale referenced Altavista's new Splash Pad at English Park and its abbreviated operational season, which opened in September 2019.

Mr. Coggsdale informed Council he has received input from Town Council, Altavista's Recreation Committee, Altavista citizens, and Town Staff in regards to operations of the splash pad system, and what "lessons" were learned during the short period of time the splash pad was open.

Mr. Coggsdale shared with Council the list of items that were mentioned from one or more of the groups that offered input in regards to this item. He stated these were ideas, thoughts, and suggestions for Council to consider before reopening the splash pad in May 2020.

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Splash Pad 1st Year Operations Review – Items for Council’s Consideration:

- Plaque for Dedication/Grand Opening
 - Set date for Event (Friday, May 1st or Saturday, May 2nd)
- Infant changing stations in bathrooms
- Swim suit and swim diaper regulations/signs
- Consequences for anyone not adhering to park/splash pad rules
- Attraction Schedule (months & hours of operation) - Currently open 7 days per week between Memorial Day and Labor Day; from 10:00 a.m. to 7:00 p.m., and weekends in May prior to Memorial Day and in September after Labor Day.
 - Will this be weather dependent each year?
 - Extend due to high temp?
 - Will we just keep going on a week by week basis?
 - Once opened, should it be 7 days (not just weekends in early May/late September)
 - Close if weather is below a certain temperature (70 degrees?)
 - Information posted on website and social media
- “Slow - Children at Play” Signs
 - Cover this item under the circulation improvements.
 - Speed bump as the crosswalk (tie into sidewalk)
- Large Pavilion Rentals
 - Issues between renters and individuals seeking shade to watch participants.
- Staffing
- Parking
- Concessions
- Marketing/Promotion
- Fees
- Issue permits for large groups/organizations
 - Size of group (10+ or 20+.....)
 - Fee
 - Not Exclusive Use of facility

Mr. Coggsdale stated, at that time, staff was requesting Council provide direction on any items that needed to be addressed prior to the opening of the splash pad for the 2020 season

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

Mrs. Dalton referenced an item (“Operation Schedule”) from the splash pad list of considerations, and stated she felt the decision should fall upon the recommendation of staff because Town Staff were the ones responsible for maintenance and upkeep of the splash pad attraction.

Mr. Mitchell stated he agreed with Mrs. Dalton’s suggestion of allowing staff to determine the appropriate operation schedule for the splash pad.

Mr. Mitchell also stated he was in favor of all the new signs mentioned on the list as being needed at the splash pad/park area.

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Mr. Emerson stated he was also in favor of the suggestion to allow staff to determine the “operation schedule” for the splash pad. He reminded Council of the 2019 summer season and stated the splash pad was kept open longer than anticipated last year, because of the hot weather continuing into late September.

Mr. Emerson referenced the “traffic flow change” that was previously approved by Council for the splash pad, and adjacent pavilion area, of English Park. He asked staff when that project would be complete and the new traffic pattern implemented.

Mr. Coggsdale answered Mr. Emerson and stated “hopefully by the time the splash pad opens in May”. He stated he and Mr. Garrett, Public Works Director, were currently working on a configuration/layout that would best accommodate the area.

Mr. Emerson stated he and his family had visited the splash pad attraction multiple times while it was open in 2019. He stated he felt there was a need for additional seating around the splash pad area and asked staff if there were plans to do so.

Mr. Coggsdale stated not at this time, but the suggestion could be discussed by Council for consideration.

Mayor Mattox stated he would continue around the table to recognize each Council member for their questions or comments, and then return to Mr. Emerson’s suggestion.

Mr. George shared his favor in allowing staff to determine the splash pad’s operational schedule based on weather.

Mr. George stated he felt Council needed to discuss whether or not to continue “renting” the large pavilion adjacent to the splash pad.

Mr. George also stated he was in favor of some type of “staffing”, in addition to Town Staff, at the splash pad and playground area during months of operation.

Mayor Mattox referenced Mr. George’s mention of whether or not the town should continue renting the large pavilion adjacent to the splash pad. He stated he would appreciate the Town Manager’s, Director of Public Works, and the APD Police Chief’s opinion on the matter.

Mr. Coggsdale informed Council there had been a few instances during the 2019 months of operation for the splash pad concerning the pavilion being rented, in relation to not having enough seating for the visitors at the splash pad attraction.

Mr. Coggsdale stated the large pavilion in question was an affordable rental option offered by the town for multiple years to its citizens and the surrounding community to utilize for birthday parties, family reunions, etc.

Mr. Coggsdale stated the issue that arose in 2019 related to the rental of the pavilion was realized and only due to the addition of the splash pad attraction to the park, and their adjacent vicinity to one another.

Mr. Coggsdale suggested Council address the issue before the 2020 season of operation.

Mr. Bennett stated he felt the confusion could be that citizens did not know if the people using the pavilion were renters or other citizens, such as themselves.

Mr. Bennett suggested using “signs”, on all four posts of the pavilion, to recognize the individuals that have reserved the pavilion for rental and their specified date and time.

Mr. Coggsdale informed Council the pavilion currently has a place for such a sign, but it was only on the front side of the pavilion. He stated, if Council desired, staff could utilize all four post on the pavilion to announce the renters and their time of rental for that date.

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Mr. Coggsdale stated staff could also make the signs larger in order to make them more visible to visitors.

Mr. Coggsdale stated he did not feel citizens had an issue in determining whether or not the pavilion had been reserved for rental, but with the pavilion being rented all together. He stated citizens had conveyed, personally and through social media, they did not like the pavilion being available to rent, because of its close proximity to the splash pad.

Mr. George stated, while following the comments on social media regarding this matter, there was mention of the large pavilion at English Park being the only pavilion in town that had access to public restrooms and was also ADA accessible.

Mr. George referenced the current renovation underway at Shreve Park to the playground, pavilion, and bridge access entering the area. He stated there were public bathrooms located in the same parking lot as the park, so Shreve Park would soon be a viable option for citizens needing ADA amenities and/or bathrooms for their rental events.

Mr. George suggested not renting the large pavilion at English Park, adjacent to the splash pad, but leaving it open to all citizens for public use.

Mayor Mattox stated he was in favor of Mr. George's suggestion regarding the large pavilion at English Park.

Mr. Emerson stated he was also in favor of leaving the large pavilion at English Park open for public use only, not rentals. He suggested the timeframe for "not renting" the pavilion be seasonal, and coincide with the yearly operation schedule for the splash pad.

Mrs. Dalton stated the proposed rental schedule for the large pavilion at English Park did not have to be permanent. She stated the town could implement the "no rental" policy for one summer/year, and reevaluate the matter for consideration before next summer.

Mr. Bennett stated his concern would be families wanting to have birthday parties or reunions may abuse the "no rental policy" and show up early to place their supplies. He stated he worried about the matter becoming an issue if not supervised.

Mr. Emerson also suggested the town add extra seating options and/or "shade sails" to the splash pad area.

Mr. George stated, if shade sails are added to the backyard of the Booker Building, which is adjacent to the restrooms, that area could also be utilized by citizens visiting the playground and splash pad.

Mayor Mattox asked Council if they had any additional questions, comments, or concerns regarding the pavilion in question, to which there were none.

All Council members were in consensus to NOT allow any reservations/rentals of the large pavilion, adjacent to the splash pad at English Park, during the duration of the splash pad's seasonal operation in summer months, and to reinstate rental availability at all other times.

All Council members were also in consensus to authorize Town Staff to determine the duration of operation for the splash pad attraction based on weather conditions.

Mr. Coggsdale asked Council if there were any other items on the splash pad's 2019 operations review list they wished to address at that time, to which there were none.

Mr. Coggsdale referenced an item on the splash pad's review list, "Concessions". He stated the matter had been brought to his attention that there were no "vending machines" currently located at the park; for drinks, water, snacks, etc.

Mr. Coggsdale asked Council if having vending machines at English Park was an opportunity they would like for him to investigate further and determine whether or not the idea would be feasible for the town consideration, or if they wished to dismiss the idea.

Mr. Emerson mentioned the possibility of allowing Food Trucks to operate in the park near the playground and splash pad area.

Mayor Mattox stated he did not favor the idea of having Food Trucks operate in the town's parks. He stated he did not feel it would be a fair advantage to the restaurants in town.

Mrs. Dalton stated, like all other outdoor attractions, if there is not food available onsite, a person brings their own food and drinks with them. She stated she was in favor of leaving the park as it is, and not allowing vending machines or Food Trucks to operate there.

There were no additional comments, or concerns from Council or staff regarding this item.

d. Town of Hurt – Solid Waste Proposal

Mr. Coggsdale reminded Council that over the past few months, Town Staff has been working with the Town of Hurt on a proposal, at their request, regarding the possibility of the Town of Altavista providing weekly “solid waste collection services” to Hurt.

Mr. Coggsdale stated the Town of Hurt was in the preparation process of their FY2021 Budget. He stated, accordingly, staff had submitted a preliminary proposal to the Town of Hurt and they had advised they would like to move forward on the matter.

Mr. Coggsdale informed Council the proposal indicates the Town of Altavista would provide weekly solid waste collection services to the Town of Hurt one day per week (each Friday), including transport of the waste to the Pittsylvania County Landfill in Dryfork.

Mr. Coggsdale stated the proposal also covers personnel and operational costs, as well as vehicle replacement cost for the Town of Altavista. He stated any cost for disposal of the waste at the landfill would be paid by the Town of Hurt, and is not included in the proposal.

Mr. Coggsdale stated Hurt Staff has suggested an “Ad Hoc” committee be formed with up to two elected officials from each locality, along with staff representation, to work through details of the proposed agreement.

Mr. Higginbotham stated he did not think the Town of Altavista should be using their trucks and/or equipment to provide trash/waste services to Hurt or any other locality. He stated he did not feel that the “wear & tear” of using the town's trucks would be a feasible investment for the town.

Mr. Coggsdale stated the long term use of the town's trucks had been considered and figured in as part of the preliminary proposal. He stated the “daily cost” of Hurt utilizing the Town of Altavista's equipment was calculated using personnel cost, operational cost, and maintenance and/or replacement of said vehicles.

Mr. Bennett stated his concern would have been with Altavista spending tax payer money and not getting a valued “return on investment” for the town's service to Hurt. He referenced the Town Manager's comments regarding the monetary consideration for expenses staff included in the proposal, and stated he felt confident staff had covered all aspects in regards to protecting the town's investment on this project.

Mr. Coggsdale stated, with the Town of Hurt being in the middle of their fiscal year 2021 budget consideration process, he asked that Council offer staff a direction of how they want to move forward with this item, so they could advise Hurt of the decision.

Mayor Mattox shared his favor in accepting the Town of Hurts request and allowing staff to move forward in the proposal process for this item.

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Mayor Mattox stated he felt, by accepting the Town of Hurt's request and working with them on this matter, would be another way to strengthen Altavista's relationship with the Town of Hurt and its community, and possibly be a long term benefit to both localities.

Mayor Mattox asked Council for their questions or comments regarding this item.

Mr. Mitchell shared his thoughts and stated he felt Altavista needed to stay out of the "trash hauling business". He commended the Town of Hurt for investigating options for their waste disposal needs, but he was not on board with Altavista committing to that service.

Mr. Emerson stated he was "on the line" of which way Altavista should proceed with the Town of Hurt's request.

Mrs. Dalton shared her favor with Altavista pursuing the partnership with the Town of Hurt regarding the waste disposal service request from Hurt.

Mrs. Dalton referenced the service proposal offered to the Town of Hurt by Altavista and stated she felt staff had done a good job of making sure the Town of Altavista's daily expenses and capital investments would be compensated through the proposal.

Mrs. Dalton stated, with Altavista only using their trash trucks three days per week and Hurt only needing the service one day per week, she felt it was smart for the town to utilize their equipment and this opportunity to offer the Town of Hurt this partnership.

Mayor Mattox stated he felt the Town of Altavista and the Town of Hurt were part of the same community. He stated by working together and partnering on such projects, would strengthen both communities and their relationships with each locality.

Mr. Higginbotham asked Mr. Garrett, Public Works Director, how often Altavista hauls its trash to the county landfill; every day the trash is collected, or once a week.

Mr. Garrett stated the town's trash is taken to the county landfill every day the trash is collected.

Mr. Higginbotham asked if there was ever a time when trash was left on the truck.

Mr. Garret answered Mr. Higginbotham and stated there have been times the trucks were not emptied.

Mr. Higginbotham stated, if that is ever the case, Altavista would possibly not be able to use its trash truck to service the Town of Hurt as agreed.

Mr. Higginbotham also referenced the small "dead end" roads and underpass that is located in the Town of Hurt. He stated he did not favor using Altavista's trash trucks during inclement weather in Hurt's service area.

Mr. Higginbotham mentioned, if Altavista did agree to the service request, they would be disposing of Hurt's waste in their county (Pittsylvania), not the same place that Altavista uses for disposal.

Mr. Higginbotham stated, overall, he was against the idea of Altavista partnering with the Town of Hurt, or any other locality, for trash disposal services.

Mr. George stated he also felt the Town of Hurt and Altavista was part of the same community. He stated, when the 29 Business Bridge was operational, there were many Hurt residents that utilize the Town of Altavista for dining and shopping.

Mr. George stated, with the current proposal and staff's foresight to include reimbursement for expenses and truck "wear and tear", he was in favor of Altavista partnering with the Town of Hurt for their trash service request.

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Mr. Bennett stated he was also in favor of the Town of Altavista offering the Town of Hurt their services regarding Hurt's trash service request.

Mrs. Dalton stated, if Altavista decided to enter into an agreement with Hurt regarding trash services, they could make the stipulation the agreement was on a yearly basis. She stated Altavista could terminate its services to Hurt if they found it was not sustaining its feasibility for the town to do so.

Mr. Higginbotham stated, if it was the consensus of Council to proceed with this matter, he felt Altavista should, at least, recover more than just a "break even" amount on expenses. He suggested including a 10% markup in the proposal.

Mr. Coggsdale stated, if Council desired, he would amend the proposal to include the 10% markup as Councilman Higginbotham suggested.

All Council members were in consensus to do so.

All Council members were in consensus to allow Town Staff to continue in the proposal process with the Town of Hurt regarding their trash removal and disposal service request.

e. Policy on Agenda Items – "Late Arriving Matters from Council"

Mayor Mattox referenced this item as being on the agenda at his request. He stated he felt this item may take a considerable amount of discussion and suggested Council consider placing this item on a future work session.

All Council members were in consensus to do so.

f. FY2021 Budget and FY2021-FY2025 Capital Improvement Plan (CIP)

Mr. Coggsdale referenced the list of General Fund and Enterprise Fund CIP items for FY2021-2025 that he shared with Council in their January 28th Agenda Packet.

Mr. Coggsdale suggested Council focus on the FY2021 items, as they are the items Council would be reviewing first for funding consideration.

Mr. Coggsdale stated Council would be receiving the "draft budget" on February 17, 2020.

Mr. Bennett asked if this item could be moved to the next meeting or work session agenda, in order to give Council additional time to review the proposed CIP items.

Mr. Coggsdale stated the CIP discussion item could be placed on a future date, if Council was in consensus to do so. He stated the item could be carried over to the next day/night without having to schedule another meeting, but the choice was Council's decision.

Mayor Mattox asked Council when they wished to schedule this item for discussion.

Mr. Mitchell, Mrs. Dalton, Mr. George, Mr. Bennett, and Mayor Mattox all stated they would be available the next evening, January 29th, to discuss the item.

Mr. Emerson and Mr. Higginbotham both stated they might be available the next evening, but would have to check their work schedules.

Mayor Mattox asked Mr. Emerson and Mr. Higginbotham if they would be opposed to the other five Council members meeting on the next evening to continue the discussion for this item, to which the both Councilman stated they were ok with the other members doing so.

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Mr. Coggsdale referenced an item on the proposed FY2021 CIP list, the purchase of a new vehicle for Altavista’s Community Transit System (ACTS), and stated this was a “time sensitive” issue and Council would need to consider this item on this date.

Mrs. Shelton, Town Finance Director, reminded Council that any vehicle being used for ACTS is required to be replaced either every four years, or when the vehicle accumulates 100,000 miles. She stated one of the current ACTS vehicles was due to be replaced sometime soon, and was therefore placed on the proposed FY2021 CIP list.

Mr. Coggsdale informed Council the decision they needed to consider regarding the ACTS CIP item was in regards to whether the town wished to purchase another “body on chassis (BOC)” vehicle, the same type the town is currently using, or whether they wished to purchase a trolley for use on the ACTS route.

Mr. Coggsdale shared with Council the differences between the options available regarding the cost of each and the funding the town would receive concerning each vehicle option.

	<u>Cost</u>	<u>Passengers</u>	<u>Fuel</u>	<u>CDL Required</u>	<u>On State Contract</u>	<u>Procurement must be handled by Altavista with all appropriate Federal Clauses</u>	<u>DRPT Funding</u>	<u>Local Funding</u>	<u>Notes</u>
BOC Style bus	\$ 77,600.00	15	Gasoline	No	Yes	No	\$ 62,080.00	\$ 15,520.00	life 4 years or 100,000 miles
Trolley	\$ 140,000.00	28	Gasoline	Yes	Yes	No	\$ 62,080.00	\$ 77,920.00	5 years or 150,000
Mini Trolley	\$ 106,240.00	14	Gasoline	No	No	Yes	\$ 62,080.00	\$ 44,160.00	4 years, 100,000
BOC Electric	\$ 187,600.00	15	Electric	No	No	Yes	\$ -	\$ 187,600.00	installation of charging station; \$50,000
Seasonal Trolley	Varies/Used	<15	Gasoline	No	No	Yes	\$ -	100%	DRPT does not fund seasonal or used
Seasonal Trolley	Varies/Used	>15	Gas/Diesel	Yes	No	Yes	\$ -	100%	

Mr. George asked, if the town chose to purchase a trolley, would the vehicle only be used in the summer months.

Mr. Coggsdale stated any vehicle purchased for ACTS use would have to be able to run on a “year round” basis for it to be considered/approved for DRPT funding.

Mr. Bennett suggested the town purchase a BOC for the ACTS route and a mini trolley for special events and for minor use of the ACTS route.

Mr. Coggsdale stated, and Mrs. Shelton confirmed, the DRPT would only allow funding for one vehicle and that was solely being used for the ACTS route. Therefore the mini trolley would be considered “extra” and the cost would be the town’s responsibility.

Mayor Mattox asked Council for their opinion regarding which type of vehicle the town should consider purchasing for the ACTS transit system in the upcoming FY2021.

Mr. Mitchell asked if the trolley had the same depreciation as a BOC vehicle.

Mr. Coggsdale answered Mr. Mitchell and stated they both had the same 4 year/100,000 mile replacement requirement.

Mr. Mitchell stated he valued both options and was not sure of which option he would consider over the other at that time.

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Mr. Emerson stated he felt the “younger generation” would be more likely to use the ACTS transit system if the town had a trolley.

Mr. Emerson also stated the town could “try out” the trolley for four years, and if the ridership didn’t increase or the town felt it was not feasible to continue using a trolley, the town could then go back to using only BOC vehicles for its ACTS transit.

Mr. Emerson stated he felt the trolley would be well received by the community and he was in favor of choosing the “mini trolley” option for FY2021.

Mrs. Dalton stated Altavista developed and approved their ACTS system for the purpose of “transit” for citizens in town that needed it.

Mrs. Dalton referenced the increase in cost for choosing a trolley over a BOC vehicle and stated she did not feel the trolley option was “warranted” for just esthetic reasons.

Mrs. Dalton stated she was not in favor of choosing a trolley for the town’s transit system.

Mayor Mattox asked the Town Manager, when the trolley’s four years of service was complete, did the town have the option to keep the trolley or did they have to sell it.

Mr. Coggsdale the DRPT would not “give” the town a trolley.

Mr. Coggsdale informed Council all ACTS vehicles are required to be sold after their allotted years of service. He stated the town was allowed to keep approximately \$5,000 (confirmed \$4,999 by Mrs. Shelton) from the sell price of an old ACTS vehicle.

Mayor Mattox stated he agreed with Mr. Emerson and felt using a trolley for ACTS would be a nice addition to the route and a good thing for the community.

Mr. Higginbotham asked what the difference was between a regular trolley and a mini.

Mrs. Shelton stated a regular trolley is larger and seats 28 passengers, while a mini trolley is closer in size to the buses (BOC) the town currently use, and would seat 14 passengers.

Mr. Higginbotham stated the purpose of a vehicle was to get a person from point A to point B, and not necessarily to be esthetically pleasing. He also stated he felt the wood benches on a trolley would be cold and the trolley harder to heat.

Mr. Higginbotham stated he agreed with Mrs. Dalton and did not favor a trolley for ACTS.

Mr. George shared his favor of the town having a trolley on their ACTS route. He stated he felt having a trolley in town would be well received by the community and town visitors.

Mr. Bennett referenced the newly renovated playgrounds in Altavista; and the splash pad recently added to English Park. He also referenced Altavista’s YMCA and Avoca Museum.

Mr. Bennett stated all of these attractions make Altavista a unique and interesting small town. He stated he felt the town having a trolley would only add to the town’s uniqueness and overall appeal to attract visitors into the Town of Altavista.

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

All Council members were in consensus to allow staff to designate a mini trolley as the vehicle being purchased for ACTS in the FY2021 Budget/CIP.

Mr. Eller suggested, since the item was concerning a monetary expense, Council make a motion and “vote” on the item, instead of a consensus.

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Mayor Mattox stated Council gave a consensus to an item, not a monetary action. He informed Mr. Eller that Council would “vote” on this item officially as part of the CIP/Budget process in its entirety.

Mayor Mattox stated, if it was Council’s desire to do so, they may make a motion concerning the ACTS item at that time.

Mr. Emerson, seconded by Mr. George, motioned to allow staff to designate a mini trolley as the town’s vehicle choice to purchase for ACTS in the FY2021 Budget/CIP.

Motion carried:

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

Mayor Mattox asked Council to consider the time in which they wish to continue the rest of the proposed FY2021 Budget and CIP item list. He suggested Council convene at an earlier time at their next meeting and place this item first on the agenda.

All Council members were in consensus to add this item (FY2021 Budget and FY2021-FY2025 Proposed Capital Improvement Plan) to the February 11, 2020 Regular Council Meeting Agenda.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the start time of their February 11, 2020 Regular Council Meeting be changed from 7pm to 6:30pm.

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

Mayor Mattox took this opportunity to recognize Mrs. Lauren Odessa, newly elected President of the Altavista Chamber of Commerce, to come before Council regarding Section 3/Item c on this night’s agenda – Outside Agency/Non-Profits FY2021 Funding Request Presentations.

Mrs. Odessa addressed Council with an overview of the Chamber’s events in 2019. She stated the Chamber hosted 10 community events, 20 training sessions, and 15 ribbon cuttings for new or relocating businesses in town.

