



**Town of Altavista, Virginia**  
**Meeting Agenda**  
**Town Council Regular Meeting**

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

**Tuesday, July 14, 2020**  
**6:00 p.m. – Council's Chambers**  
**(NOTE: NEW START TIME)**

1. Call to Order
2. Invocation/Pledge of Allegiance
3. Agenda Adoption
4. Recognitions and Presentations
  - a. VDH Office of Drinking Water – *"Gold Water Treatment Plant Performance Award"*
5. Citizen's Time (Non-Agenda Items Only)

*Citizen's wishing to address Council should provide their name and residential address. Citizen's comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen's Time is NOT a question-and-answer session between the public and the Council.)*
6. Partner Updates
  - a. Altavista Area Chamber of Commerce
7. Consent Agenda
  - a. Approval the minutes of the June 9<sup>th</sup> Regular Meeting; June 11<sup>th</sup> Continued Meeting; and June 23<sup>rd</sup> Work Session
  - b. Acceptance of Monthly Financial Reports
  - c. Acceptance/Adoption of Transit Development Plan
  - d. Board of Zoning Appeals Report
8. Public Hearing(s)
  - a. Conditional Rezoning Request 3<sup>rd</sup> Street (Habitat for Humanity)
  - b. Disposal/Sale of Public Property (1502 Avondale Drive)
9. New Business
  - a. Public Nuisance Hearing – 1004 10<sup>th</sup> Street (Hearing set for 7:00 p.m.)
  - b. AOT Main Street District Expansion Request
  - c. CARES Act Funding
  - d. Consideration of Riverview Sewer Line Project Award
  - e. Consideration of "Dalton's Landing" Canoe Launch Project Award

**f. APD Traffic Safety Enhancement (School Zone and MPH Signs)**

**10. Unfinished Business**

**a. Updates**

- i. Shreve Park Bridge Update**
- ii. Overlook (Eagle Trail) Update**
- iii. Transient Occupancy (Hotel/Motel) Tax**

**11. Reports and Communication**

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

**12. Matters from Council**

**13. Closed Session**

Section 2.2-3711 (A)(1) regarding discussion or consideration of prospective candidates for employment, assignment, appointment, promotion, performance, demotion, salaries, disciplining or resignation of specific public officers, appointees or employees of any