Mrs. Odessa informed Council the Chamber awarded an estimated \$3,000 in grants, and also welcomed 20 new members to the Chamber of Commerce in 2019.

Mrs. Odessa stated the Chamber of Commerce was very appreciative of the town’s continued support and stated she looked forward to working with the Town of Altavista in 2020.

Mrs. Odessa stated the Chamber of Commerce was requesting \$20,000 from the town in FY2021. She stated the Chamber would use the requested money to continue providing quality, no cost training and/or learning opportunities to its members; and at minimal cost to non-members.

Mrs. Odessa stated the requested money would also ensure the Chamber was able to continue offering “quality of life” events to the citizens of Altavista.

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Mayor Mattox asked Council if they had any comments regarding the Chamber of Commerce.

All Council members welcomed Mrs. Odessa to the Town of Altavista as Altavista's new Chamber of Commerce President and thanked her for her presentation.

Mayor Mattox also thanked Mrs. Odessa for her time and her presentation.

7. Public Comments (Non-Agenda Items)

Mayor Mattox asked if there was anyone attending the meeting that would like to address Council regarding an item or issue that was not on the January Work Session Agenda.

There were no public comments for non-agenda items on this date.

8. Matters from Council

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

- Mr. Higginbotham referenced staff's proposed FY2021-FY2025 CIP item list. He asked that Mr. Garrett, Public Works Director, and Mr. Fore, Utilities Director, include pictures with the items they have listed on the CIP proposal.

Mr. Garrett and Mr. Fore both agreed to do so.

There were no additional comments from Council on this date.

9. Closed Session

There was no closed session scheduled for the January 2020 Council Work Session.

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

The meeting was adjourned at 7:43 p.m.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

ALL CHECKS REGISTER
TOWN OF ALTAVISTA

ACCOUNTING PERIOD 07/2020
FROM: 01/01/2020 TO: 01/31/2020

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT
39726	6	ALTAVISTA AREA YMCA	01/03/2020	25,000.00
39727	303	ALTAVISTA CHAMBER OF COMMERCE	01/03/2020	5,000.00
39728	84	ALTAVISTA JOURNAL	01/03/2020	824.46
39729	170	ALTAVISTA ON TRACK	01/03/2020	1,250.00
39730	901	ANDERSON CONSTRUCTION INC	01/03/2020	15,418.44
39731	427	CENTURYLINK	01/03/2020	584.72
39732	28	COLUMBIA GAS	01/03/2020	1,801.20
39733	1	DARYL HUNT	01/03/2020	127.80
39734	526	DAVENPORT ENERGY INC	01/03/2020	171.59
39735	20	J JOHNSON ELLER JR	01/03/2020	2,000.00
39736	40	FEDERAL EXPRESS CORPORATION	01/03/2020	168.17
39737	41	FISHER SCIENTIFIC	01/03/2020	843.07
39738	119	FOSTER ELECTRIC CO INC	01/03/2020	783.96
39739	49	GERALDINE KAUFFMAN	01/03/2020	2,905.50
39740	305	HAWKINS-GRAVES INC	01/03/2020	104,173.60
39741	386	IDS SECURITY	01/03/2020	72.00
39742	440	INDIAN RIVER EQUIPMENT COMPANY	01/03/2020	16,413.71
39743	58	INSTRUMENTATION SERVICES INC	01/03/2020	708.00
39744	411	MANPOWER	01/03/2020	1,203.50
39745	133	MYERS & RHODES EQUIP CO INC	01/03/2020	1,645.60
39746	816	PACE ANALYTICAL SERVICES LLC	01/03/2020	821.45
39747	358	PHILLIPS EQUIPMENT CORPORATION	01/03/2020	258.38
39748	80	SOUTHSIDE ELECTRIC COOP	01/03/2020	1,087.36
39749	778	SPRINT	01/03/2020	1,132.38
39750	1	STAR NEWS CORPORATION	01/03/2020	150.00
39751	872	TIAA COMMERCIAL FINANCE INC	01/03/2020	153.00
39752	271	VIRGINIA CAROLINA PAVING & GRA	01/03/2020	47,969.06
39753	521	WOOLDRIDGE HEATING AIR & ELECT	01/03/2020	31,102.00
39754	793	XEROX FINANCIAL SERVICES	01/03/2020	382.00
39755	103	BEACON CREDIT UNION	01/09/2020	280.00
39756	9999999	BELVIN STEARLEY HAYWOOD JR	01/09/2020	16.50
39757	16	CAMPBELL COUNTY UTILITIES & SE	01/09/2020	123.69
39758	297	CARTER BANK & TRUST	01/09/2020	146,443.50
39759	9999999	CG GPS ALTAVISTA VA LLC	01/09/2020	3,137.20
39760	335	CNA SURETY	01/09/2020	225.00
39761	874	CORPORATE MEDICAL SERVICES	01/09/2020	144.00
39762	754	D L BRYANT HEATING & COOLING	01/09/2020	1,300.23
39763	9999997	DALTON, KAREN I	01/09/2020	39.25
39764	164	DMV	01/09/2020	200.00
39765	38	FIRST NATIONAL BANK	01/09/2020	45,198.03
39766	9999997	FRANCIS, RAVEN N	01/09/2020	88.75
39767	1	GRAHAM PETRIE	01/09/2020	64.00
39768	52	HACH COMPANY	01/09/2020	3,903.23
39769	9999997	HALL, LORA MAE	01/09/2020	70.63
39770	622	HEYWARD SERVICES INC	01/09/2020	225.30
39771	332	HURT & PROFFITT INC	01/09/2020	26,990.85
39772	57	ICMA RETIREMENT TRUST-457 #304	01/09/2020	270.00
39773	566	INTEGRATED TECHNOLOGY GROUP IN	01/09/2020	4,075.00
39774	533	LYNN KIRBY	01/09/2020	295.00
39775	411	MANPOWER	01/09/2020	657.20
39776	166	MATTHEW BENDER & CO INC	01/09/2020	81.13

39777	843	BETTY PICKERAL	01/09/2020	1,000.00
39778	228	SYDNOR HYDRO INC	01/09/2020	110.67
39779	85	TREASURER OF VA /CHILD SUPPORT	01/09/2020	1,069.16
39780	900	US BANK EQUIPEMENT FINANCE	01/09/2020	232.66
39781	601	VACORP	01/09/2020	321.67
39782	756	WAGeworks INC	01/09/2020	108.55
39783	39	ALL POINTS EAP & ORGANIZATIONA	01/17/2020	771.88
39784	126	ALTAVISTA VOLUNTEER FIRE CO IN	01/17/2020	12,565.00
39785	4	BOXLEY AGGREGATES	01/17/2020	953.28
39786	12	BRENNTAG MID-SOUTH INC	01/17/2020	783.00
39787	583	CAMPBELL COUNTY PUBLIC LIBRARY	01/17/2020	946.20
39788	19	CARTER MACHINERY CO INC	01/17/2020	1,572.56
39789	32	CONTROL EQUIPMENT CO INC	01/17/2020	1,410.31
39790	284	DEWBERRY ENGINEERS INC	01/17/2020	6,810.00
39791	36	DOMINION VIRGINIA POWER	01/17/2020	56,937.51
39792	301	ENGLISH'S LLC	01/17/2020	225.23
39793	916	GRANITE TELECOMMUNICATIONS	01/17/2020	624.19
39794	50	GRETNA TIRE INC	01/17/2020	1,079.36
39795	566	INTEGRATED TECHNOLOGY GROUP IN	01/17/2020	6,728.53
39796	871	L&A'S LAWN CARE & CLEANING SER	01/17/2020	4,100.00
39797	411	MANPOWER	01/17/2020	657.20
39798	300	NAPA AUTO PARTS	01/17/2020	3,299.57
39799	919	NEW LONDON TRAILERS	01/17/2020	2,850.00
39800	67	ORKIN PEST CONTROL LLC	01/17/2020	318.65
39801	816	PACE ANAYLTICAL SERVICES LLC	01/17/2020	550.00
39802	251	PARKSON CORP	01/17/2020	2,751.62
39803	857	RIVERSTREET NETWORKS	01/17/2020	364.65
39804	1	STEPHEN BOND	01/17/2020	100.00
39805	124	TREASURER OF VA	01/17/2020	690.00
39806	35	TREASURER OF VA/VITA	01/17/2020	5.76
39807	92	UNIFIRST CORP	01/17/2020	2,484.25
39808	95	UNITED WAY OF CENTRAL VA	01/17/2020	105.00
39809	96	UNIVAR USA INC	01/17/2020	11,380.00
39810	110	VUPS INC	01/17/2020	69.30
39811	9	AFLAC	01/24/2020	3,289.36
39812	126	ALTAVISTA VOLUNTEER FIRE CO IN	01/24/2020	432,000.00
39813	103	BEACON CREDIT UNION	01/24/2020	280.00
39814	294	BUSINESS CARD	01/24/2020	7,767.00
39815	164	DMV	01/24/2020	10.00
39816	40	FEDERAL EXPRESS CORPORATION	01/24/2020	384.96
39817	118	FERGUSON ENTERPRISES LLC	01/24/2020	1,088.18
39818	1	GT-ASSC ASPHALT MAINT REPAIR I	01/24/2020	350.00
39819	332	HURT & PROFFITT INC	01/24/2020	4,005.00
39820	57	ICMA RETIREMENT TRUST-457 #304	01/24/2020	270.00
39821	58	INSTRUMENTATION SERVICES INC	01/24/2020	708.00
39822	566	INTEGRATED TECHNOLOGY GROUP IN	01/24/2020	335.73
39823	1	JIMMIE BROWN JR	01/24/2020	100.00
39824	9999998	Mendez, Devonte	01/24/2020	150.00
39825	411	MANPOWER	01/24/2020	657.20
39826	218	MINNESOTA LIFE	01/24/2020	99.06
39827	860	MUNICIPAL EMERGENCY SERV DEPOS	01/24/2020	1,440.00
39828	1	PAULINE BROWN	01/24/2020	100.00
39829	1	QUINCY CAVENESS	01/24/2020	50.40
39830	627	SOUTHERN AIR INC	01/24/2020	412.50
39831	80	SOUTHSIDE ELECTRIC COOP	01/24/2020	1,034.98
39832	778	SPRINT	01/24/2020	1,123.89
39833	124	TREASURER OF VA	01/24/2020	450.00

39834	85	TREASURER OF VA /CHILD SUPPORT	01/24/2020	1,069.16
39835	642	TREASURER, VIRGINIA TECH	01/24/2020	315.00
39836	84	ALTAVISTA JOURNAL	01/31/2020	167.40
39837	91	ANTHEM BLUE CROSS/BLUE SHIELD	01/31/2020	41,652.00
39838	886	AT&T MOBILITY	01/31/2020	267.68
39839	910	BADGER METER INC	01/31/2020	3,216.00
39840	162	BENNETT'S MECHANICAL COMPANY I	01/31/2020	245.00
39841	675	BKT UNIFORMS	01/31/2020	107.98
39842	4	BOXLEY AGGREGATES	01/31/2020	930.94
39843	19	CARTER MACHINERY CO INC	01/31/2020	1,332.62
39844	427	CENTURYLINK	01/31/2020	583.25
39845	28	COLUMBIA GAS	01/31/2020	1,908.83
39846	1	D & M MARKET INC	01/31/2020	123.48
39847	569	DIAMOND PAPER CO INC	01/31/2020	355.23
39848	119	FOSTER ELECTRIC CO INC	01/31/2020	1,442.11
39849	46	GENTRY LOCKE ATTORNEYS	01/31/2020	880.00
39850	804	RAYMOND HENSLEY	01/31/2020	300.00
39851	332	HURT & PROFFITT INC	01/31/2020	3,735.00
39852	533	LYNN KIRBY	01/31/2020	295.00
39853	531	MAGIC CITY SPRINKLER INC	01/31/2020	350.00
39854	411	MANPOWER	01/31/2020	657.20
39855	816	PACE ANAYLTICAL SERVICES LLC	01/31/2020	247.38
39856	358	PHILLIPS EQUIPMENT CORPORATION	01/31/2020	163.81
39857	72	PHYSICIANS TREATMENT CENTER	01/31/2020	250.00
39858	843	BETTY PICKERAL	01/31/2020	1,150.00
39859	331	SGS NORTH AMERICA INC	01/31/2020	1,600.00
39860	476	SHARP BUSINESS SYSTEMS	01/31/2020	391.09
39861	117	SPS VAR LLC	01/31/2020	1,450.00
39862	872	TIAA COMMERCIAL FINANCE INC	01/31/2020	153.00
39863	35	TREASURER OF VA/VITA	01/31/2020	6.24
39864	92	UNIFIRST CORP	01/31/2020	1,939.07
39865	136	USABBLUEBOOK	01/31/2020	127.20
39866	542	WILLOUGHBY & ASSOCIATES INC	01/31/2020	35.00
39867	793	XEROX FINANCIAL SERVICES	01/31/2020	382.00

NO. OF CHECKS: 142

TOTAL CHECKS

1,145,890.13

Town of Altavista
FY 2020 Revenue Report
58% of Year Lapsed

General Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Property Taxes - Real Property	215,000	215,000	1,261	1	205,383	96	215,000
Public Service - Real & Personal	97,000	97,000	0	0	98,699	102	97,000
Personal Property	230,000	230,000	3,977	2	243,449	106	230,000
Personal Property - PPTRA	100,000	100,000	0	0	83,507	84	100,000
Machinery & Tools	1,794,000	1,794,000	0	0	1,821,046	102	1,794,000
Mobile Homes - Current	150	150	16	1	156	104	150
Penalties - All Taxes	4,500	4,500	702	16	2,876	64	4,500
Interest - All Taxes	1,700	1,700	197	12	2,293	135	1,700
Local Sales & Use Taxes	165,000	165,000	15,058	9	58,460	35	165,000
Local Electric and Gas Taxes	112,000	112,000	10,819	10	56,807	51	112,000
Local Motor Vehicle License Tax	43,000	43,000	1,801	1	38,462	89	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	75,000	75,000	5,338	7	49,244	66	75,000
Local Meal Taxes	955,000	955,000	87,831	9	499,649	52	955,000
Container Rental Fees	1,300	1,300	1,300	100	1,342	103	1,300
Communications Tax	35,000	35,000	2,882	8	14,225	41	35,000
Transit Passenger Revenue	5,000	5,000	662	13	2,674	53	5,000
Local Cigarette Tax	144,000	144,000	7,500	5	68,209	47	144,000
Mobile Restaurant Permit	150	150	0		25		150
Business License Fees/Contractors	4,500	4,500	0	0	75	2	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	692	1	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	304	8	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	488	5	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	3,000	3,000	0	0	0	0	3,000

Town of Altavista
FY 2020 Revenue Report
58% of Year Lapsed

General Fund Revenue (Continued)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	140	13	1,020	93	1,100
Fines & Forfeitures - Court	15,000	15,000	4,104	27	12,849	86	15,000
Parking Fines	200	200	150	75	660	330	200
Interest and Interest Income	285,600	285,600	12,926	5	138,264	48	285,600
Rents - Rental of General Property	1,200	1,200	37	3	412	34	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,413	47	3,000
Rents - Booker Building Rentals	3,000	3,000	200	7	2,925	98	3,000
Rents - Rental of Real Property	80,000	80,000	4,725	6	35,973	45	80,000
Property Maintenance Enforcement	0	0	280	0	1,120	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	0	0	44,568	52	85,700
State Rental Taxes	1,000	1,000	32	3	271	27	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	11,900	0	0	12,565	106	11,900
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	5,513	0	5,000
State Transit Revenue	15,050	15,050	0	0	28,913	192	15,050
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	0	0	1,900
Fuel - Fire Dept. (Paid by CC)	18,000	18,000	1,904	11	9,652	54	18,000
VDOT TEA 21 Grant	0	0	442,082	0	442,082	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	4,230	8	28,671	51	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	0	0	10,688	143	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2020 Revenue Report
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
General Fund Revenue (Continued)							
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	25,000	2,239	9	35,281	141	25,000
Misc / Canoe Launch Project	0	0	0	0	2,303	0	0
Reimbursement of Insurance Claim	0	0	0	0	48,351	0	0
Misc. - State Forfeiture Fund	0	0	0	0	197	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
Police Challenge Coin	0	0	0		10		0
Donations	0	0	0	0	0	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0		0	0
Transfer In from General Fund Forfeiture Acct	0	0	0	0		0	0
Transfer In from General Fund Design. Reserves	0	0	0	0		0	0
Transfer In Designated	30,300	30,300	0				30,300
	<u>4,883,450</u>	<u>4,883,450</u>	<u>612,392</u>	<u>13</u>	<u>4,128,287</u>	<u>85</u>	<u>4,883,450</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
58% of Year Lapsed

	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,726,090	7,726,090	930,392	12	3,956,699	51	7,726,090
Debt Service	445,400	445,400	191,642	0	397,888	0	445,400
CIP	1,676,100	1,676,100	247,584	15	3,011,846	180	1,676,100
Transfer Out to General Fund Reserve	123,660	123,660	0	0	0	0	123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	65,000	100	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	<u>113,750</u>	<u>113,750</u>	<u>0</u>	0	0	0	<u>113,750</u>
ALL FUNDS - GRAND TOTAL:	<u>10,175,000</u>	<u>10,175,000</u>	<u>1,369,617</u>	<u>13</u>	<u>7,431,433</u>	<u>73</u>	<u>10,175,000</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	33,600	33,600	2,148	6	15,050	45	33,600
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	0	0	0
Administration - TOTAL:	<u>33,600</u>	<u>33,600</u>	<u>2,148</u>	<u>6</u>	<u>15,050</u>	<u>45</u>	<u>33,600</u>
Administration							
Operations	835,730	835,730	56,498	7	482,321	58	835,730
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,000</u>	<u>75,000</u>	<u>0</u>	<u>0</u>	<u>1,010,275</u>	<u>1,347</u>	<u>75,000</u>
Administration - TOTAL:	<u>910,730</u>	<u>910,730</u>	<u>56,498</u>	<u>6</u>	<u>1,492,596</u>	<u>164</u>	<u>910,730</u>
Non-Departmental							
Operations	793,710	793,710	481,833	61	709,782	89	793,710
Transfer Out to Cemetery Fund	-46,050	-46,050	0	0	0	0	-46,050
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	-123,660	-123,660	0	0	0	0	-123,660
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>	<u>100</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>559,000</u>	<u>559,000</u>	<u>481,833</u>	<u>86</u>	<u>644,782</u>	<u>115</u>	<u>559,000</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>559,000</u>	<u>481,833</u>	<u>86</u>	<u>644,782</u>	<u>115</u>	<u>559,000</u>
Public Safety							
Operations	1,098,280	1,098,280	78,362	7	601,079	55	1,098,280
Debt Service	0	0	0	0	0	0	0
CIP	<u>111,000</u>	<u>111,000</u>	<u>281</u>	<u>0</u>	<u>37,323</u>	<u>34</u>	<u>111,000</u>
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,209,280</u>	<u>78,643</u>	<u>7</u>	<u>638,402</u>	<u>53</u>	<u>1,209,280</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,010,230	1,010,230	69,335	7	487,488	48	1,010,230
Debt Service	23,150	23,150	19,038	0	23,127	0	23,150
CIP	<u>479,300</u>	<u>479,300</u>	<u>87,993</u>	<u>18</u>	<u>1,179,011</u>	<u>246</u>	<u>479,300</u>
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,512,680</u>	<u>176,365</u>	<u>12</u>	<u>1,689,626</u>	<u>112</u>	<u>1,512,680</u>
Economic Development							
Operations	234,700	234,700	1,734	1	9,738	4	234,700
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>1,734</u>	<u>1</u>	<u>9,738</u>	<u>4</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	6,521	6	52,563	50	105,050
Debt Service	0	0	0	0	0	0	0
CIP	<u>7,000</u>	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,000</u>
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>6,521</u>	<u>6</u>	<u>52,563</u>	<u>47</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,500	4,500	7	36,847	54	68,500
Debt Service	0	0	0	0	0	0	0
CIP	<u>8,200</u>	<u>8,200</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,200</u>
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,700</u>	<u>4,500</u>	<u>6</u>	<u>36,847</u>	<u>48</u>	<u>76,700</u>
GENERAL FUND TOTALS							
Operations	3,945,090	3,945,090	700,932	18	2,329,867	59	3,945,090
Debt Service	23,150	23,150	19,038	0	23,127	0	23,150
CIP	<u>680,500</u>	<u>680,500</u>	<u>88,274</u>	<u>13</u>	<u>2,226,608</u>	<u>327</u>	<u>680,500</u>
GENERAL FUND - GRAND TOTAL:	<u>4,648,740</u>	<u>4,648,740</u>	<u>808,243</u>	<u>17</u>	<u>4,579,603</u>	<u>99</u>	<u>4,648,740</u>

Town of Altavista
Council / Planning Commission
FY 2020 Expenditure Report
58% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	21,000	21,000	1,749	8	12,246	58	21,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	7,600	7,600	399	5	2,804	37	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	33,600	33,600	2,148	6	15,050	45	33,600

Town of Altavista
Administration
FY 2020 Expenditure Report
58% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	489,650	489,650	32,493	7	242,050	49	489,650
Other Employee Benefits	36,330	36,330	1,094	3	11,304	31	36,330
Services	189,500	189,500	9,689	5	148,288	78	189,500
Other Charges	74,250	74,250	4,472	6	49,605	67	74,250
Materials & Supplies	46,000	46,000	8,750	19	31,074	68	46,000
Capital Outlay	75,000	75,000	0	0	1,010,275	1,347	75,000
Total Expenditures	910,730	910,730	56,498	6	1,492,596	164	910,730

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
58% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	126,950	126,950	5,000	4	110,220	87	126,950
<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	5,000	25	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	9,730	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	296,150	296,150	0	0	25,125	8	296,150
Contribution - YMCA Recreation Program	100,000	100,000	25,000	25	75,000	75	100,000
Contribution - Altavista Fire Co.	11,900	11,900	444,565	3,736	444,565	3,736	11,900
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	1,250	25	3,750	75	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	541,000	541,000	475,815	88	658,660	122	541,000
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	4,005	0	39,502	0	0
Fuel - Fire Company	18,000	18,000	2,013	11	11,620	65	18,000
NON-DEPARTMENT - ND - TOTAL	18,000	18,000	6,018	33	51,122	284	18,000
NON-DEPARTMENTAL - SUBTOTAL	559,000	559,000	481,833	86	709,782	127	559,000
TRANSFER OUT							
Transfer Out - Cemetery Fund	46,050	46,050	0	0	0	0	46,050

Town of Altavista
Non-Departmental
FY 2020 Expenditure Report
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 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	101,660	101,660	0	0	0	0	101,660
Transfer Out - CIF	22,000	22,000	0	0	0	0	22,000
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	234,710	234,710	0	0	0	0	234,710
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	793,710	793,710	481,833	61	709,782	89	793,710
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	559,000	559,000	481,833	86	709,782	127	559,000

Town of Altavista
Public Safety
FY 2020 Expenditure Report
58% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	957,000	957,000	70,898	7	514,867	54	957,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,583	5	15,556	49	31,430
Other Charges	53,900	53,900	2,264	4	33,474	62	53,900
Materials & Supplies	55,950	55,950	3,618	6	37,182	66	55,950
Capital Outlay	111,000	111,000	281	0	37,323	34	111,000
Total Expenditures	1,209,280	1,209,280	78,643	7	638,402	53	1,209,280

Town of Altavista
Public Works
FY 2020 Expenditure Report
58% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	576,650	576,650	45,304	8	317,876	55	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	4,312	8	24,429	43	56,260
Other Charges	40,350	40,350	3,239	8	25,700	64	40,350
Materials & Supplies	336,970	336,970	16,479	5	119,483	35	336,970
Debt Service	23,150	23,150	19,038	82	23,127	100	23,150
Capital Outlay	479,300	479,300	87,993	18	1,179,011	246	479,300
Total Expenditures	1,512,680	1,512,680	176,365	12	1,689,626	112	1,512,680

Town of Altavista
Economic Development
FY 2020 Expenditure Report
58% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	148,550	148,550	754	1	3,206	2	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	880	2	3,247	6	50,000
Other Charges	27,550	27,550	72	0	3,211	12	27,550
Materials & Supplies	8,600	8,600	28	0	74	1	8,600
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	234,700	234,700	1,734	1	9,738	4	234,700

Town of Altavista
Transit System
FY 2020 Expenditure Report
58% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2020 Adopted Budget</u>	<u>FY 2020 Amended Budget</u>	<u>FY 2020 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2020 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	79,750	79,750	5,330	7	40,798	51	79,750
Services	2,050	2,050	0	0	135	7	2,050
Other Charges	3,650	3,650	94	3	1,405	38	3,650
Materials & Supplies	19,600	19,600	1,098	6	10,225	52	19,600
Capital Outlay	7,000	7,000	0	0	0	0	7,000
Total Expenditures	112,050	112,050	6,521	6	52,563	47	112,050

Town of Altavista
Avoca Museum
FY 2020 Expenditure Report
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<u>AVOCA MUSEUM - FUND 10</u>							
Wages & Benefits	68,050	68,050	4,400	6	36,454	54	68,050
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	72	16	365	81	450
Materials & Supplies	0	0	28	0	28	0	0
Capital Outlay	8,200	8,200	0	0	0	0	8,200
Total Expenditures	76,700	76,700	4,500	6	36,847	48	76,700

Town of Altavista
FY 2020 Revenue Report
58% of Year Lapsed

Enterprise Fund Revenue	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	18,000	18,000	1,432	8	11,699	65	18,000
Water Charges - Industrial	1,520,800	1,520,800	96,892	6	609,516	40	1,520,800
Water Charges - Business/Residential	260,000	260,000	4,895	2	127,490	49	260,000
Water Charges - Outside Community	160,600	160,600	8,225	5	84,687	53	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	600	40	1,500
Bulk Water Purchase	2,500	2,500	116	0	1,627	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	123,182	9	741,899	52	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	6,156	3	120,579	50	238,900
Sewer Charges - Outside Community	3,000	3,000	537	18	1,573	52	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	5,300	88	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	14,775	10	58,362	39	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	1,874	34	5,190	94	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,365	9	26,085	52	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	254	0	72,894	61	120,000
Misc. Cash Discounts	0	0	0	0	8	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	575	2	20,884	84	25,000
State Fluoride Grant	0	0	0	0	24,455	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	5,600	5,600	0	0	0	0	5,600
Transfer in From General Fund	0	0	0	0	0	0	0
ENTERPRISE FUND - REVENUE:	<u>4,007,400</u>	<u>4,007,400</u>	<u>263,277</u>	<u>7</u>	<u>1,912,847</u>	<u>48</u>	<u>4,007,400</u>

Town of Altavista
Fund Expenditure Totals
FY 2020
58% of Year Lapsed

ENTERPRISE FUND (FUND 50)	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Water Department							
Operations	1,390,150	1,390,150	94,593	7	666,408	48	1,390,150
Debt Service	422,250	422,250	172,604	0	374,761	0	422,250
CIP	355,900	355,900	43,076	12	258,324	73	355,900
Transfer Out	<u>56,900</u>	<u>56,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>56,900</u>
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,225,200</u>	<u>310,273</u>	<u>14</u>	<u>1,299,493</u>	<u>58</u>	<u>2,225,200</u>
Wastewater Department							
Operations	1,469,800	1,469,800	115,531	8	825,737	56	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	255,550	116,209	45	413,465	162	255,550
Transfer Out	<u>56,850</u>	<u>56,850</u>	<u>0</u>		<u>0</u>		<u>56,850</u>
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,782,200</u>	<u>231,739</u>	<u>13</u>	<u>1,239,201</u>	<u>70</u>	<u>1,782,200</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,859,950	210,124	7	1,492,144	52	2,859,950
Debt Service	422,250	422,250	172,604	0	374,761	0	422,250
CIP	611,450	611,450	159,284	26	671,789	110	611,450
Transfer Out	<u>113,750</u>	<u>113,750</u>	<u>0</u>		<u>0</u>		<u>113,750</u>
ENTERPRISE FUND - GRAND TOTAL:	<u>4,007,400</u>	<u>4,007,400</u>	<u>542,012</u>	<u>14</u>	<u>2,538,694</u>	<u>63</u>	<u>4,007,400</u>

Town of Altavista
Water Department
FY 2020 Expenditure Report
58% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	682,650	682,650	51,094	7	352,990	52	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	6,412	4	40,608	24	167,100
Other Charges	247,750	247,750	18,509	7	129,898	52	247,750
Materials & Supplies	292,650	292,650	18,578	6	142,911	49	292,650
Debt Service	422,250	422,250	172,604	0	374,761	0	422,250
Capital Outlay	355,900	355,900	43,076	12	258,324	73	355,900
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
Total Expenditures	2,225,200	2,225,200	310,273	14	1,299,493	58	2,225,200

Town of Altavista
Wastewater Department
FY 2020 Expenditure Report
58% of Year Lapsed

WASTEWATER DEPARTMENT - FUND 50	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Wages & Benefits	800,400	800,400	62,622	8	439,392	55	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	2,357	5	11,237	24	46,800
Other Charges	372,450	372,450	41,540	11	266,388	72	372,450
Materials & Supplies	250,150	250,150	9,011	4	108,720	43	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	255,550	116,209	45	413,465	162	255,550
Transfer Out	56,850	56,850	0		0		56,850
Total Expenditures	1,782,200	1,782,200	231,739	13	1,239,201	70	1,782,200

Town of Altavista
Fund Expenditure Totals
FY 2020
58% of Year Lapsed

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
State/Hwy Reimbursement Fund (Fund 20)							
Operations	870,500	870,500	11,290	1	113,096	13	870,500
CIP	384,150	384,150	26	0	113,449	30	384,150
State/Hwy Water Department - TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>11,316</u>	<u>1</u>	<u>226,545</u>	<u>18</u>	<u>1,254,650</u>

	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	8,046	16	21,592	43	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>8,046</u>	<u>11</u>	<u>21,592</u>	<u>29</u>	<u>75,550</u>

Town of Altavista
FY 2020 State/Highway Fund
58% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted <u>Budget</u>	FY 2020 Amended <u>Budget</u>	FY 2020 MTD <u>MTD</u>	MTD % of <u>Budget</u>	FY 2020 YTD <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
REVENUE							
Street & Highway/Interest Income	0	0	1,461	0	11,845	0	0
Street & Highway Maintenance	730,000	730,000	0	0	366,204	50	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	0	0	3.47	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	<u>1,254,650</u>	<u>1,254,650</u>	<u>1,461</u>	<u>0</u>	<u>378,053</u>	<u>30</u>	<u>1,254,650</u>
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	506	1	13,329	28	48,200
Maintenance - Pavement	565,500	565,500	30	0	17,916	3	565,500
Maintenance - Traffic Control Devices	56,800	56,800	4,433	8	27,583	49	56,800
Engineering - Repairs & Maintenance	10,000	10,000	77	1	3,268	33	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	3,522	6	5,512	9	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	907	2	19,536	39	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,815	2	25,952	32	80,000
State/Highway Reimb. Fund - Subtotal:	<u>870,500</u>	<u>870,500</u>	<u>11,290</u>	<u>1</u>	<u>113,096</u>	<u>13</u>	<u>870,500</u>
Motor Vehicles- Replc.	48,600	48,600	0	0	0	0	48,600
Machinery & Equip. - Replc.	35,550	35,550	0	0	6,780	19	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	26	0	106,668	36	300,000
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	<u>384,150</u>	<u>384,150</u>	<u>26</u>	<u>0</u>	<u>113,449</u>	<u>30</u>	<u>384,150</u>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>11,316</u>	<u>1</u>	<u>226,545</u>	<u>18</u>	<u>1,254,650</u>

Town of Altavista
FY 2020 Cemetery Fund
58% of Year Lapsed

Cemetery Fund - Fund 90	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	15,000	15,000	2,350	16	7,250	48	15,000
Interest/Interest Income	10,500	10,500	468	4	6,337	60	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	4,250	106	8,750	219	4,000
Miscellaneous/Misc.	0	0	0	0	25	0	0
Transfer In From General Fund	46,050	46,050	0	0	0	0	46,050
Cemetery Fund - GRAND TOTAL:	75,550	75,550	7,068	9	22,362	30	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	746	8	3,303	34	9,700
Salaries and Wages/Overtime	1,000	1,000	13	1	257	26	1,000
Benefits/FICA	800	800	44	5	243	30	800
Benefits/VRS	1,000	1,000	6	1	70	7	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	91	6	325	21	1,550
Benefits/Group Life	200	200	8	4	41	21	200
VRS Hybrid Employer Contr.	0	0	49	0	219	0	0
ICMA Hybrid Employer Contr.	0	0	9	0	27	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	6,580	66	6,791	68	10,000
Opening/Closing Graves	1,500	1,500	0	0	500	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	500	2	9,815	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	8,046	11	21,592	29	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of January 31, 2020



UNDESIGNATED BALANCES

General Fund Reserves

<i>Money Market Account</i>	1,915,400.87	
<i>Certificate of Deposit</i>	2,863,055.04	
<i>LGIP</i>	8,597,831.15	
Sub-Total		\$ 13,376,287.06

Enterprise Fund Reserves

<i>Money Market Account</i>	272,104.91	
<i>Certificate of Deposit</i>		
<i>LGIP</i>	838,100.00	
Sub-Total		\$ 1,110,204.91

Total Undesignated \$ 14,486,491.97

DESIGNATED BALANCES

Highway Fund

<i>Money Market Account</i>	100,100.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	1,000,353.26	
Sub-Total		\$ 1,100,453.26

Green Hill Cemetery

<i>Money Market Account</i>	25,194.37	
<i>Certificate of Deposit</i>	608,265.45	
<i>LGIP</i>	76,772.84	
Sub-Total		\$ 710,232.66

AEDA

<i>Money Market Account</i>	0.00	
<i>Certificate of Deposit</i>	0.00	
<i>LGIP</i>	272,717.41	
Sub-Total		\$ 272,717.41

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$6,694.11

Operating Cash Account

\$ 1,408,772.83

Total Designated \$ 3,501,756.09

Grand Total Investments and Deposits \$ 17,988,248.06

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	40,000.00
"Pop-Up" Altavista Funding	10,000.00
Funds earmarked for items not completed during prior FY	1,287,740.00
Canoe Launch Site	343,614.90
CIP Items Earmarked for Future Purchase	118,700.00
Park Improvements as designated by Roberta F. Jenks' Estate	133,491.14
Park Improvements	11,300.00
Splash Pad Project	346,010.00
Proceeds from sale of EMS building	300,000.00

Balance Remaining of Undesignated Funds \$ 3,243,763.34

RESERVE POLICY FUNDS

<u>General Fund:</u>	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
<u>Enterprise Fund:</u>	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



TOWN OF ALTAVISTA PLANNING COMMISSION ANNUAL REPORT - 2019

COMMISSIONERS

John Jordan, Chairman
John Woodson, Vice Chairman
Marvin Clements
Marie Mitchell
Tim George

OVERVIEW

The Altavista Planning Commission is comprised of five citizens appointed by Town Council. The Commission fulfills the duties identified in Section 15.2-2221 of the Code of Virginia. The Planning Commission is the official planning body for review of the future growth and development of the Town of Altavista pursuant to the adopted Comprehensive Plan and Town Ordinances. The Community Development Department is the lead department that supports the work of the Planning Commission by providing planning guidance and technical review. The Town Attorney serves a valuable role in advising the Planning Commission and staff – when needed – on land use matters. Town citizens also provide critical contributions through input and involvement during citizen comment periods and public hearings.

PLANNING COMMISSION MEETING DATES

January 7, 2019	July 8, 2019
February 4, 2019	August 5, 2019
March 4, 2019	September 3, 2019
April 1, 2019	October 7, 2019
May 6, 2019	November 4, 2019
June 3, 2019	December 10, 2019

MEMBERSHIP

NAME	TERM EXPIRES
Marvin Clements	December 2022
Tim George (<i>Council Representative</i>)	December 2022
John Jordan, Chairman	November 2022
Marie Mitchell	April 2022
John Woodson, Vice-Chair	August 2020

REGULATORY CASES

Rezoning

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	LOCATION	REQUEST
201910-01	October 7, 2019	N/A Withdrawn by Applicant	N/A	Donna & Randal Shelton	203 Pittsylvania Avenue	M (Industrial) to C-2 (General Commercial)

Special Use Permits

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	LOCATION	REQUEST
201910-01	October 7, 2019	N/A Withdrawn by Applicant	N/A	Donna & Randal Shelton	203 Pittsylvania Avenue	Automotive repair, major

Code Amendments

Case #	DATE OF COMMISSION ACTION	COMMISSION RECOMMENDATION	COUNCIL ACTION	APPLICANT	REQUEST
1	April 1, 2019	Approve	Approved	Town of Altavista	Amendments to Zoning Ordinance to define Food Banks/Pantries and similar uses, establish Zoning Districts where use is permitted and created development standards for the use.
2	June 3, 2019	Approve	Approved	Town of Altavista	Amendments to Zoning Ordinance to define Wedding/Event Venue, establish Zoning Districts where use is permitted and created development standards for the use.
3	December 10, 2019	Approve	Approved	Town of Altavista	Amendments to Zoning Ordinance to allow automobile repair major in the M (Industrial) Zoning District and to eliminate the requirement for a Special Use Permit for truck terminals

MICS. ITEMS

During the year the Planning Commission also discussed the following items:

- Reviewed the 2006 Comprehensive Plan **No formal action**
 - April: CHAPTER II – NATURAL AND CULTURAL ENVIRONMENT
 - May: Chapter IV – CREATING COMMUNITY PROSPERITY / COMMUNITY ECONOMICS
 - June: Chapter V – COMMUNITY FACILITIES AND SERVICES
 - July: Chapter VI – Housing
 - August: Chapter VII – Transportation
 - September: Chapter VIII – Land Use
- At the January meeting, a discussion was held between staff and the Planning Commission regarding code enforcement. They discussed Chapter 21 – Buildings and other structures, Chapter 34 Article II – Abatement of Public Nuisances, and Chapter 62 – solid waste; weed control (Secs. 62-2, 62-42 & 43, 62-81 & 82, 62—111 – 120 and 62-151) and ways to educate the public about town requirements. Staff will continue to pursue revisions to codes and processes to aid in the abatement process and to inform the public about existing regulations.

Community Development information:

- Zoning Permits: A total of **sixty-one (61)** Zoning Permits were issued in CY2019.
- Mobile Restaurant Permits: A total of **nine (9)** Mobile Restaurant Permits were issued in CY2019.
- Sharon Williams was hired as the Community Development Director and began with town on November 11, 2019.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

ITEM #: 6a**ITEM TITLE:**

Virginia Resource Authority (VRA) – VCWRLF Funding Update – WWTP Electrical Improvements Project

DESCRIPTION:

The Town, with assistance from Peed & Bortz, has previously applied for funding through the Virginia Resources Authority (VRA)/Virginia Clean Water Revolving Loan Fund (VCWRLF) in regard to the Town's WWTP Electrical Improvements Project. The application has been approved by the State Water Control Board (DEQ) in the amount of \$4.327 million for either a 20 or 25 year term. The rate will be locked in after receipt of bids and issuance of a Notice of Award, current rates are 1.2% (20 years) or 1.8% (25 years). However, the rate would not lock in until the final phase of the project bids are received.

The WWTP Electrical Improvements Project has been divided into three phases (I, II, and III). Peed & Bortz is currently under contract and working on Engineering Design for Phases I and II. The Phase I building & generator pad (\$472,690) were not included with the funding request as they were in process prior to the VRA application. The Phase I Generator (\$466,767) and switchgear (\$349,500) were procured using the state sponsored process and are included in the funding request.

Peed & Bortz is recommending that the Town proceed with design of Phase III (Phase II design is underway), so that both Phases (II and III) can be bid at the same time. It would be anticipated that the projects would be bid in July 2020, which should allow the Town to lock in the interest rate this summer. The total estimate for the entire project, all phases, is \$4,915,696. The only item that is not included in that figure would be the Inspection services, if needed.

RECOMMENDATION:

Staff concurs with Peed & Bortz in regard to moving forward with the Engineering Design of Phase III of the project based on their proposal of \$222,100.

BUDGET/FUNDING:

Project estimate is \$4,915,696, with DEQ (VRA/VCWRLF) funding in the amount of \$4,327,000. This leaves a balance of \$588,696.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Place approval of the Peed & Bortz proposal in the amount of \$222,100 for Phase III Engineering Design for the WWTP Electrical Improvements Project, this includes Bidding and Construction services for the entire project.

- Place this item on a future meeting agenda for additional discussion.
- Provide alternative direction to staff, based on discussion.
- Take no action, at this time.

ATTACHMENTS:

- *Town of Altavista WWTP Electrical Improvements Project sheet*
- *Master Engineers & Designers Probable Cost of Investments Phase II and III*
- *Peed & Bortz Engineering Services Phase III Proposal*

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

December 6, 2019

Mr. Tom Fore
Town of Altavista
Director of Public Utilities
P.O. Box 420
Altavista, Virginia 24517

Re: 2020 CIP Projects
WWTP Phase III Electrical Upgrades
Engineering Services Proposal
19-34

Dear Mr. Fore:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services associated with design of the final Phase III electrical upgrades to the Town's wastewater treatment plant. This is the final phase of the wastewater treatment plant electrical improvements as identified in the Wastewater Facilities Assessment and Improvement Plan (FAIP). It is anticipated that this design work will be consolidated with the Phase II improvements currently under design and may be financed as part of a single funding package, possibly through Virginia Department of Environmental Quality (DEQ). Construction of these Phase II/III electrical improvements may be performed as a single contract or split into multiple divisions or phases. These construction alternatives will be evaluated with the Town in accordance with their preferences, funding agency considerations, and cost and time efficiency.

A substantial portion of these electrical upgrade design services are proposed to be provided through subcontract with Master Engineers and Designers, of Lynchburg, Virginia. The proposed Scope of Services Deliverables are in accordance with the attached from Master Engineers and Designers proposal supplemented by this proposal for additional items.

In addition to the base Phase III electrical upgrades, Peed & Bortz has also included services for the design of the SCADA Improvements identified in the FAIP as a separate, but related, improvement project.

The Bidding and Construction Administration services outlined in the proposal assume both the Phase II and Phase III (including SCADA) work will be bid and constructed at the same time. The Bidding and Construction Administration costs include both the Phase II and Phase III work.

A. Scope of Services

Based on our present knowledge of the intention of the Owner, Peed & Bortz, LLC proposes the following services.

Electrical Upgrades - Design

1. Perform site visit to verify the location and dimensions of existing equipment to be temporarily relocated or replaced during construction in the Solids Handling, Lab, Personnel, and Administrative Building. It is also the intent of this site visit to inspect existing wiring and conduit within the Solids Handling and Lab Buildings to verify if it is in operable condition. Owner will open enclosures for our inspection.
2. Obtain information on critical loads within the Solids Handling and Lab Buildings and create a sequence of load transfer during construction, to reduce process downtime. Owner input will be required.
3. Draft existing electrical equipment demolition plans for all buildings.
4. Specify the replacement of the MCCs within Solids Handling and Lab Buildings. New MCCs will be designed to support existing loads and will have additional capacity to support future loads as directed by Owner. The new MCCs will be designed with the capability to tie into plant-wide SCADA system. The new MCCs will use Allen-Bradley as basis of design.
5. New feeders in ductbank, which back-feed new building MCCs, shall be sized and fed from powerhouse. Details and schedules will be provided on drawings.
6. Design new work plans showing location of new electrical equipment within each building.
7. Design new work lighting and miscellaneous power plans for each building.

HVAC Upgrades - Design

Design improvements to the heating, ventilating and cooling systems for the Solids Handling, Lab, Administrative, and Personnel Buildings will be based on IBC – 2015, VCC – 2015, various laboratory design guidelines, and input from the Owner. It is anticipated that the existing sheet metal ductwork will be re-used and cleaned.

8. Hold preliminary design meeting with Owner to better define the HVAC scope of work and specific design criteria.

9. Conduct field investigation to document existing conditions and information on the existing installations.
10. Calculate required ventilation and exhaust airflows to the affected spaces based on the International Mechanical Code 2015 edition and Owner requirements and determine if changes are required from the original system design conditions.
11. Select new HVAC equipment.
12. Design new Laboratory airflow and DDC control system including new control strategies and lab hood airflow requirements.
13. Generate HVAC plans, schedules, process and instrumentation diagrams, and specifications based on new equipment and Owner input.
14. Specify Testing and Balancing procedures for HVAC systems.

Bidding & Construction Administration

1. Advertise Contract Bid (Request for Proposals).
2. Conduct Pre-Bid/Pre-Proposal Meeting, respond to bidder questions, and issue addenda as required.
3. Review received Bids/Proposals with Town to make an award recommendation. Follow-up documentation requests or interviews may be conducted with Bidders.
4. Prepare contract award documents and assist the Town with executing agreements.
5. Conduct preconstruction and regular monthly progress meetings.
6. Review document submittals.
7. Conduct completion inspections and generate punch-list(s) for final acceptance.
8. Prepare contract close-out documentation.

SCADA Upgrades

Design

1. Perform site visit to inspect existing electrical control panels at Riverview Pump Station, Influent Pump Station, Blower Building, and Sludge Pump Building to document existing control connected input and output (I/O) devices. Owner will open enclosures for our inspection. Building inspections will include documenting existing local instrumentation which may be integrated to the

SCADA system. Also inspect existing Laboratory and Administrative Buildings to assess requirements for new local SCADA PC stations.

2. Meet with Owner to review scope of SCADA upgrade including discussion of possible additional new instrumentation; any additional automated process control to be included in project; and proposed additional SCADA functionality to include remote SCADA access, remote and local alarm notification, redundant historian and database servers, and high speed wireless network communication architecture. Discussion will also include project bidding/procurement alternatives and considerations.
3. Prepare preliminary list of connected devices, I/O, and functional control for each local PLC panel. Meet with Town to review and revise per input.
4. Prepare panel diagrams and detailed I/O schedules for Master and all remote PLC stations. Drawing preparation will also include Network Topology Map, installation details, and sequence of construction.
5. Evaluate SCADA software alternatives and meet with Town to review and identify preferences.
6. Prepare project specifications including hardware and software requirements, detailed functionality description for each PLC, detailed list of all HMI and PC screens with display and input control requirements for each. Specifications will also include performance requirements for system integrators including hardware and software submittals, HMI/ PC screen and report submittals and review meetings, software licensing, training, record drawings and O&M Manuals, and support services.
7. Prepare project procurement/bidding documents including evaluation criteria.
8. Submit documents to Town, meet to review comments, and revise documents.

Bidding & Construction Administration

9. Advertise Contract Bid (Request for Proposals).
10. Conduct Pre-Bid/Pre-Proposal Meeting, respond to bidder questions, and issue addenda as required.
11. Review received Bids/Proposals with Town to make an award recommendation. Follow-up documentation requests or interviews may be conducted with Bidders.
12. Prepare contract award documents and assist the Town with executing agreements.
13. Conduct preconstruction and regular monthly progress meetings.

14. Review document submittals and conduct HMI/ PC screen and report review meeting.
15. Conduct completion inspections and generate punch-list(s) for final acceptance.
16. Prepare contract close-out documentation.

B. Owner Responsibilities and Services Excluded from this Contract

The Owner will provide the following information and work items for this project:

1. Review design plans and estimates and provide comments, as applicable.
2. Construction Inspection. Engineer can provide project inspection at a negotiated rate if so desired by the Owner.

C. Schedule

We anticipate completion of the preliminary design for Town staff review by 1 June 2020 assuming Owner provided notice to proceed by 1 January 2020. We propose to complete the remaining design work within 30 days of receipt of the Town staff comments. Bidding and Construction Period Services will proceed in accordance with determined schedules for each.

D. Compensation

Our fees to provide the above services include the attached Master Engineers & Designers subcontract proposal dated December 6, 2019 and will be as follows:

Base Services-

Electrical Upgrades – Design (Masters)	\$59,500
HVAC Upgrades – Design (Masters)	\$52,800
Electrical and HVAC – Design Coordination (P&B)	\$15,650
Bidding & Construction Administration-Phase II and III (Masters)	\$24,650
Bidding & Construction Administration- Phase II and III (P&B)	\$16,500
Total Lump Sum – Base Services	\$169,100

SCADA Services	
SCADA Wiring and Conduit – Design (Masters)	\$5,200
SCADA Design (P&B)	\$40,000
Bidding & Construction Administration	\$7,800
Total Lump Sum –SCADA Services	\$53,000
 Total Lump Sum –Base and SCADA Services	 \$222,100

The above fees are based on Master Engineers & Designers lump sum fee noted in their attached proposal and include a 15% pass-through charge as well as additional Peed & Bortz services.

Monthly invoicing will be based on the percentage of work completed to date.

E. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

ITEM #: 6b**ITEM TITLE:**

FY2020 Spring Paving (Streets, Alleys and Parking Lots)

DESCRIPTION:

The Department of Public Works has provided the attached information relative to their recommendation for the Spring 2020 Paving projects. As you know, the Town receives funds from VDOT on an annual basis for “maintenance” of the streets in Town; except Main Street and Bedford Avenue. Each year a portion of those funds are allocated to street paving. In addition, the Town allocates General Fund revenues to paving that is not eligible for VDOT “Highway” funds, this includes paving of alleys and parking lots.

The VDOT portion of the paving proposal totals \$427,295.09, which includes a contingency (10%) and engineering fees (8%). The list includes fourteen (14) street segments. The FY2020 Budget included \$565,500 for this purpose.

The General Fund portion of the paving proposal totals \$79,793.33, which includes a contingency (10%) and engineering fees (8%). The list includes 5 alleys segments and two parking lots. The FY2020 Budget included \$100,000 for this purpose.

Staff requested proposals from the Town’s “on-call” engineering firms in regard to a Scope of Services that would assist with the preparation of bidding and contract documents, advertisement of the projects, pre-bid conferences/bid openings and recommendation for award and processing of pay applications. It is anticipated that once the Town has the bidding and contract documents they would be used annually and the future costs for engineering services would decrease. The town received three proposals and recommends award to Engineering Concepts, Inc. in the amount of \$12,500.

RECOMMENDATION:

Staff recommends that Council approve the 2020 Spring Paving schedule. Based on receipt of proposals, staff recommends award to Engineering Concepts, Inc. for these services in the amount not to exceed \$12,500.

BUDGET/FUNDING:

Funding included in the FY2020 Budget.

POTENTIAL ACTION:

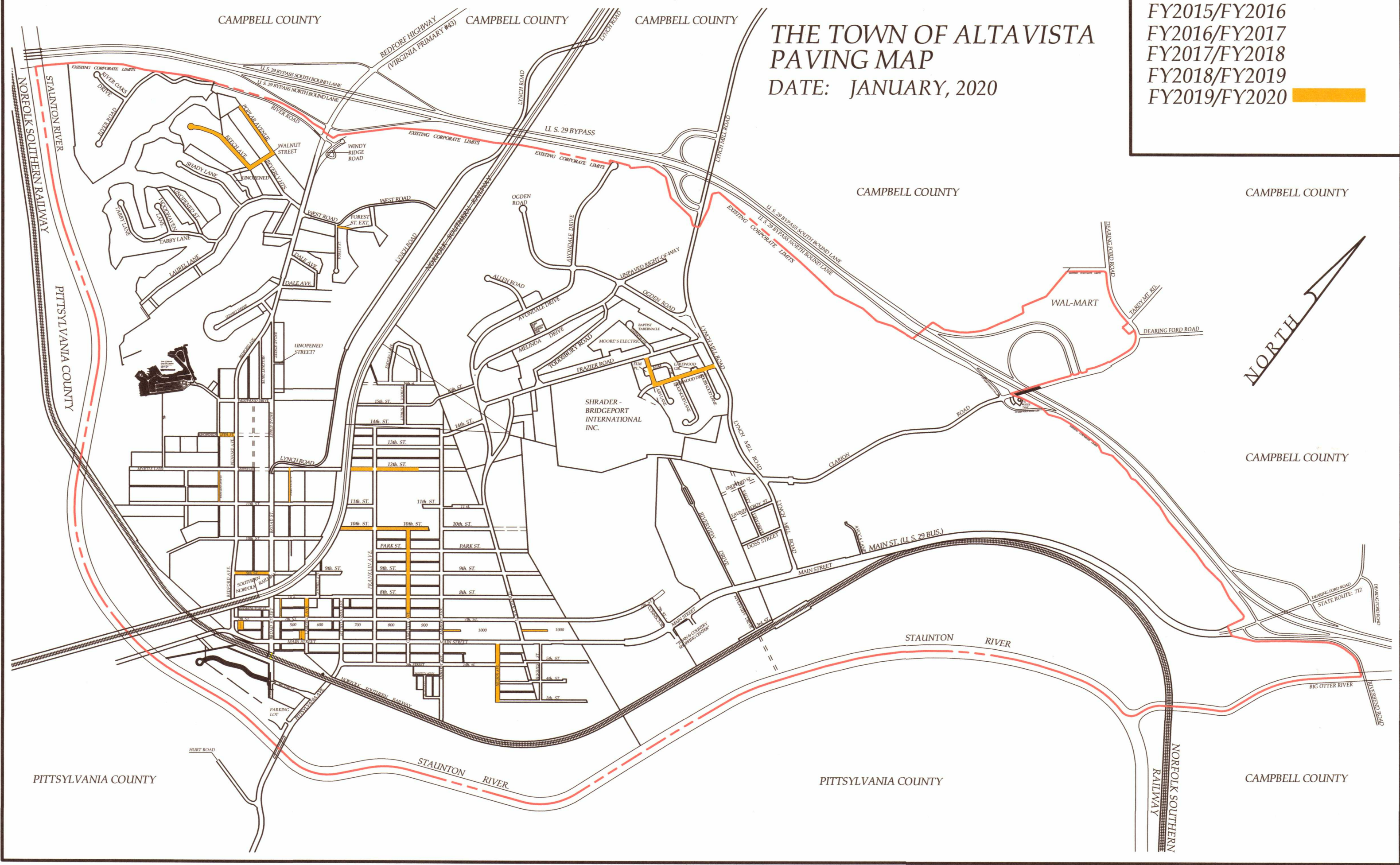
- Council may decide to do one of the following:
 - Approve the Spring 2020 Paving list and authorize staff to proceed.
 - Approve the proposal of an engineering firm to assist town staff with this process.
 - Place this item on a future Town Council meeting for additional review/discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- Spring 2020 Paving List (Streets, Alleys and Parking Lots)
- Maps of locations
- Engineering Proposals

THE TOWN OF ALTAVISTA PAVING MAP DATE: JANUARY, 2020

FY2015/FY2016
FY2016/FY2017
FY2017/FY2018
FY2018/FY2019
FY2019/FY2020



HIGHWAY FUNDS

<u>Name</u>	<u>Location of Streets to be Paved</u>	<u>Length</u>	<u>Width</u>	<u>Milling Sq Yds Required</u>	<u>Asphalt Tons Required</u>	<u>Shoulder Stone Tons Required</u>	<u>Milling Cost</u>	<u>Asphalt Paving Cost</u>	<u>Shoulder Stone Cost</u>	<u>Total Estimated Cost</u>
9th Street	Bedford Ave To Broad St	580	39	1903	276.47	20	\$13,321.00	\$27,646.67	\$800.00	\$41,767.67
10th Street	Franklin Ave To Dead End	350	19	80	81.28	18	\$560.00	\$8,127.78	\$720.00	\$9,407.78
13th Street	Bedford Ave To Woodland	250	27	200	82.50	12.2	\$1,400.00	\$8,250.00	\$488.00	\$10,138.00
10th Street	Franklin Ave To Dead End	855	35	161	365.75	16	\$1,127.00	\$36,575.00	\$640.00	\$38,342.00
Charlotte Ave	10th Street To 7th Street	1434	27	600	473.22	20	\$4,200.00	\$47,322.00	\$800.00	\$52,322.00
Campbell Ave	7th Street To 8th Street	325	28	297	111.22	3	\$2,079.00	\$11,122.22	\$120.00	\$13,321.22
12th Street	Franklin Ave To Railroad	360	26	100	114.40	7.3	\$700.00	\$11,440.00	\$292.00	\$12,432.00
12th Street	Franklin Ave To Dead End	655	22	100	176.12	12	\$700.00	\$17,612.22	\$480.00	\$18,792.22
Beech Street	Beverly Hghts To Dead End	1410	20	165	344.67	36	\$1,155.00	\$34,466.67	\$1,440.00	\$37,061.67
Popular Ave	Beverly Hghts To Dead End	1050	18	100	231	27	\$700.00	\$23,100.00	\$1,080.00	\$24,880.00
Nelson Ave	Main Street To 3rd Street	1120	25	1026	342.22	16	\$7,179.90	\$34,222.22	\$640.00	\$42,042.12
Nelson Ave	Tie End	28	15		5.13		\$0.00	\$513.33	\$0.00	\$513.33
Nelson Ave	Tie End	49	25		14.97		\$0.00	\$1,497.22	\$0.00	\$1,497.22
Lakewood Dr	Elm Ave To Lynchmill Road	1043	22	473	280.45	26.4	\$3,311.00	\$28,045.11	\$1,056.00	\$32,412.11
Elm Ave	Lakewood Dr To Frazier Rd	525	22	326	141.17	12	\$2,282.00	\$14,116.67	\$480.00	\$16,878.67
Forest Street Ext	Forest Street To Dead End	275	20	17	67.22	6.1	\$119.00	\$6,722.22	\$244.00	\$7,085.22
Grand Total Cost				5548	3107.79		\$38,833.90	\$310,779.33	\$9,280.00	\$358,893.23
Pavement Overlay Depth At 2 Inches										
*** Asphalt Cost \$100.00 Per Ton***										
*** Milling Cost \$7.00 Per Square Yard***										
*** Crush Run Cost \$ 40.00 Per Ton***										

GENERAL FUNDS

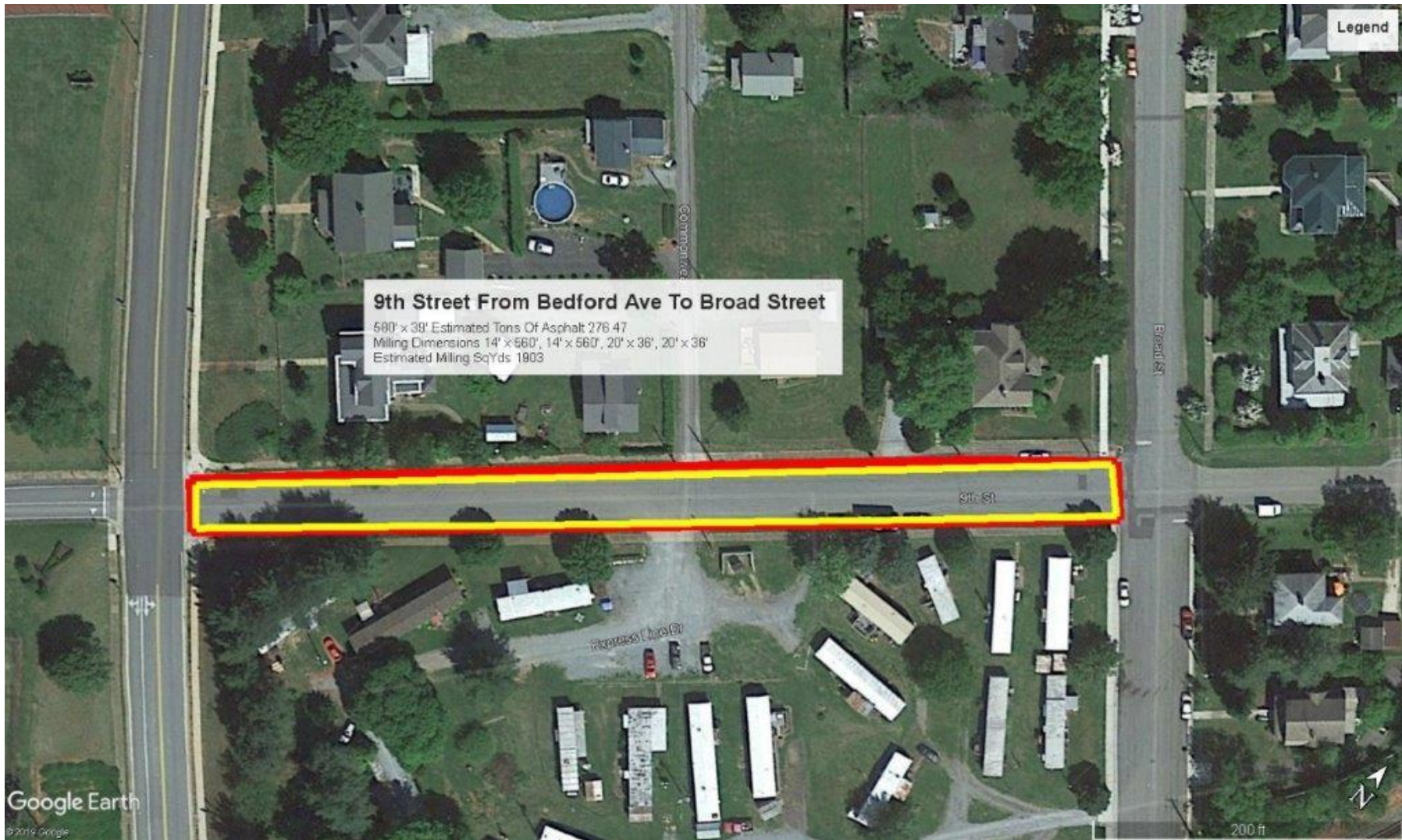
<i>Name</i>	<i>Location of Alley's to be Paved</i>	<i>Length</i>	<i>Width</i>	<i>Milling Sq/Yds Required</i>	<i>Asphalt Tons Required</i>	<i>Shoulder Stone Tons Required</i>	<i>Milling Cost</i>	<i>Asphalt Paving Cost</i>	<i>Shoulder Stone Cost</i>	<i>Total Estimated Cost</i>
Main Street	Amherst Ave To Dead End	265	13	194	42.11		\$1,358.00	\$4,210.56	\$0.00	\$5,568.56
7th Street	Lola Ave To Dead End	422	10	13.2	51.58		\$92.40	\$5,157.78	\$0.00	\$5,250.18
7th Street	7th to 8th - At Old Fire Station	335	16.5	228.4	67.56		\$1,598.80	\$6,755.83	\$0.00	\$8,354.63
Commonwealth	Myrtle Ln To 11th Street	555	12	47	81.40		\$329.00	\$8,140.00	\$0.00	\$8,469.00
Woodland Ave	Myrtle Ln To 11th Street	540	10	100	66.00	13.2	\$700.00	\$6,600.00	\$528.00	\$7,828.00
7th Street-Parking L	Parking Lot Behind McDonald's	146	84	112	149.893		\$784.00	\$14,989.33	\$0.00	\$15,773.33
Campbell-Parking L	Parking Lot @ Corner of Main & Cam	146	81	285.2	144.54		\$1,996.40	\$14,454.00	\$0.00	\$16,450.40
							\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total Cost			979.8	603.08		\$6,858.60	\$60,307.50	\$528.00	\$67,694.10
Pavement Overlay Depth At 2 Inches										
*** Asphalt Cost \$100.00 Per Ton***										
*** Milling Cost \$7.00 Per SquareYard***										
*** Crush Run Cost \$ 40.00 Per Ton***										

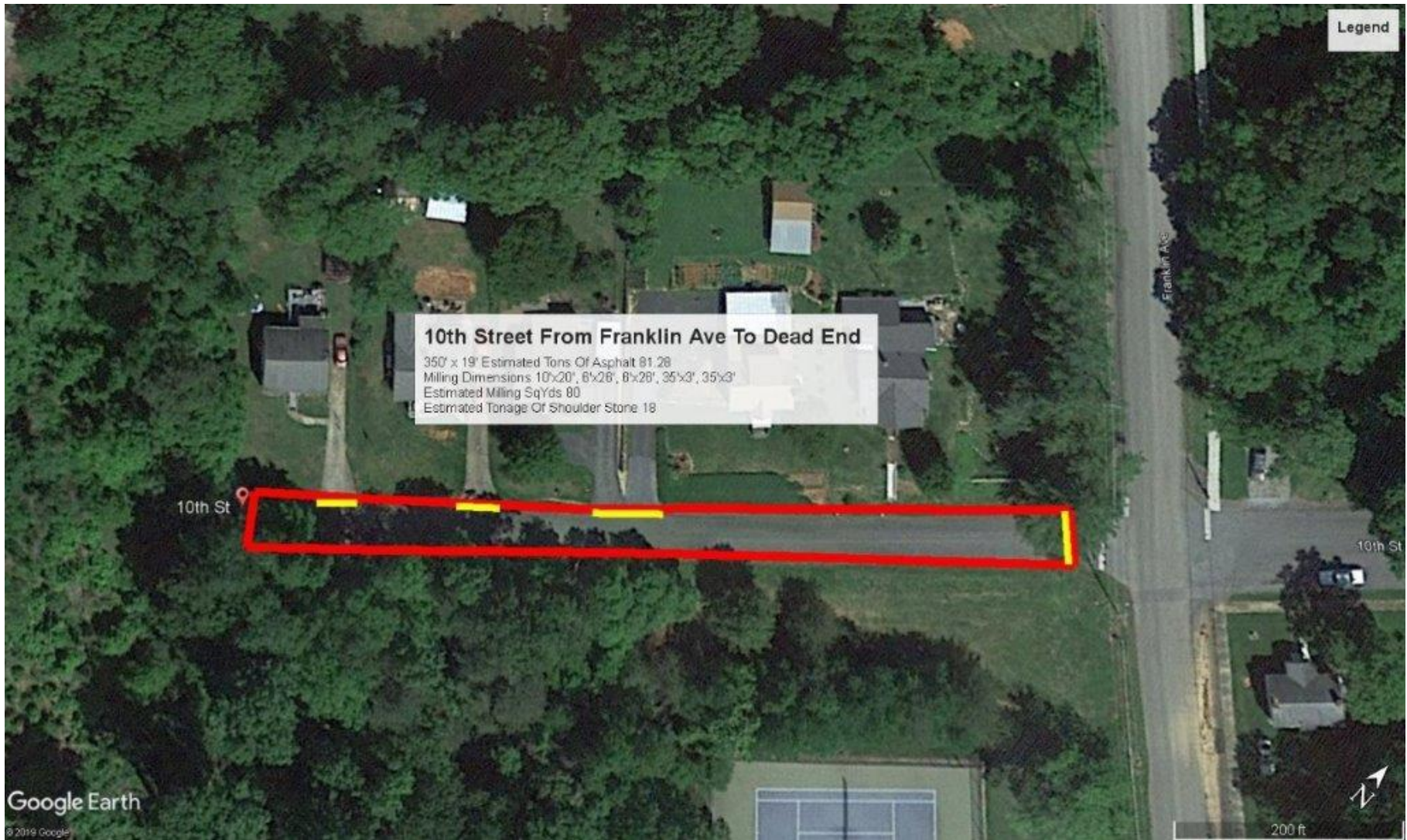
FY2019/FY2020 Highway Paving Budget

BUDGET FUNDS			<i>Milling Sq/Yds Required</i>	<i>Asphalt Tons Required</i>		Milling and Paving Totals	10% Plus or Minus on Tonage	8 % Engineers Fees	Total
Estimated Highway Paving			5548	3107.79		\$359,676.00	\$35,967.60	\$31,651.49	\$427,295.09
Estimated General Paving			979.8	603.08		\$67,166.10	\$6,716.61	\$5,910.62	\$79,793.33
TOTAL ESTIMATED PAVING COST			6528	3710.87					\$507,088.41

STREET PAVING

FUNDING SOURCE: VDOT HIGHWAY FUNDS





10th Street From Franklin Ave To Dead End

350' x 19' Estimated Tons Of Asphalt 81.28
Milling Dimensions 10'x20', 6'x26', 6'x26', 35'x3', 35'x3'
Estimated Milling SqYds 80
Estimated Tonnage Of Shoulder Stone 18

Legend

10th St

Franklin Ave

10th St

Google Earth

© 2019 Google

200 ft

Legend

13th Street From Bedford Ave To Woodland Ave

250' x 27' Estimated Tons Of Asphalt 82.50
Milling Dimensions 65'x14', 51'x7', 50'x7'
Estimated Milling SqYds. 180.1
Estimated Tonnage Of Shoulder Stone 12.2

13th St

Google Earth

© 2016 Google

200 ft



10th Street From Franklin To Dead End

855' x 35' Estimated Tons Of Asphalt 365.75
Milling Dimensions 30'x3', 30'x3', 30'x3', 73'x7', 20'x3', 23'x3', 75'x7'
Estimated Milling SqYds 181
Estimated Tonnage Of Shoulder Stone 18

Legend

Franklin Ave

10th St

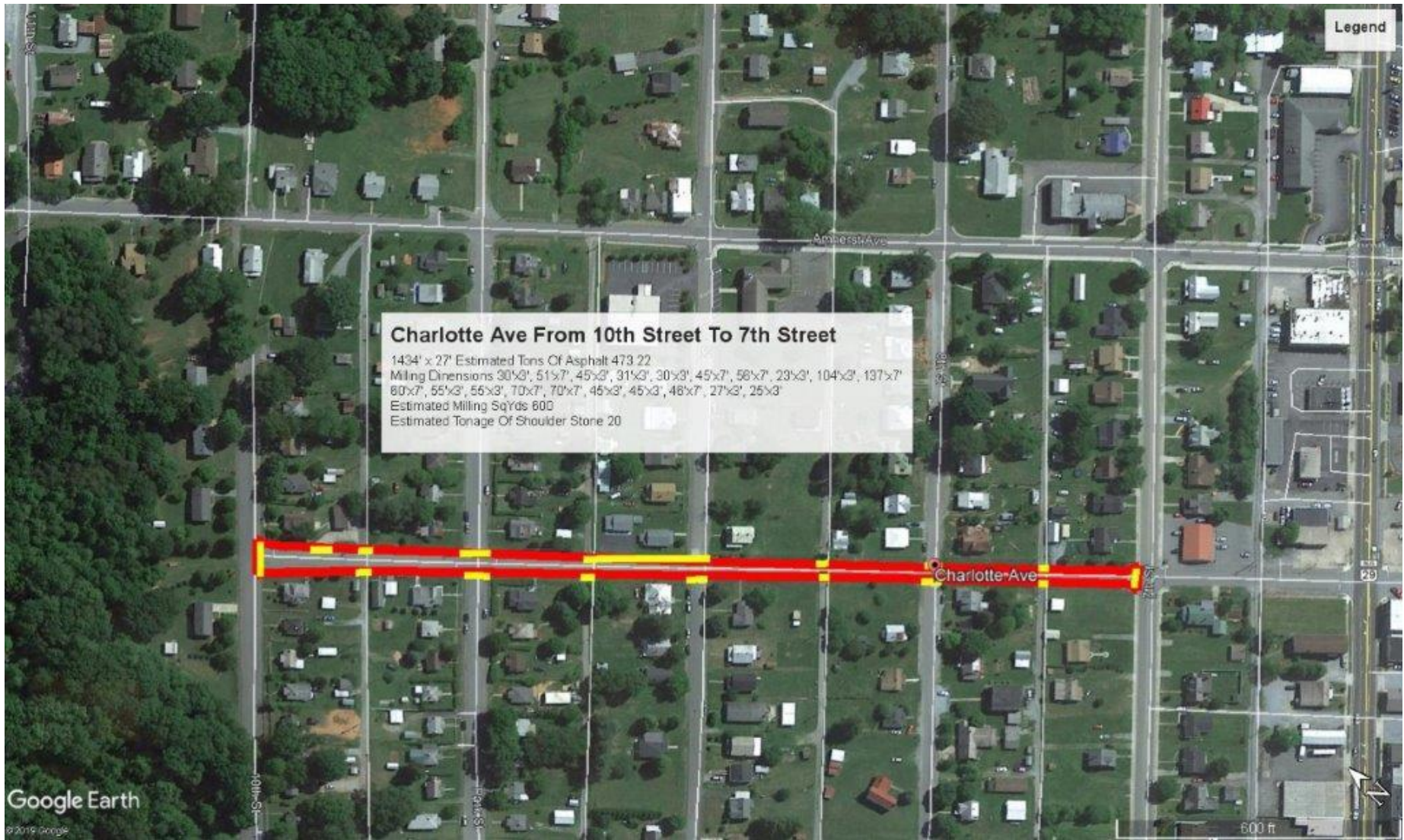
Charlotte Ave



Google Earth

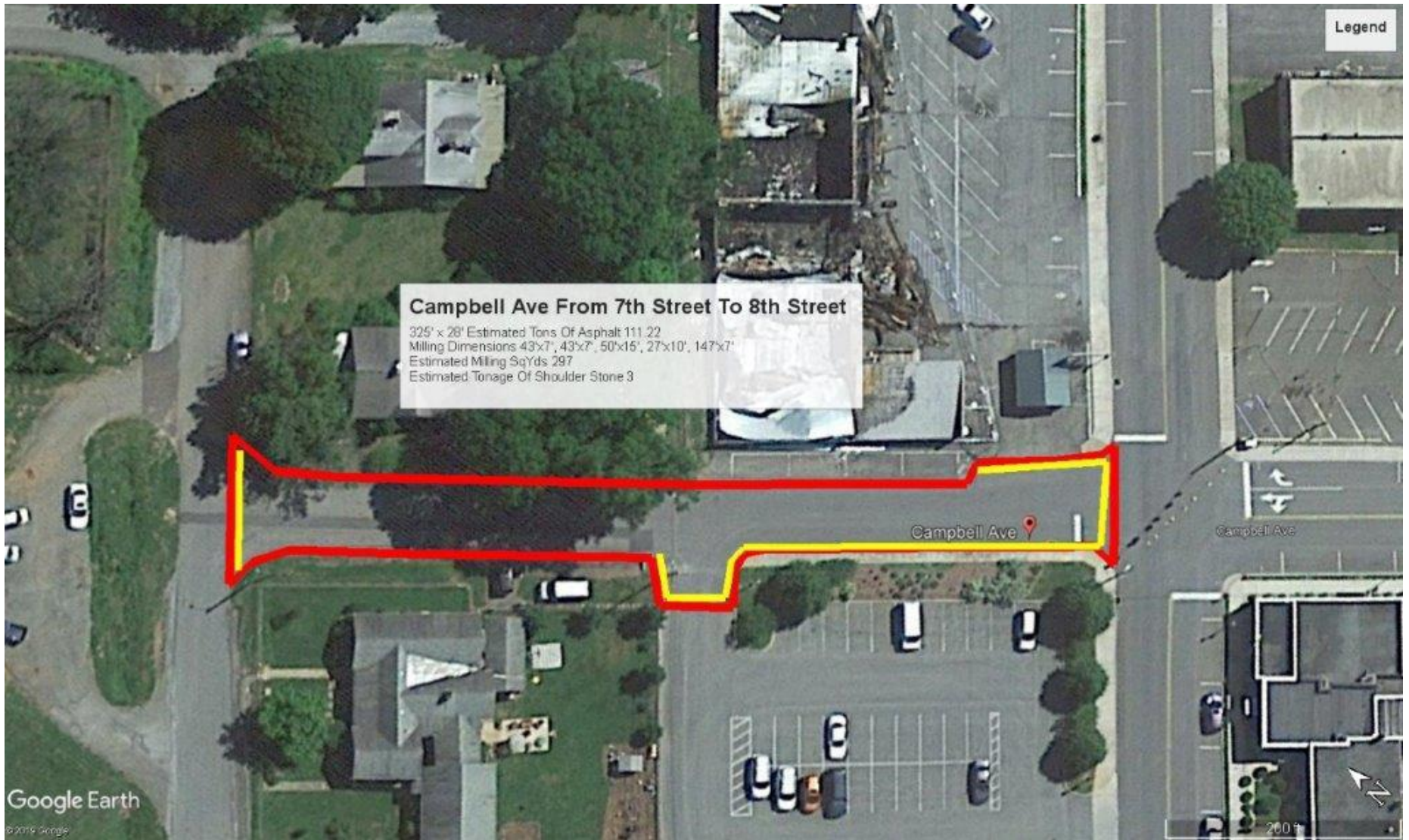
© 2018 Google

400 ft



Charlotte Ave From 10th Street To 7th Street
1434' x 27' Estimated Tons Of Asphalt 473.22
Milling Dimensions 30'x3', 51'x7', 45'x3', 31'x3', 30'x3', 45'x7', 56'x7', 23'x3', 104'x3', 137'x7'
60'x7', 55'x3', 55'x3', 70'x7', 70'x7', 46'x3', 45'x3', 46'x7', 27'x3', 25'x3'
Estimated Milling SqYds 600
Estimated Tonnage Of Shoulder Stone 20

Legend



Legend

Campbell Ave From 7th Street To 8th Street

325' x 28' Estimated Tons Of Asphalt 111.22
Milling Dimensions 43'x7', 43'x7', 50'x15', 27'x10', 147'x7'
Estimated Milling SqYds 297
Estimated Tonnage Of Shoulder Stone 3

Campbell Ave

Campbell Ave

Google Earth

© 2015 Google

200 ft



12th Street From Franklin Ave To Railroad
360'x26' Estimated Tons Of Asphalt 114.40
Milling Dimensions 58'x7', 60'x3', 60'x3'
Estimated Milling SqYds 100
Estimated Tonnage Of Shoulder Stone 7.3

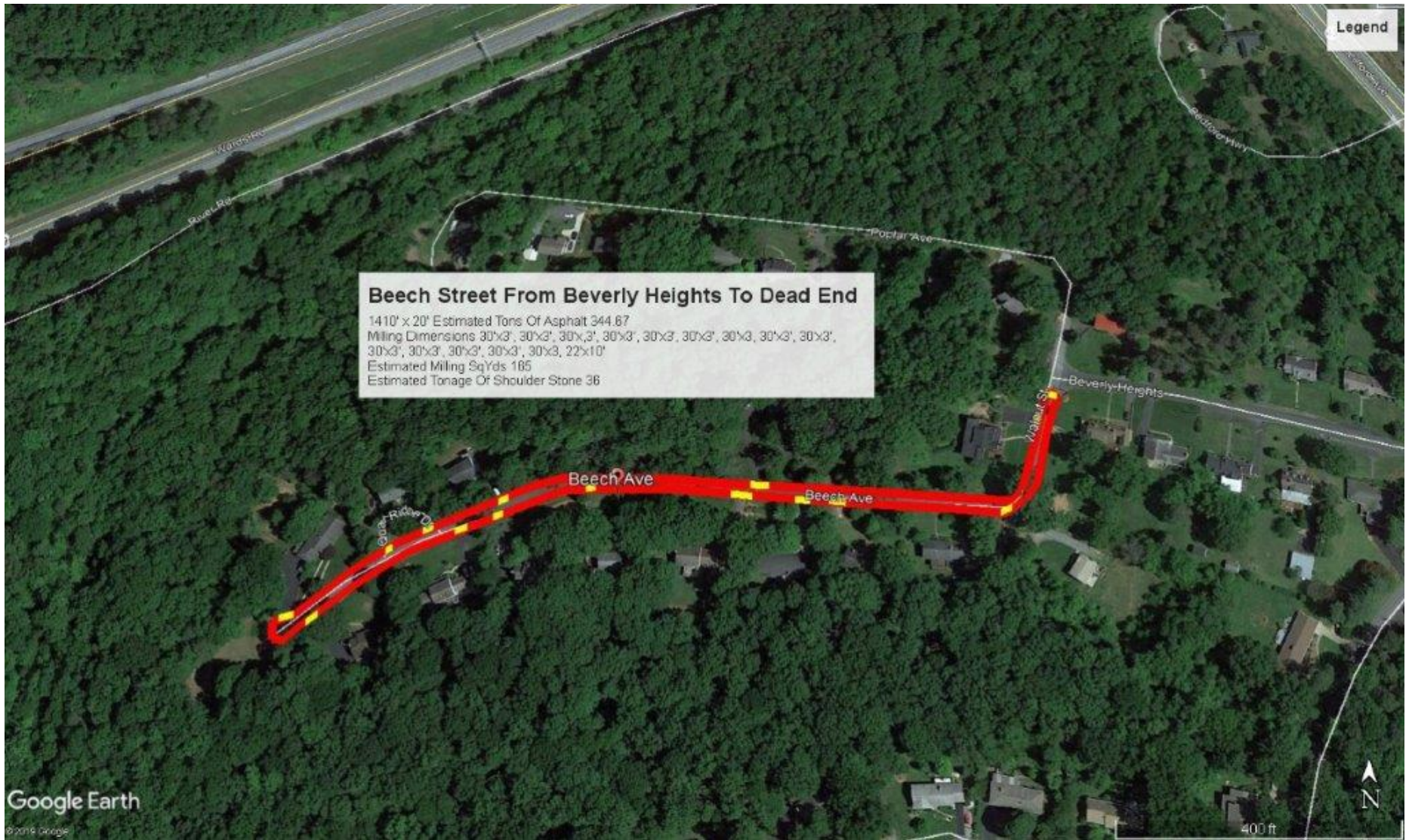
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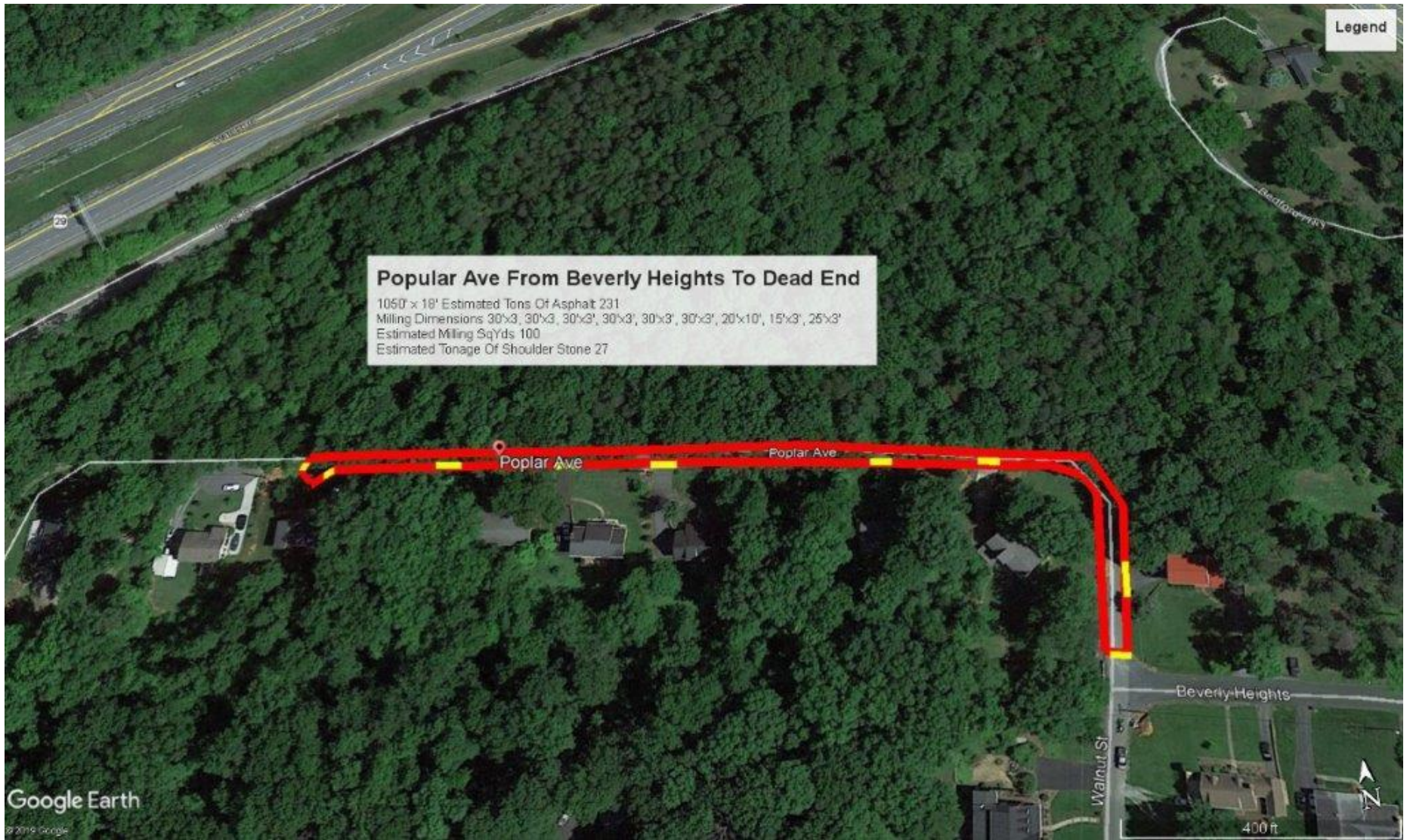
Google Earth

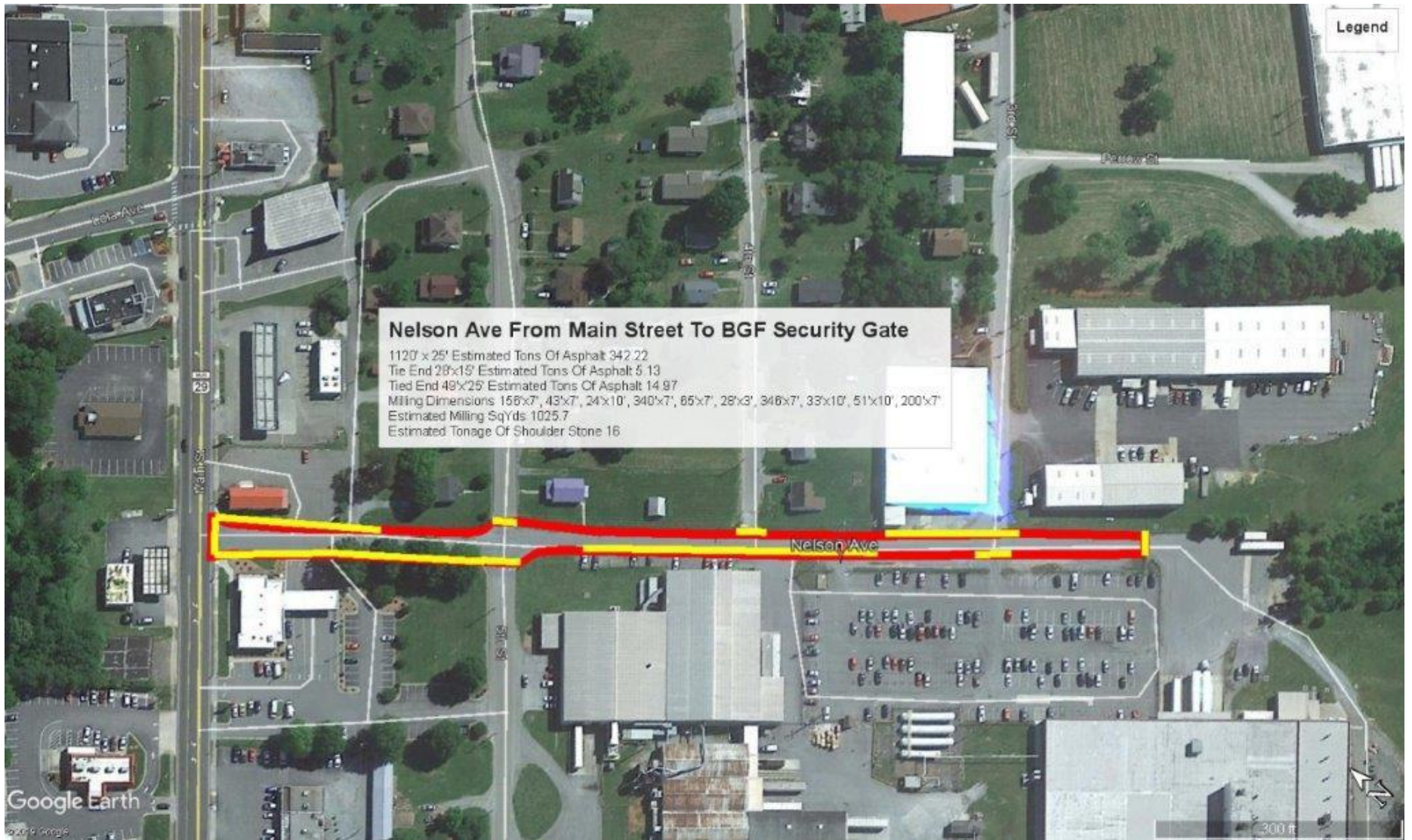
© 2016 Google

200 ft













Elm Ave From Lakewood Drive To Frazier Road

525' x 22' Estimated Tons Of Asphalt 141.17
Milling Dimensions 65'x15', 30'x7', 45'x7', 80'x7', 27'x3', 25'x3'
25'x3', 25'x3', 21'x3'
Estimated Milling SqYds 328
Estimated Tonnage Of Shoulder Stone 12

Legend

Google Earth

© 2014 Google

300 ft

Legend

Forest Street Extension From Forest Street To Dead End

275' x 20' Estimated Tons Of Asphalt 67.22
Milling Dimensions 25' x 6'
Estimated Milling SqYds 17
Estimated Tonnage Of Shoulder Stone 8.1

Forest St Ext

Google Earth

© 2016 Google

400 ft

ALLEY AND PARKING LOTS

FUNDING SOURCE: General Fund







7th Street Alley At Old Fire Station

16.5' x 335' Estimated Tons Of Asphalt: 67.56
Milling Dimensions 13'x7', 170'x3', 32'x3', 8'x22', 20'x15', 7'x71', 30'x7'
Estimated Milling SqYds 228.4

Legend

Google Earth

© 2019 Google

300 ft



Legend

Commonwealth Drive From Myrtle Lane To 11th Street

555' x 12' Estimated Tons Of Asphalt 81.40
Milling Dimensions 32'x10', 32'x3'
Estimated Milling SqYds 47
Estimated Tonage Of Shoulder Stone 13.6

Commonwealth Dr

Commonwealth Dr

Google Earth

© 2014 Google

400 ft

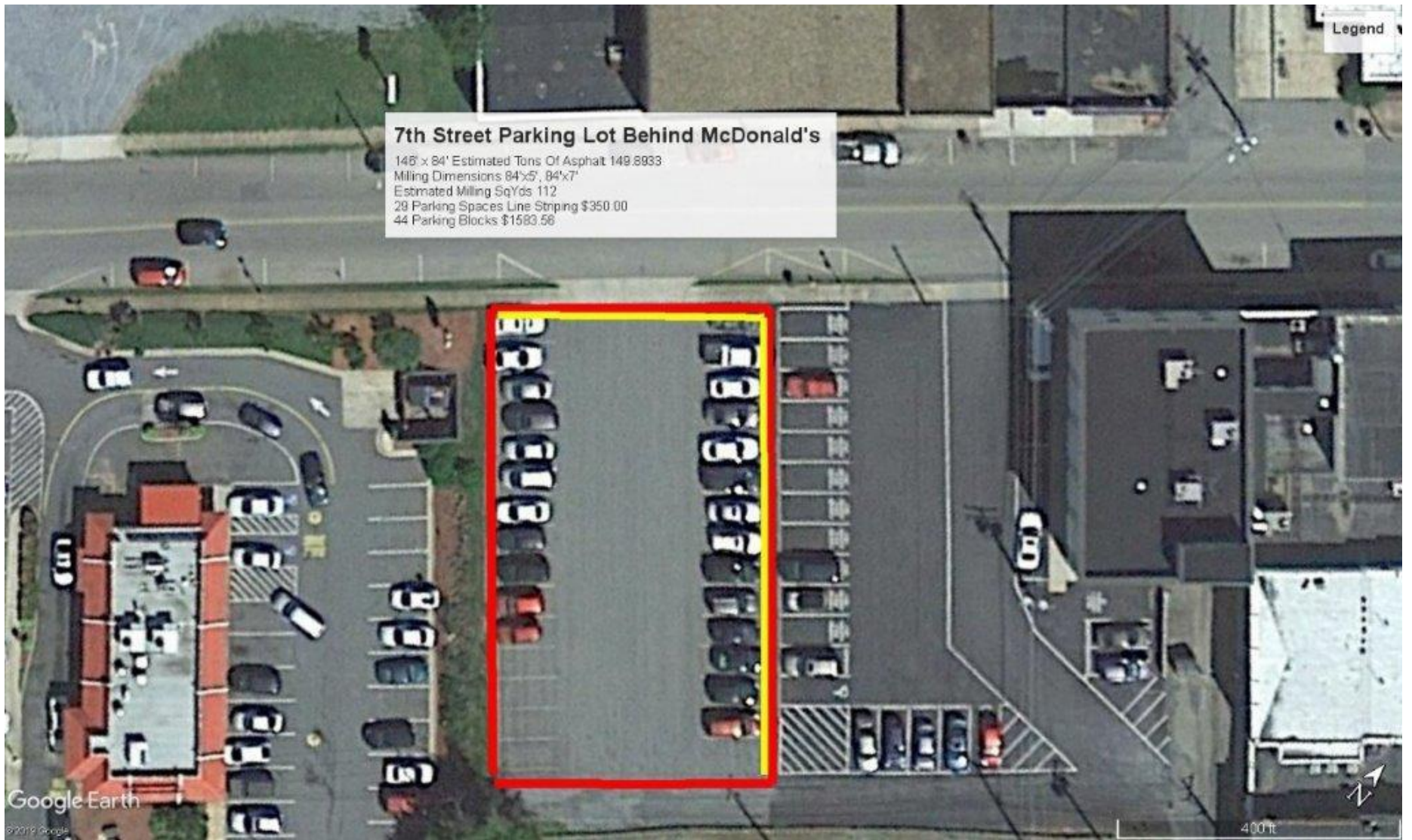


Woodland Ave From Myrtle Lane To 11th Street
540' x 10" Estimated Tons Of Asphalt 66
Milling Dimensions 35' x 12', 52' x 7', 20' x 5'
Estimated Milling SqYds 100
Estimated Tonnage Of Shoulder Stone 13.2

Legend

43

Woodland Ave



7th Street Parking Lot Behind McDonald's

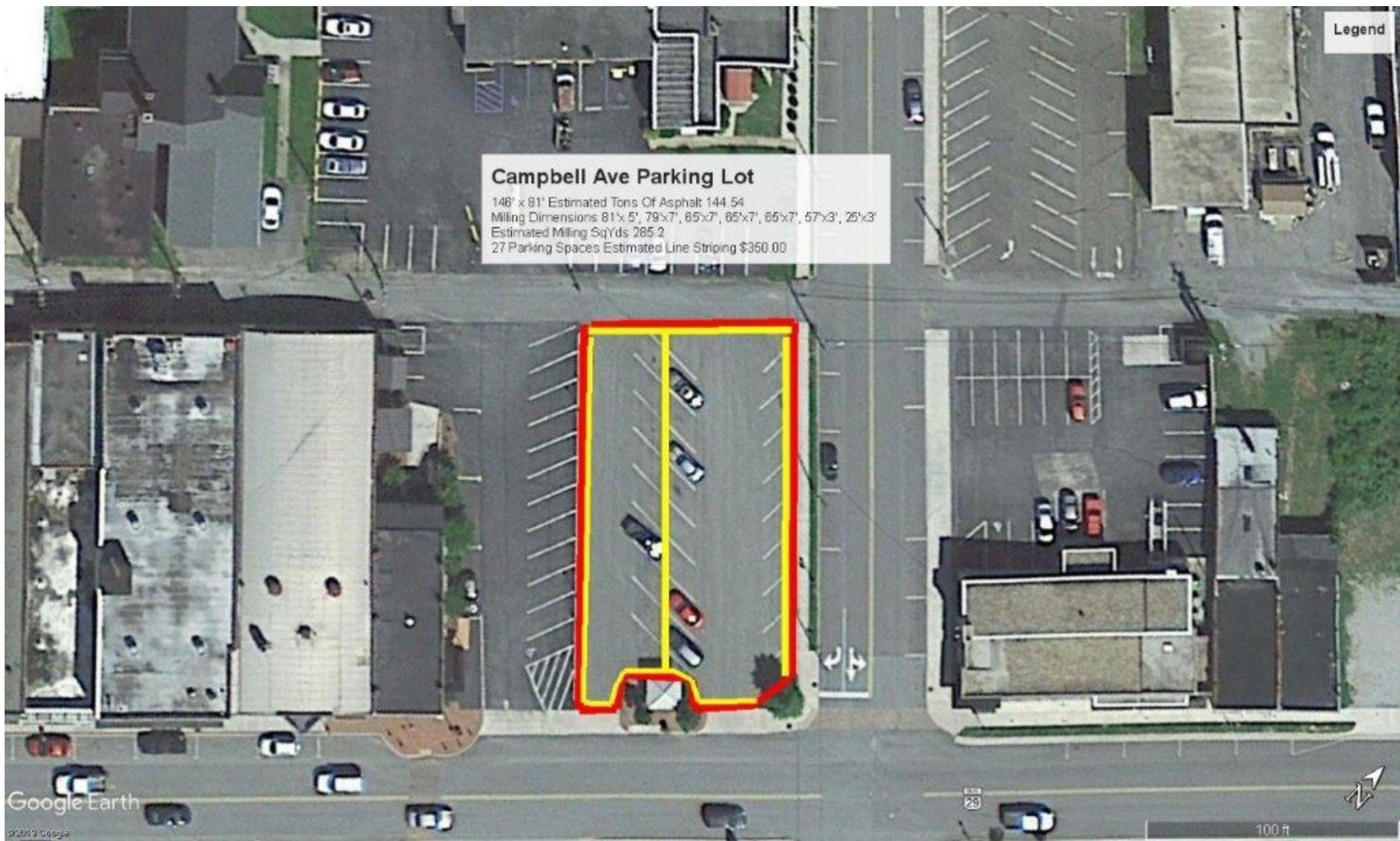
145' x 84' Estimated Tons Of Asphalt 149.8933
Milling Dimensions 84'x5', 84'x7'
Estimated Milling SqYds 112
29 Parking Spaces Line Striping \$350.00
44 Parking Blocks \$1583.56

Legend

Google Earth

©2019 Google

400 ft



Campbell Ave Parking Lot
146' x 81' Estimated Tons Of Asphalt 144.54
Milling Dimensions 81'x5', 79'x7', 65'x7', 65'x7', 57'x3', 25'x3'
Estimated Milling SqYds 285.2
27 Parking Spaces Estimated Line Striping \$350.00

Legend

Google Earth

©2019 Google

29

100 ft

<u>7th Street Parking Lot</u> Parking Lot Dimensions 84' x 144' Asphalt Tonnage 147.8 tons Milling Dimensions 84' x 5', 84' x 7' Milling Total: 112 Square Yards 29 Parking Spaces	<table> <tr> <td>Estimated Cost Paving @ \$100.00 Per Ton</td> <td>\$14,780</td> </tr> <tr> <td>Estimating Cost Milling @ \$7.00 Per Sq.Yd.</td> <td>\$784.00</td> </tr> <tr> <td>Estimated Cost Line Striping</td> <td>\$350.00</td> </tr> <tr> <td>Estimated Cost Parking Blocks @35.99 Per Block</td> <td>\$1583.56</td> </tr> <tr> <td>Estimated Total Cost</td> <td>\$17,497.56</td> </tr> </table>	Estimated Cost Paving @ \$100.00 Per Ton	\$14,780	Estimating Cost Milling @ \$7.00 Per Sq.Yd.	\$784.00	Estimated Cost Line Striping	\$350.00	Estimated Cost Parking Blocks @35.99 Per Block	\$1583.56	Estimated Total Cost	\$17,497.56
Estimated Cost Paving @ \$100.00 Per Ton	\$14,780										
Estimating Cost Milling @ \$7.00 Per Sq.Yd.	\$784.00										
Estimated Cost Line Striping	\$350.00										
Estimated Cost Parking Blocks @35.99 Per Block	\$1583.56										
Estimated Total Cost	\$17,497.56										

<u>Campbell Ave Parking Lot</u> Parking Lot Dimensions 81' x 146' Asphalt Tonnage 144.5 tons Milling Dimensions 81' x 5', 79' x 7', 65' x 7', 65' x 7', 65' x 7', 57, x 3', 25' x 3' Milling Total: 285.2 Square Yards 27 Parking Spaces	<table> <tr> <td>Estimated Cost Paving @ \$100.00 Per Ton</td> <td>\$14,450.00</td> </tr> <tr> <td>Estimated Cost Milling @ \$7.00 Per Sq.Yd.</td> <td>\$1996.40</td> </tr> <tr> <td>Estimated Cost Line Striping</td> <td>\$350.00</td> </tr> <tr> <td>Estimated Total Cost</td> <td>\$16,796.40</td> </tr> </table>	Estimated Cost Paving @ \$100.00 Per Ton	\$14,450.00	Estimated Cost Milling @ \$7.00 Per Sq.Yd.	\$1996.40	Estimated Cost Line Striping	\$350.00	Estimated Total Cost	\$16,796.40
Estimated Cost Paving @ \$100.00 Per Ton	\$14,450.00								
Estimated Cost Milling @ \$7.00 Per Sq.Yd.	\$1996.40								
Estimated Cost Line Striping	\$350.00								
Estimated Total Cost	\$16,796.40								

David Garrett

From: David Garrett
Sent: Friday, January 24, 2020 12:10 PM
To: Waverly Coggsdale III
Cc: Cora L. Jordan
Subject: Emailing: FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf
Attachments: FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf

Waverly,

Attached please find a copy of the RFP from Engineering Concepts, Hurt & Proffitt and Peed & Bortz on the FY Spring Milling and Paving Bidding Contract for this project.

The RFP quotes came in as follows;

1. Engineering Concepts \$12,500.00
2. Hurt & Proffitt \$18,170.00
3. Peed & Bortz \$21,000.00

As you can see from the above that Engineering Concepts were the apparent low bidder.
I would like to recommend that we seek approval to award this contract with Engineering Concept.

Should you have any questions please let me know.

Thanks

David Garrett
Town of Altavista
Public Works Director
Office (434) 369-6045
Cell (434) 841-2313

Your message is ready to be sent with the following file or link attachments:

FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



**ENGINEERING
CONCEPTS, INC.**

January 24, 2020

Town of Altavista
David Garrett
Public Works Director
510 Seventh Street
Altavista, Virginia 24517
via e-mail: dtgarrett@altavistava.gov

RE: Spring Milling and Paving Contract

Dear David,

Engineering Concepts, Inc. (ECI) appreciates the opportunity to provide you with a proposal to assist with your Spring Milling and Paving Contract. We have reviewed your Request for Proposal and understand the following scope of work:

1. Assist Town staff in identification of Town roadways to be milled and pave with this contract. Town staff has provided a preliminary list of roadways and extents of milling/paving.
2. Prepare and provide bidding and contract documents for spring 2020 Milling and Paving.
3. Provide contract documents to Town staff to allow for review, comments and revisions prior to opening bids.
4. Submit and pay for the bid advertisement in the local newspaper.
5. Conduct the pre-bid conference and provide amended minutes for contract addendum. Address any other bidder questions into bidder addendum as time permits.
6. Conduct the bid opening, summarize bids, and provide a recommendation letter to the Town.
7. Assist the Town and Contractor with finalizing contract documents for signature.
8. Assist the Town during construction phase regarding interpretation of the contract documents, process partial payment applications,
9. Provide digital Word & PDF files of the completed contract documents to the Town.

We understand the Town will be responsible for the following items:

1. Provide the locations, extents and general areas for milling & paving to be performed with this contract. Provide this information in a suitable form as to be included in the bidding package.

2. Conduct all measurements of milled asphalt and installed asphalt. Provide verification of quantities to Engineer for partial payment requests.
3. Provide construction inspection.
4. Provide any compaction and density testing through a third-party testing service.

ECI is prepared to meet the following schedule:

10 February 2020	Submit contract documents to Town staff for review
22 February 2020	Advertise project for bidding in local newspaper
10 March 2020	Pre-bid conference
24 March 2020	Open Bids
14 April 2020	Award Contract
21 April 2020	Contract signed
28 April 2020	Notice to Proceed
30 June 2020	Final Completion

Our fee for this project shall be: \$12,500.

ECI understands that Paving and Milling projects' bid documents are readily available including referencing VDOT standards for specifications. A review of existing bid documents and specifications from other localities shows the different approaches taken by many localities depending on their staff resources and requirements for contract documents. We plan to work closely with Town staff to develop the most appropriate documents to fit the Town's needs.

ECI's approach and fee do not intend on providing a boiler-plate bidding and contract document for this project. In addition to reviewing the roads to be milled and paved with Town staff, ECI proposes to include an experienced paver during our site visit to review the roads and to discuss the options available for contract documents and specifications. We believe this approach will provide the Town with the most appropriate and responsive bidding document for your project.

With time being of the essence, we would like to coordinate a time to review the roadways and discuss the bidding documents immediately.

We look forward to working with you and creating a successful project for all involved. If you have any questions regarding this proposal or would like to discuss further, please do not hesitate to contact me directly.

Sincerely,



Bobby Wampler, PE
President



HURT & PROFFITT

January 22, 2020

Mr. David Garrett
Public Works Director
Town of Altavista
1311 3rd Street
Altavista, VA 24517

Re: Town of Altavista Paving Projects - Civil Fee Proposal
H&P Project Number: 20200128

Dear Mr. Garrett:

We are pleased to submit this fee proposal to offer our services to assist your office with the resurfacing or repaving of multiple roads within the Town limits for the spring of 2020.

We offer the following scope based on the RFP you sent us on January 16, 2020. We understand that the Town would like to mill approximately 6,500 SY of pavement and overlay nearly 3,700 Tons of asphalt. During our discussions you mentioned that you already know which roads you would like to do the work. We will assist you with the bid documents for this work. We also understand that the contractor selected from the bids may be used in subsequent paving projects.

Bidding and Construction Assistance

We will help your office with the sketches and specifications necessary to either mill and repave or overlay, existing roads within the Town. Specifically we plan to:

1. Provide sketches of the limits of milling, paving and overlays. This will be done with a walk through with your office, estimating 3,000 linear feet of 20' wide roadways +/- . The walk through is estimated to take a day to cover with you. We will return to sketch the important features along the roadways, such as entrances, manholes, valve boxes, etc that may need to be adjusted during paving operations. The plans will be 8.5"x11" sheets detailing the important features affecting the milling and paving operations. Please note the drawings will not be surveyed plans, rather sketches used for typical paving operations. Should the scale allow, we will also add the GIS aerial background data for reference.
2. Prepare bidding and contract documents for spring 2020 Milling and Paving. The documents are to be approved by Town staff prior to advertising. The bid documents will be created so that there is a line item unit costs for the quantities above, but also allow the same unit bid prices to be extended to more paving projects, should the Town find funds available. These ensuing projects will be estimated within the bid and units prices used over the time period of two years. The Town will reserve the right to rebid future projects should the work by the contractor not be to the Town's approval or better pricing sought.
3. We will submit the payment and advertisement to Lynchburg's News & Advance.
4. We will conduct the pre-bid meeting and provide any addenda necessary, within a suitable period of time, prior to bids.
5. We will conduct the bid opening, review bid unit costs, the bonds, summarize the bids, and provide a recommendation letter to the Town.



6. Assist the Town and Contractor with finalizing the contract documents for signature. This will include a review of the Schedule of Values.
7. Assist the Town during construction by:
 - a. Conducting a weekly meeting with the Contractor and Town to discuss the work performed and work to be done.
 - b. Review and approve any Change Order Requests by the Contractor
 - c. Conduct a walk-through with punch list items with the Contractor and Owner
 - d. Provide any Work Orders for Potential Change in Field Conditions
 - e. Review and Approve Payment Requests (estimating two).
8. Provide all documentation in digital Word and PDF files of the completed contract documents to the Town.

We estimate we can do the tasks above for a lump sum fee of \$18,170.00

Schedule:

Submittal of Fee to the Town – January 22, 2020
Notice to Proceed by the Town – January 27, 2020
Field Visit with Town for Walk-through – January 29, 2020
Additional Walk Through by H&P and Sketches Submitted to the Town – February 4, 2020
Approval of Paving Sketches by the Town February 7, 2020
Bidding Documents Submitted to the Town for Review – February 10, 2020
Advertise the Project – February 22, 2020
Pre-Bid Conference - March 10, 2020
Open Bids – March 24, 2020
Award Contract – April 14, 2020
Sign Contracts – April 21, 2020
Notice to Proceed – April 28, 2020
Begin Paving Operations – May 4, 2020
End Paving Operations – May 25, 2020
Provide Punch List Items from Walk-through – June 5, 2020
Close out Project – June 30, 2020

Exclusions:

The quote given does not include any special services that may be required such as: boundary and r/w surveys; plats; utility studies; traffic studies; traffic control plans; drainage modifications; environmental assessments; other utility relocation designs; construction inspection services; or material testing and compaction/density testing. We do not anticipate any VDOT reviews of sketches, contract documents or pavement inspections. Any review fees, permit fees, recordation fees, DEQ fees, etc. related to the project will be the responsibility of the Owner.



Reproduction and courier services are included with the fees.

Additional services beyond those included in the scope of work will be charged in accordance with our hourly rates. You may have access to all documents and digital files that were created at any time throughout this project.

General Contract Terms

Payment for services will be requested monthly based upon our estimate for the percentage of work completed. Payment for these services shall be made within thirty (30) calendar days from the date of the invoice. Each payment not received within thirty (30) calendar days will be assessed a monthly service charge of 1.5% per month (18% annually).

If you are in agreement with this proposal and can accept the terms, please sign the signature space below and return an executed copy to me. I will regard the date of receipt of your signed contract as my Notice to Proceed with this project.

We appreciate the opportunity you have given us and look forward to assisting you again with another successful project. If you have any questions or if I can be of further assistance please give me a call at 434-665-6979.

Sincerely,

HURT & PROFFITT, INC.

Trent J. Warner, PE
Vice President

Authorized by: _____

Title: _____

Date: _____

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

January 13, 2020

Mr. David Garrett
Town of Altavista
Director of Public Works
P.O. Box 420
Altavista, Virginia 24517

Re: Spring 2020 Town Paving Contract
Engineering Services Proposal
19-81

Dear Mr. Garrett:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services associated with development of contract documents for a paving project on a number of Town roadways to be executed in Spring 2020. Peed & Bortz, LLC will be referred to as the Engineer and the Town of Altavista, Virginia will be referred to as the Owner for this proposal.

Engineer will assist the Owner to provide contract documents suitable for bidding approximately 6400 sq yards of milling and placement of approximately 3700 tons of asphalt.

It is our understanding the contract documents may be utilized by the Owner for bidding projects in subsequent years and/or Owner/Contractor may opt to extend this contract to provide services at agreed upon prices in subsequent years. No additional engineering services beyond preparation of this contract and administration of the Spring 2020 contract are included with this engineering proposal.

If Owner requires assistance with bidding and contracting subsequent year projects, this engineering proposal may be amended to included engineering assistance.

A. Scope of Services

Based on our present knowledge of the intention of the Owner, Peed & Bortz, LLC proposes the following services.

1. Assist Town staff in identification of Town roadways to be milled and pave with this contract. Town staff has provided a preliminary list of roadways and extents of milling/paving.
2. Prepare and provide bidding and contract documents for Spring 2020 paving. Provide contract documents to Town staff to allow for review, comments and revisions prior to opening bids.
3. Submit and pay for the bid advertisement in the local newspaper.
4. Conduct the pre-bid conference and provide amended minutes for contract addendum. Address any other bidder questions into bidder addendum as time permits.
5. Conduct the bid opening, summarize bids, and provide a recommendation letter to the Owner.
6. Assist the Owner and Contractor with finalizing contract documents for signature.
7. Assist the Owner during construction phase regarding interpretation of the contract documents, process partial payment applications,
8. Provide digital Word & PDF files of the completed contract documents to the Owner.

B. Owner Responsibilities

The Owner will provide the following information and work items for this project:

1. Provide the locations, extents and general areas for milling & paving to be performed with this contract. Provide this information in a suitable form as to be included in the bidding package.
2. Conduct all measurements of milled asphalt and installed asphalt. Provide verification of quantities to Engineer for partial payment requests.
3. Provide construction inspection.
4. Provide any compaction and density testing through a third party testing service.

C. Schedule

As time is of the essence in obtaining bids for this project in order to be substantially complete by 30 June 2020, we are proposing an aggressive schedule dependent upon prompt responses from Town staff.

10 February 2020	Submit contract documents to Town staff for review
22 February 2020	Advertise project for bidding in local newspaper
10 March 2020	Pre-bid conference
24 March 2020	Open Bids
14 April 2020	Award Contract
21 April 2020	Contract signed
28 April 2020	Notice to Proceed
30 June 2020	Final Completion

D. Compensation

Our lump fee to provide the above services will be \$21,000.

Monthly invoicing will be based on the percentage of work completed to date.

E. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

February 11, 2020

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

Consideration of Campbell County Emergency Operations Plan (EOP)

DESCRIPTION:

The Campbell County Public Safety Office periodically reviews and updates the information contained in its Emergency Operations Plan (EOP). The Plan covers the Town of Altavista and accordingly, with each revision the Town is requested to adopt a resolution in regard to adoption of the newly revised Plan.

The Plan is rather large, so it has not been included as an attachment but can be requested for individual review and inspection through the Town Manager's Office at Town Hall, 510 7th Street, Altavista, VA.

The revisions related to the Town were limited to updating personnel and contact information. Staff has reviewed the document and would recommend that Town Council adopt the attached resolution, which would be included in the Plan.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Motion to adopt the Resolution in regard to the Campbell County Emergency Operations Plan (EOP).

POSSIBLE MOTION(s):

- "I move that the Altavista Town Council adopt the attached resolution related to the Town's Adoption of the Campbell County Emergency Operations Plan (EOP).

ATTACHMENTS:

Resolution



ADOPTION OF THE CAMPBELL COUNTY ALL HAZARDS ALL DISCIPLINES PLAN (EMERGENCY OPERATION PLAN)

On motion it was resolved that the Town Council adopts the following resolution:

WHEREAS, the Town Council of the Town of Altavista, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

WHEREAS, the Town Council has a responsibility to provide for the safety and well-being of its citizens and visitors, and

WHEREAS, the Town of Altavista recognizes that the County of Campbell has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE HEREBY PROCLAIMED by the Town Council of the Town of Altavista, Virginia that this Emergency Operations Plan as revised December 2019 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services, or his designees, are tasked and authorized to maintain and revise as necessary this document over the next five-year period or until such time it be ordered to come before the Altavista Town Council and/or Campbell County Board of Supervisors.

Adoption occurred at the regular meeting of the Altavista Town Council held on the 11th day of February, 2020, at the Altavista Town Hall located at 510 7th Street, Altavista, VA 24517.

Mike Mattox, Mayor

ATTEST:

Clerk, Town of Altavista



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

February 11, 2020

ITEM #: 10a**ITEM TITLE:**

Booker Building Use Feasibility Update (***INFORMATION ONLY***)

DESCRIPTION/BACKGROUND:

Last month, Town Council continued the discussion regarding potential uses and upgrades to the Booker Building. Previously, Town Council hired Land Planning & Design Associates (LPDA) to conduct a “Use Feasibility Study” for the structure. Council discussed the report at their November 2019 and January 2020 Work Sessions.

At the January 2020 Work Session, Council provided staff with direction on a three-pronged approach in regard to the Booker Building, they are:

- 1) Create and Issue a “Request For Proposal” seeking “adaptive/reuse” development proposals for the structure. This RFP will “hit the streets” later this week and has a 90-day window to receive proposals (deadline mid-May);
- 2) Request proposals from the Town’s “on-call” engineers to provide services to evaluate and provide “engineer’s opinion of probable costs” for the improvements listed in Appendix A of the LPDA study. It is anticipated that the proposals will be provided for Council’s consideration at the February 25, 2020 Work Session; and
- 3) Evaluate shade needs to rear of the building, off the stage area, and provide designs and costs to Town Council. It is anticipated that staff will have this information for the February 25, 2020 Town Council Work Session.

This information is being provided as information only at this point, with follow up anticipated at the February 25, 2020 Work Session on Items 2 & 3.

BUDGET/FUNDING:

- *None at this time.*

POTENTIAL ACTION:

- None at this time, INFORMATIONAL ONLY

ATTACHMENTS:

- None



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

February 11, 2020

ITEM #: 10b**ITEM TITLE:**

Splash Pad Operations Review

DESCRIPTION/BACKGROUND:

Last month, Town Council discussed the operations of the Splash Pad as the 2020 season nears. Council requested that staff provided recommendations on several issues related to the Splash Pad, accordingly staff has attached several recommendations.

In addition to the recommendations attached, staff will be moving forward with additional signage, installation of “baby changing stations”, and review of the traffic pattern of the area at the Splash Pad. If there are other areas/items that Council would like staff to review or address, we seek your guidance.

Based on the recommendations, the Splash Pad would open on Friday, May 1st and there would be a “Grand Opening” at 5:30 p.m. hosted by Town Council.

BUDGET/FUNDING:

- *None at this time.*

POTENTIAL ACTION:

- Approval of the Recommendations, as presented or modified.

ATTACHMENTS:

- Splash Pad Operations Recommendations

SPLASH PAD STAFF RECOMMENDATIONS

Ribbon Cutting/Grand Opening

Friday, May 1st at 5:30 p.m.

Hours of Operation

Splash Pad Season: Opens first Saturday of May and close the last Sunday in September.

Daily: 9:00 a.m. to 8:00 p.m.

Note: This is a change in the days prior to Memorial Day and after Labor Day (previously weekends only) and an extension of the daily hours from 10:00 a.m. to 7:00 p.m. to 9:00 a.m. to 8:00 p.m.

Facility Rentals

Pavilion

No rental of the large pavilion in English Park during Splash Pad season during operational hours.

Misc. Item(s)

If feasible, route the town bus (ACTS) into English Park, with a stop at the sign (across from the side of the Booker Building) every hour when the Splash Pad is operational.

Manager's Report for February 11, 2020 Council Meeting

RED indicates updates since last meeting.



PROJECTS/ITEMS

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.

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.**

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. (LINK)**

Building Demo/Potential Observation Deck (Eagle Trail) 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.**

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. 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.**

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 Attached Weekly Peed & Bortz Project Status Report. **(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.**

Staunton River RIFA: Staff is working with legal counsel in regard to withdrawal from the Authority.

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 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.**

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.**

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 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. (LINK)

WWTP Aeration Project For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. (LINK)

Riverview Sewerline 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 underway and 8 new decorative heads have been installed.**

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.**

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. For the status of this project, see 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.

Shreve Park Playground Equipment Replacement/Bridget Replacement: The new playground equipment has been installed, several benches and a shade structure will be installed in the next 2 weeks. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek.

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.

Main Street Speed Study: VDOT will be proceeding with the increase in the speed limit on Main Street from Lynch Mill Road to Wood Lane from 25 MPH to 35 MPH.

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)

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 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: Progress meeting on 30 January. Excavated for building footers.
Anticipated work over the next two weeks: Complete excavation and pour footer/knee walls.
Upcoming Tasks: Continue with construction
Outstanding Issues: Contractor to submit shop dwgs for review.

Design Schedule:

Schedule Constraints:

Projected Completion: Substantial completion 14 May 2020, Final Completion 13 June 2020
Approved Budget: \$32,300
Invoiced To Date: \$24,540
Balance to Complete: \$7760

Town Input Required:

Issues Town Should Be Aware Of: Minor subsurface water was found in the excavations for footer. Excavations will be monitored but no additional measures are anticipated to be required at this time.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 2020

Project Name: Dalton's Landing Canoe Launch NEPA

Project Manager: Scott Bortz, PE

Sub-Consultant

P&B Job Number 19-13

Recent Activities: Received biological opinion from FWS.

Anticipated work over the next two weeks:

Upcoming Tasks: Incorporate the biological opinion into the Contract documents. Close loan/funding. Bid project

Outstanding Issues:

Design Schedule: Receive final opinion from DCR 25 January 2020.
Coordinate final documents with DCR in order to advance to the construction portion of the project 14 February 2020.
Advertise to bid 1 March 2020
Receive bids 1 April 2020
Award Contract 15 April 2020
Notice to Proceed 15 May 2020

Schedule Constraints: Review time by SHPO anticipated at 60 days
Public notification and comment period is 30 days.

Projected Completion:

Approved Budget: Proposed budget is anticipated at \$2800 with \$300 allowance for fees.
To be confirmed with proposal.

Invoiced To Date: \$2879

Balance to Complete: \$0

Town Input Required:

Issues Town Should Be Aware Of: Town will need to coordinate with DCR in order to lock in the funding and advertise the project for bid.

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 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.

Anticipated work over the next two weeks: Awaiting decision from Town to pursue erosion inquiry.

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: Awaiting decision from Town to pursue erosion inquiry.

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 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 May 16, 2019 to review the recent drainage concerns of the residents. Discovered a number of covered drainage inlets.

Anticipated work over the next two weeks: Town staff will monitor the area during the next heavy rains to attempt to determine if there are any additional blocked drainages. P&B will perform a rough drainage analysis and report back to Town staff.

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: 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

January 30, 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 July 23, 2019 to review the drainage issues between 7th and 8th Streets just east of Amherst Avenue. Field review of probable drainage basin on 15 August 2019. Drainage area above the church parking lot is approximately 3.1 acres. Engineer provided a first pass estimate for storm drainage on 7th Street only and will amend to include curb/gutter on the low side of 8th Street.

Anticipated work over the next two weeks: P&B will perform a rough drainage analysis for storm flows and report back to Town staff. P&B will provide suggestions for curb/gutter and piping options in this area.

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:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 2020

Project Name: Franklin and 10th Street Drainage Issues
Project Manager: Scott Bortz, PE
Sub-Consultant
P&B Job Number 19-74

Recent Activities: Follow-up site survey on 12 December 2019 to review the drainage issues between 9th and 10th Streets just east of Franklin Avenue.

Anticipated work over the next two weeks: P&B will perform a rough drainage analysis for storm flows and report back to Town staff. P&B will provide suggestions for curb/gutter and piping options in this area.

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:

**Town of Altavista
Hurt and Proffitt Projects
Status Report**



Date: January 30, 2019

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Office processing of field data is underway and is scheduled to be complete by mid to late February.

Anticipated Work Over the Next two Weeks

1. Office processing of field data.
2. Set up base sheets for plan and profiles, cover sheet and construction general notes.
3. Schedule meeting with Tom for 2nd week of February to review additional information being prepared by Joshua.
4. Schedule on-site meeting with lining contractor to review the field conditions and gain insights for preparing documents to make sure as many conditions are covered by the bid and contract documents, if the decision is made to slip line rather than full replacement.

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$10,000
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$0
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE
Project Manager

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 2020

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

Recent Activities: Town Council preliminary approval of the Ph III design contract at January work session meeting.

Anticipated work over the next two weeks: When a draft plan is sufficient, Engineer will send to Town staff for review and comment.

Upcoming Tasks: Preliminary Design

Outstanding Issues:

Design Schedule: 14 February 2020 Submit preliminary conduit alignment to Town staff for review
April 2020 Submit plans and specs to Town staff and DEQ for review
June 2020 Advertise for bids
July 2020 Receive bids
September 2020 Award contracts, lock in loan rate

Schedule Constraints:

Projected Completion: January 2022

Approved Budget: \$81,000

Invoiced To Date: \$22,120

Balance to Complete: \$58,880

Town Input Required: Town will need to sign Ph III Design proposal when approved by Council at the 11 February meeting

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 2020

Project Name: WTP Filter Rehabilitation

Project Manager: Russell Jackson, PE

Sub-Consultant

P&B Job Number 19-76

Recent Activities: Visited WTP site to collect additional details for base mapping completion and coordinated with Town staff regarding existing conditions and staff preferences.

Anticipated work over the next two weeks:

Design

Upcoming Tasks: Provide plans/specs to Town staff for comment

Outstanding Issues:

Design Schedule:

28 February 2020 Documents to VDH for review

30 April 2020 (60 days) Receive VDH approval

15 May 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: \$0

Balance to Complete: \$56,000

Town Input Required:

Issues Town Should Be Aware Of:

2019 CIP Town of Altavista Projects

Status Report - Peed & Bortz, LLC

January 30, 2020

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

Recent Activities: Town signed Engineering Agreement 18 October 2019. Drone survey on 12 December 2019. Town has provided additional drawings for review. Site review by Engineer on 10 January.
Anticipated work over the next two weeks: Preliminary design

Upcoming Tasks:

Outstanding Issues:

Design Schedule: 17 March 2020 (150 days) Preliminary memoranda to Town
15 July 2020 (120 days) Complete design plans and specs
1 August 2020 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: Provide copy of the current WWTP O&M manual (to be coordinated at the site visit).
Issues Town Should Be Aware Of: The schedule for this project may be 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.

Report Date: 1-30-2019

Project: Riverview Sewer Line Replacement

Completed Work over the Last Week

1. Received comments and questions from Tom Fore on 1/29/2020.
2. Addressed drawing comments and by making the appropriate edits.

Anticipated Work over the Week

1. Upon Town approval, submit railroad permit application and exhibits to Norfolk Southern for approval. Note that there is a \$2500 application fee that will be required by the Town.
2. Once plans are ready for regulatory review, submit them along with the permit application to Campbell County for review. There is a \$400 permit fee if the project remains under 1 acre of disturbance.

Scope Changes to Date

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

Outstanding Issues

1. Easement acquisition by the Town for the new sewer route.

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: \$ 10,600
3. Permitting: \$ 1,500 JTD: \$ 0
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. Approval of jack and bore option.
2. Notification to proceed with permit applications. A \$2500 check for the railroad application and a \$400 check for E&S will be required.
3. Easements will need to be obtained by the Town for the proposed relocation.

Other Issues/Concerns

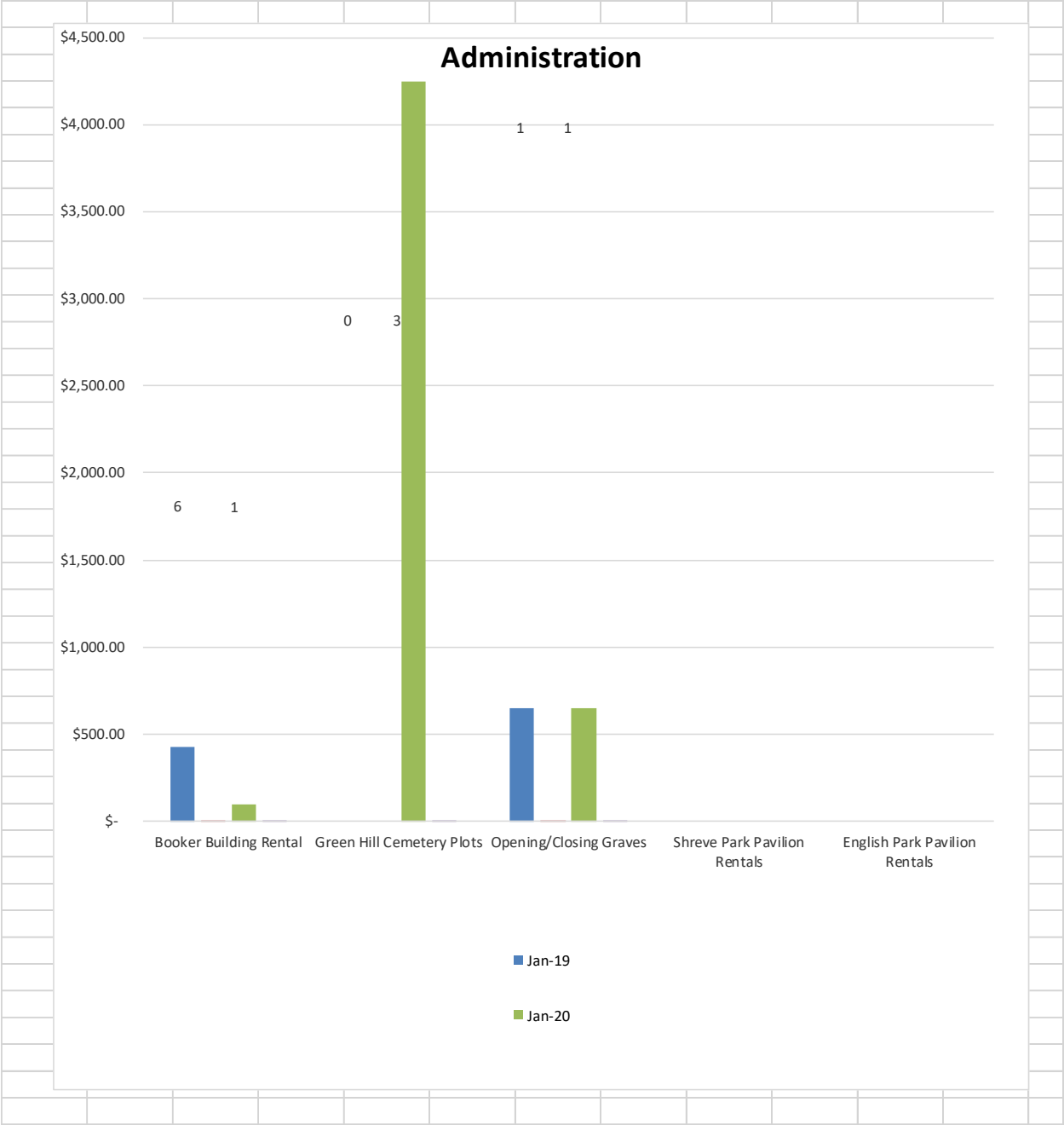
1. None

Submitted by:



R. Scott Ehrhardt, PE
Senior Associate

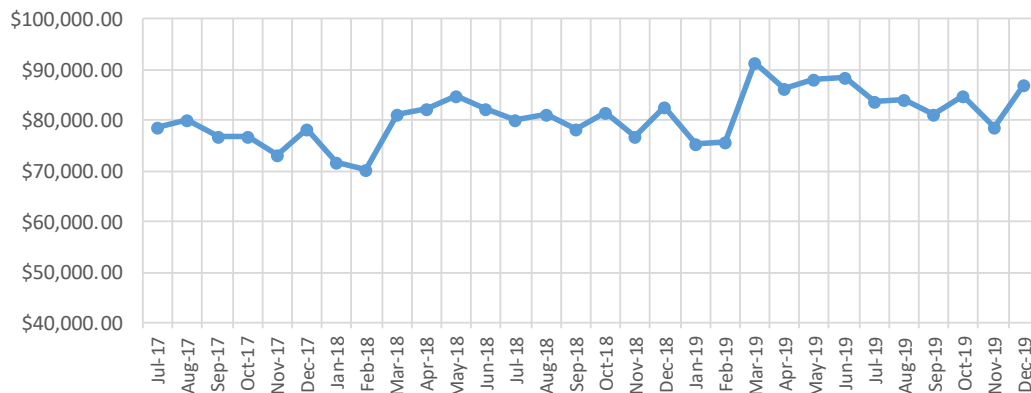
Attachments: Updated Preliminary Design Drawings
Temporary and Permanent Easement Exhibits



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-17	\$78,740.00		
Aug-17	\$80,189.69		
Sep-17	\$76,739.06		PREVIOUS
Oct-17	\$76,719.67		YTD TOTAL (FY)
Nov-17	\$73,312.11	FY2017	\$951,518.71
Dec-17	\$78,242.59	FY2018	\$936,848.19
Jan-18	\$71,888.68	FY2019	\$986,050.18
Feb-18	\$70,420.81		MTD TOTAL (FY)
Mar-18	\$81,369.00	FY2019	\$321,190.75
Apr-18	\$82,147.00	FY2020	\$499,648.63
May-18	\$84,923.58	+/-	\$178,457.88
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		

Meals Tax Collections

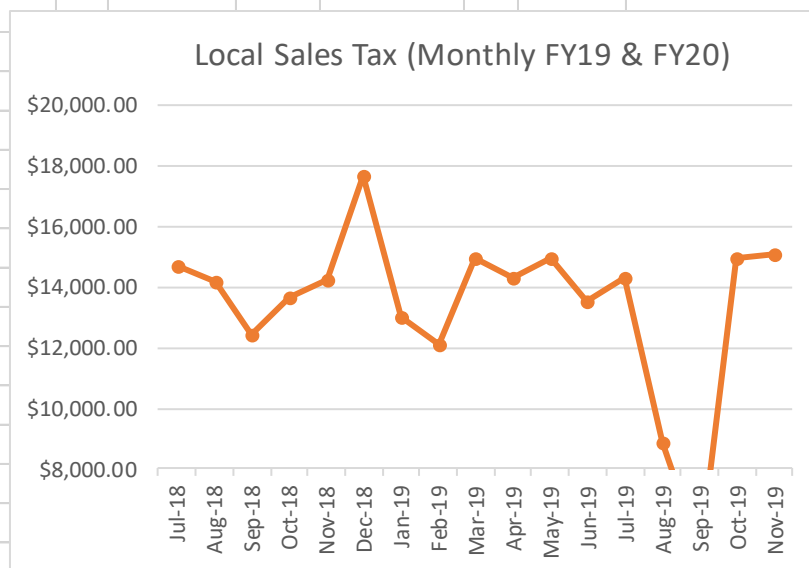


**Town of Altavista
Local Sales Tax**

Jul-17	\$12,712		
Aug-17	\$13,602		
Sep-17	\$15,088		
Oct-17	\$13,187		
Nov-17	\$14,237		
Dec-17	\$16,990		
Jan-18	\$12,056		
Feb-18	\$13,653		
Mar-18	\$15,040		
Apr-18	\$14,556		
May-18	\$15,448		
Jun-18	\$15,317		
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		

		<u>YTD TOTAL (FY)</u>	
		FY2017	\$166,834
		FY2018	\$171,886
		FY2019	\$169,649

		<u>MTD TOTAL (FY)</u>	
		FY2019	\$69,144
		FY2020	\$58,460
		+/-	-\$10,684

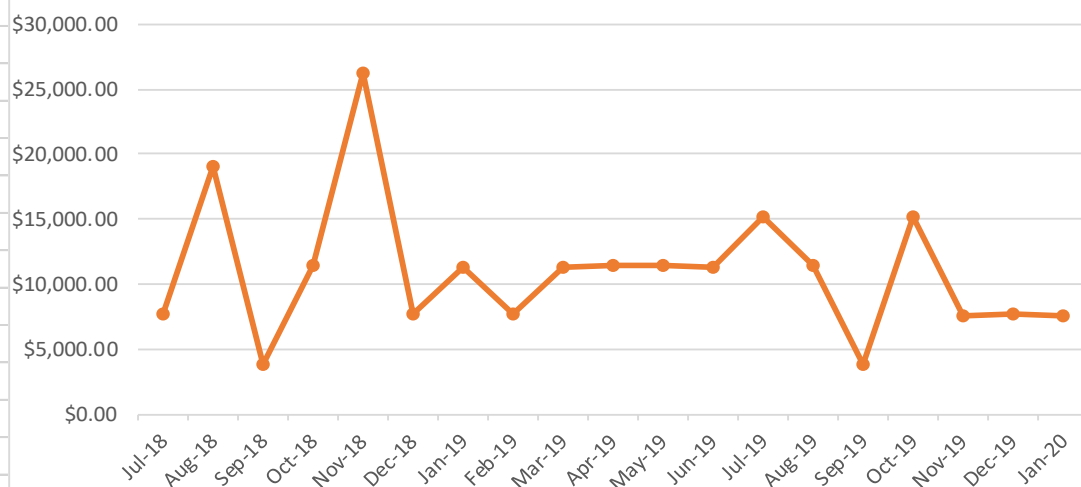


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

**Town of Altavista
Local Cigarette Tax**

Jul-17	\$7,826		
Aug-17	\$22,706		FISCAL YEAR TOTAL
Sep-17	\$15,165	FY2017	\$142,991
Oct-17	\$7,733	FY2018	\$144,668
Nov-17	\$7,688	FY2019	\$140,288
Dec-17	\$15,150		
Jan-18	\$11,400		
Feb-18	\$11,438		MTD TOTAL (FY)
Mar-18	\$11,250	FY2019	\$68,213
Apr-18	\$7,688	FY2020	\$68,209
May-18	\$11,419	+/-	-\$4
Jun-18	\$15,206		
Jul-18	\$7,725		
Aug-18	\$18,994		
Sep-18	\$3,750		
Oct-18	\$11,494		
Nov-18	\$26,250		
Dec-18	\$7,725		
Jan-19	\$11,250		
Feb-19	\$7,706		
Mar-19	\$11,250		
Apr-19	\$11,456		
May-19	\$11,438		
Jun-19	\$11,250		
Jul-19	\$15,187		
Aug-19	\$11,419		
Sep-19	\$3,750		
Oct-19	\$15,188		
Nov-19	\$7,500		
Dec-19	\$7,665		
Jan-20	\$7,500		

Cigarette Stamp Revenue (monthly FY 19 & FY20)

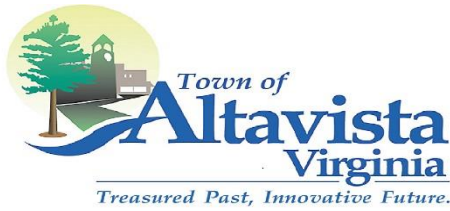


2020

	January
Criminal Arrests "Felony"	8
Criminal Arrests "Misdemeandor"	18
Warrant Executed	13
Uniform Traffic Summons Issued	97
# Traffic Stops	189
BOLO'S (Be on Look Out)	15
DUI	4
IBR	29
MVA	5
Assist Motorist	6
Calls for Service	248
Investigation Hours	2
Alarm Responses	29
ECO/TDO	3
ECO/ TDO HOURS	10
Training Hours	0
School Check	104
Court Hours	35.5
Community Events	1
Special Assignment Hours	0
# Hrs Directed Patrol	233
Bike Patrol Hours	0
Citizen Contacts	2048
Businesses, Residences Check "Foot Patrols"	1211
Follow Ups	10

Patrol on 29-January

1-Jan 29 NB	2203-2207	Tosh	Traffic Stop/Warning
1-Jan 29 NB	0023-0027	Tosh	Traffic Stop/Summons
1-Jan Rt 29	0300-0530	Tosh	Radar
2-Jan 29 SB	1955-2000	Tosh	BOL/Unfounded
2-Jan Rt 29		Caveness	Traffic Stop
3-Jan Rt 29	0445-0515	Weaver	Radar
4-Jan Rt 29	0450-0535	Weaver	Radar
5-Jan Rt 29	2335-0010	Weaver	Radar
5-Jan Rt 29/Lynch Mill	1432-1437	Hammock	Traffic Stop
5-Jan 29 SB & NB	0300-0400	Osborne	Radar
7-Jan 29 NB/Clarion		Henderson	MVC
7-Jan 29 SB/Bedford Ave	0219-0231	Hammock	Traffic Stop
8-Jan 29 NB/Clarion	1406-1409	Bell	Suspicious Vehicle
9-Jan 29 NB	1316-1325	Tosh	Disable Vehicle
9-Jan 29 SB	1717-1723	Tosh	Traffic Stop/Warning
9-Jan 29 NB		Osborne	BOL/Unable to locate
9-Jan Rt 29	0040-0115	Weaver	Radar
11-Jan Rt 29		Caveness	Funeral Traffic
11-Jan Rt 29/Main St		Caveness	Funeral Traffic
11-Jan 29 SB	1238-1407	Karr	MVC
13-Jan 29 NB	0747-0753	Tosh	Traffic Stop/Warning
13-Jan 29 NB	1230-1237	Tosh	Traffic Stop/Warning
13-Jan Rt 29	0100-0130	Weaver	Radar
15-Jan 29 SB	2132-2134	Hammock	Traffic Stop
15-Jan 29 SB/Bedford Ave	0018-0035	Hammock	Traffic Stop
16-Jan 29 SB/Clarion Rd	0017-0054	Muffaletto	Traffic Stop/BOL was 10-4
18-Jan 29 SB	1115-1200	Tosh	MVC
18-Jan 29 SB/Lynch Mill	2120-2125	Weaver	Mutual Aid/Disregarded
19-Jan 29 NB/SB	0400-0425	Osborne	Radar
19-Jan 29 SB/Bedford Ave	0426-0440	Osborne	Traffic Stop/Summons
19-Jan 29 SB	0425-0440	Weaver	Traffic Stop
21-Jan 29 SB/Bedford Ave	2227-2233	Hammock	Traffic Stop
22-Jan 29 SB	1825-1827	Tosh	Traffic Stop/Warning
23-Jan 29 NB	0800-0814	Tosh	Traffic Stop
23-Jan 29 NB	0800-0814	Bell	Traffic Stop
25-Jan 29 NB/Main St	1743-1747	Karr	Traffic Stop/Warning
26-Jan 29 NB/Main St	1619-1623	Karr	Traffic Stop/Warning
31-Jan 29 NB/Clarion Rd	0035-0050	Weaver	BOLO
31-Jan 29 NB	0035-0048	Osborne	BOLO
31-Jan 29 NB	1129-1154	Tosh	Traffic Stop/Summons
31-Jan 29 SB	1804-1828	Tosh	BOLO
31-Jan 29 NB	1143-1149	Bell	Traffic Stop



MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

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

Date: February 1, 2020

Re: January 2020 Monthly Report

Permits

There were 8 Zoning Permits issued during the month of January:

Home Occupations:	1
New Business:	4
Signs:	0
Accessory Structures:	3

Violations

There were four (4) new code violations reported. Two (2) violations were abated in January.

Planning Commission:

The Planning Commission held its Organizational Meeting on Monday, January 6, 2020. At the meeting John Jordon was elected Chair, John Woodson was elected Vice-Chair and the Community Development Director was appointed as the Planning Commission Secretary. They approved their Annual Report for submission to Town Council, as required by the Code of Virginia and set its 2020 Work Plan.

Board of Zoning Appeals:

The Board of Zoning Appeals was schedule to hold its Organizational Meeting on January 22, 2020. However, there was no quorum due to illness.

Staff Projects/Meetings:

The Town Manager and Community Development Director meet with the interim Director of Main Street.

Public Works and Community Development delivered 2020 Town Calendars to businesses.

Community Development is working with Finance and Campbell County Inspections to improve the business licensing process for commercial businesses.

Community Development and Altavista on Track (AOT) are collaborating on a new resident/new business brochure that will be available at Town Hall.

The Town Manager and Community Development Director met with the Virginia Department of Housing and Community Development to discuss their Community Impact Grant – Stabilization and Deconstruction

Community Development is working with Finance and Campbell County Inspections to improve the business licensing process for commercial businesses.

Community Development and Altavista on Track (AOT) are collaborating on a new resident/new business brochure that will be available at Town Hall.

The Town Manager and Community Development Director met with the Virginia Department of Housing and Community Development to discuss their Community Impact Grant – Stabilization and Deconstruction.

Staff is working with AOT on a grant proposal that would fund a feasibility study and structural analysis for a proposed Innovation Center/Coworking Space in the vacant fire building next to Town Hall.

The Community Development Director attended the kickoff meeting with Campbell County for the 2020 Census. Altavista will partner with Campbell County in our efforts for a complete count. The Census will be offered this year for the first time online and in multiple languages.

The Town Manager, Public Works Director and Community Development Director prepared the Recreation Capital Improvement Plan request for FY21-FY25.

Community Development and Public Works are finalizing its report on mobility and accessibility in the downtown area.

Staff continues to research and discuss a proposed Adopt a Street/ Adopt a Spot program for the town.

BUILDINGS AND GROUNDS

Wednesday, February 5, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: January 2020

Vacation / Sick Leave Taken		24
Meetings / Data Entry / Work Planning		158.75
# of Call Duty Hours		15
# of Assisting other Crews		6
Holiday		80
Seasonal (Christmas Lights)		18.75
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	3	41.75
# of Cremations	0	
Cemetery Grounds Maintenance		14.5
Meetings with Families		6.5
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	94.16	132.5
# of Curbside Brush Collected (Stops)	53	35.5
Loads of Brush Collected	9	
# of Curbside Bulk Collected (Stops)	57	15.5
Bulk Collection (Tonnage)	9.72	
# of Tires Collected	6	2
# of Residential Garbage Citations Issued		
# of Residential Garbage Citations Corrected		
# of Residential Garbage Citations Pending		
Parks		
DESCRIPTION	Month Totals	Labor Hours
# of Park Cleaning	21	86.25
# of Building Maintenance Hours	21	164.5
# of Parks Ground Maintenance Hours	21	113.5
# of Acres Mowed by Town		
# of Acres Mowed by Contractors ****		
Special Projects - PD Range	2	6.5
# of Veh. Maintenance Hours	21	21.5
*** HOURS NOT ADDED		
Total Labors Hours for the Month		943.00

STREET DEPARTMENT MONTHLY REPORT

DATE: Wednesday, February 5, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: January 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	252
Safety Meetings/Data Entry/ Planning Schedule	105.75
Emergency Call Duty	0
Weekend Trash Truck	1
Street Sweeping	15.5
Street Sweeping (Gretna)	4.5
Litter Control	50.25
Line Painting On Pittsylvania Ave	3
Town Wide Mowing	0
Contractor Mowing Main & Bedford	0
Sign Maintenance	0
Shoulder Repairs	5
Ditch & Drainage Pipe Maintenance	21.0
Shoulder Stone	8
Utility Patch Paving Repairs	0
Dead Animal Removal	0.5
Decorative Street Light Repairs	74.5
No. Of LED Decorative Street Light Installed	8
Assisting other Crews	1.5
Trees/ Trimming/ Removal	12.5
Asphalting (Potholes)	0.0
Storm Drainage	2
Hanging Christmas Lights And Banners	39.5
Leaf Collection	115.5
Snow and Ice Control Prep	20.5
Investigating Issues	4
Road Hazard	2
Storage Bay Maintenance	1.5
Total Labor Hours for the Month	740

FLEET MAINTENANCE DEPARTMENT

DATE: February 5, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: January 2020

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	20.5
Holiday	32
Daily/ Weekly/ Planning & Scheduling	62.5
Sick Leave Used	0
CIP / Budgeting	18
Preventive Maintenance	154.5
Full Services	4
General Maintenance Repairs	36.5
Troubleshoot and Diagnostic	2
Training	0
Tire Changes & Repairs	0
Fleet Building – Maintaining Shop & Lot	14.5
Picking Up & Delivery	20.5
State Inspections	3
Total Labor Hours for the Month	368

Monthly Staff Report Water Plant

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

Operation and Production Summary

The Actual water production line (filtering of water) for the entire month averaged 12.72 Hours per day which yielded approximately 1,320,995 gallons of water per day.

Rain 4.06 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>13.453</u>	hrs		
Average Hours per day (weekends)	<u>10.625</u>	hrs		
Average produced (week days)	<u>1,467,391</u>	gallons per day		
Average produced (weekends)	<u>1,160,000</u>	gallons per day		
Total Raw Water Pumped:	<u>43.03</u>	million gallons		
Total Drinking Water Produced:	<u>40.95</u>	million gallons		
Average Daily Production: (drinking)	<u>1,320,995</u>	gallons per day		
Average percent of Production Capacity:	<u>44.03</u>	%		
Plant Process Water:	<u>2,069,366</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>6,100</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>10,500</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>7.998</u>	million gallons	average hours per day	<u>14.4</u>
Average Daily Produced:	<u>258,000</u>	gallons per day	Rain at MC	<u>3.88</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>6.979</u>	million gallons	average hours per day	<u>12.7</u>
Average Daily Produced:	<u>232,633</u>	gallons per day	Rain at RE	<u>4.19</u>
Purchased Water from CCUSA	<u>0</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,504,600</u>	gallons		
Industrial Use	<u>34,714,864</u>	gallons		

Water lost due to leaks _____

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 January 7th
 Melinda High Pressure Zone- PER submitted to Health Department -survey complete plans about 95%, staff is reviewing plans for final set prior to taking to bid
 Fire Extinguishers checked and signed off on
 Washed Basin #3 on Jan.10th
 Bedford tank maintenance will have to wait until we fix pressure in zone.
 Built Bedford Pump Station Flow Control Valve
 Tested new FCV installed at Bedford for 24 hours. All went well.
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Located overflow drain at McMinnis Spring, additional work will need to be done
 Filter Upgrade design underway.
 McMinnis water line design underway.
 Finish pump #4 to be purchased and installed. All has arrived but the pump
 Reed Creek cleaning still to be carried out.
 CCR draft completed for 2019 , to be reviewed by Tom Fore and Mr. Proctor with VDH
 DEQ Withdrawal Reporting completed
 Drain/Paint Bedford Tank scheduled for February



Utilities Distribution and Collection				
# of Service Connections	0			
# of Service Taps	0			
# 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	29			
	232.68	Tons		
# of Location Marks made for Miss Utility	62			
# of Meters Replaced	19			
# of Water Lines Repaired			# of Sewer Lines Unstopped	
Locations:			Locations:	
			910 Main Street (Dairy Freeze)	
			1113 Access Lane Road	
			1404 Bedford Ave.	
			1310 Bedford Ave.	
			1111 Bedford Ave.	
# of PRV Maintenance	0			
# of Water Valve Boxes Cleaned	2			
# of Blow-Off Valves Flushed	0			
Push Camera Footage	150'	Sewer Main Cleaned	0	
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	1,387'	
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	1,850'	
Sewer Video Footage	1,230'	Sewer Service Cleaned	50'	
Sewer Video Manholes	0	Sewer Service Video	50'	
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0	
Water Turn On and Offs	32	Water Right of Way Clearing Footage	0	
		Sewer Manholes Inspected	0	
# Of Hydrants Flushed	0			
# of Hydrant Valves Exercised	0			
Other Utilities Distribution and Collection Activities & CIP Projects:				
Sewer Manhole Maintenance				

DEPARTMENT: Wasterwater Plant
MONTH: January

Average Daily Flow	2.00	MGD	
TSS Reduction	98	%	
BOD Reduction	97	%	
VPDES Violations	0		
Sludge (Regional Land Fill)	259	tons	(estimated)
Rain Total	3.36	Inches	
		Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: January 2020
Week: 6th

- Annual PCB testing for Main Pump Station and Effluent
- Serviced NPW system
- Submitted Monthly DMR
- Submitted Monthly Industrial Billing
- Reviewed and submitted timesheets
- Ran all facility Generators
- ITG reset solids computer office program
- Repaired pressure washing system for the Press
- Administered Employee Reviews
- Entered Lab data
- Normal Plant Operations

Month: January 2020
Week: 13th

- Annual Lab certification fee submitted for payment
- Serviced NPW system pressure switch
- Replaced fan motor in Blower Building
- Completed annual Industrial inspection reports and mailed
- Reset UV system controller
- Received office supplies
- Cleaned Algae from #3 clarifier
- Employee Review reports completed
- Entered Lab data
- Normal Plant Operations

Month: January 2020
Week: 20th

- DPOR Wastewater license renewal fee submitted
- Dump Truck out for repair
- Unfroze yard hydrants around #3 clarifier
- Repaired Air relief on Digester Blower
- Drained condensate on #3 clarifier
- Fixed calculations sheet for solids log
- Checked UTV
- Prepared Blower for repair next week
- Continue working on Annual Pretreatment Report
- Ordered Press cloth
- Entered Lab data
- Normal Plant Operations

Month: January 2020
Week: 27th

- Replaced expansion valve on Basin Blower #3
- Dump Truck out for repair
- Submitted Annual Pretreatment Report to DEQ
- Construction Progress meeting at WWTP 1/30/20 on electrical Upgrades
- Submitted all employee evaluation to Utility Director
- Troubleshooting Wasting pump
- Cleaned NPW tank 1/30/20
- Recharging NPW system 1/31/20
- Annual Pollution Minimization Plan (PMP)
- Entered Lab data
- Normal Plant Operations

2018-19 Water, Sewer & Curbside Refuse Collection Billing History

Printed 5-Feb-20

Customer Class		February-19	March-19	April-19	May-19	June-19	July-19	August-19	September-19	October-19	November-19	December-19	January-20	
WATER	Units	-	-	1,255	20	20	1,251	17	-	1,338	16	9	1,259	Average
	Residential Base-IT	-	-	1,255	20	20	1,251	17	-	1,338	16	9	1,259	432
	Commercial Base-IT	26	28	212	12	28	163	22	24	185	27	41	28	66
	Residential Base-OT	-	-	139	2	2	136	-	-	-	-	-	143	38
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	23	16	21	29	29	20	19	16	19	29	30	30	23
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	5	4	5	5	5	5	5	5	5	5	5	5	5
	TOTAL	55	49	1,633	69	85	1,576	64	46	1,548	78	86	1,466	566
	Gallons	-	-	12,458,826	29,480	151,160	13,218,593	100,290	-	15,076,285	52,930	58,950	12,323,400	Total
	Residential Use-IT	-	-	12,458,826	29,480	151,160	13,218,593	100,290	-	15,076,285	52,930	58,950	12,323,400	53,469,914
	Commercial Use-IT	4,321,946	3,903,523	6,357,036	5,893,200	4,080,110	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	53,576,636
	Residential Use-OT	-	-	1,131,698	145,160	5,100	1,581,092	-	-	2,028,060	-	-	1,703,150	6,594,260
	Commercial Use-OT	3,021,400	2,383,400	2,253,900	2,313,400	2,562,300	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	31,107,700
	Municipal	356,680	615,140	317,130	317,130	385,920	763,850	242,360	293,170	436,830	441,960	555,490	262,680	4,988,340
	Industrial	42,239,964	37,038,626	47,005,526	43,290,000	39,815,681	44,283,991	51,056,594	43,610,218	45,193,477	27,225,826	43,631,466	38,968,142	503,359,511
	TOTAL WATER SOLD	49,939,990	43,940,689	69,524,116	51,988,370	47,000,271	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	653,096,361
	NET DELIVERED	58,400,482	59,457,774	61,994,703	61,741,534	63,617,052	67,355,737	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	724,288,232
	FRACTION BILLED	86%	74%	112%	84%	74%	97%	87%	77%	158%	58%	86%	108%	90%
	Total (TOA,sold,hydrnts, etc)	19,900	27,100	30,200	49,600	29,950	77,400	28,400	52,600	23,600	11,000	7,400	16,600	373,750
	Dollars	-	-	28,474	710	480	32,989	295	-	65,078	550	351	56,383	Total
	Residential Base & Use-IT	-	-	28,474	710	480	32,989	295	-	65,078	550	351	56,383	185,309
	Commercial Base & Use-IT	13,735	12,001	18,344	1,419	12,666	18,081	11,420	13,613	32,091	13,457	7,241	12,981	167,051
	Residential Base & Use-OT	-	-	7,278	86	47	7,431	-	-	12,722	-	-	17,421	44,986
	Commercial Base & Use-OT	10,666	8,413	7,956	8,329	9,045	9,652	9,054	9,848	10,511	9,841	8,940	9,017	111,274
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	97,574	96,990	108,583	100,000	91,974	102,296	117,871	100,740	105,948	64,159	102,641	98,419	1,187,195
	TOTAL	121,975	117,405	170,635	110,544	114,213	170,450	138,641	124,201	226,350	88,007	119,173	194,221	1,695,814

SEWER	Units	-	-	1,010	20	18	1,086	17	-	1,159	14	5	1,096	Average
	Residential Base-IT	-	-	1,010	20	18	1,086	17	-	1,159	14	5	1,096	369
	Commercial Base-IT	25	24	141	18	23	128	27	21	134	25	40	158	64
	Commercial Base-OT	1	-	1	2	1	1	-	1	1	-	2	-	1
	Municipal	9	2	5	9	9	9	4	7	7	17	8	14	-
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	4	4	4	4	4	4	4	4	4	4	4	4	4
	TOTAL	39	30	1,161	53	55	1,228	52	33	1,305	60	59	1,272	437
	Gallons	-	-	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	Total
	Residential Use-IT	-	-	9,175,374	15,113	151,160	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	37,808,174
	Commercial Use-IT	1,111,414	774,455	3,464,973	1,081,908	749,675	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	19,623,404
	Commercial Use-OT	220,000	-	247,869	139,200	127,100	194,064	-	180,000	96,500	-	62,900	-	1,267,632
	Municipal	224,760	137,450	269,561	110,690	114,180	165,260	41,050	85,170	9,730	119,560	266,560	94,180	-
	Industrial	40,150,000	38,770,000	39,920,000	35,760,000	38,891,810	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	436,891,810
	TOTAL SEWER BILLED	41,706,174	39,681,905	53,077,776	37,106,911	37,106,911	52,365,551	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,652,371	495,591,021
	WWTP EFFLUENT	74,231,500	75,993,700	60,270,400	56,732,700	66,276,700	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	719,042,400
	FRACTION BILLED	56%	52%	88%	65%	56%	86%	70%	94%	121%	49%	39%	79%	69%
	Dollars	-	-	29,367	710	678	31,276	299	-	35,551	167	158	29,380	Total
	Residential Base & Use-IT	-	-	29,367	710	678	31,276	299	-	35,551	167	158	29,380	10,632
	Commercial Base & Use-IT	3,545	2,470	10,448	1,419	2,391	5,876	2,570	2,565	11,122	2,832	4,934	6,704	4,740
	Commercial Base & Use-OT	1,438	-	1,112	888	811	619	-	1,177	15,669	-	179	-	1,824
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	132,010	127,432	131,094	117,491	130,506	132,402	130,015	133,056	124,554	88,453	73,346	123,280	1,443,639
	TOTAL	136,993	129,902	172,021	120,508	134,386	170,173	132,885	136,798	186,896	91,452	78,616	159,364	1,460,836

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	90	142	192	118	232	221	159	111	168	154	50	53	141
	Curbside- BULK	59	76	162	78	80	109	97	92	77	81	74	57	87
	TOTAL	149	218	354	196	312	330	256	203	245	235	124	110	228
	Curbside-IT	79	81	94	97	89	101	91	80	85	101	89	95	Total
	Curbside-BULK	9	7	14	12	11	18	18	21	12	6	10	10	149
	TOTAL	88	88	108	109	100	119	109	101	101	107	99	105	1,230

February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: * AEDA 8:15am						1
2	3 Planning Commission 5pm	4	5	6	7	8
9	10	11 <u>Town Council Meeting 7pm</u>	12	13	14 <u>Valentine's Day</u>	15
16	17 <u>President's Day</u> Council receives "Draft Budget"	18	19	20	21	22
23	24	* 25 <u>Council Work Session 5pm</u> Budget Work Session & CIP Approval	26 -continue Budget Work Session (if needed)	27	28	29

March 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
1	2 Planning Commission	3	4	5	6	7
8 Daylight Savings Time	9	10 <u>Council Meeting</u> 7pm	11	12	13	14
15	16	17 St. Patrick's Day	18	19	20	21
22	23	* 24 <u>Council "Budget"</u> <u>Work Session</u> 5pm	25 *continuation of work session (if needed)	26 <u>Chamber of</u> <u>Commerce</u> Legislative Breakfast	27	28
29	30	31				<u>Notes:</u> 3/24 - AED Meeting 8:15am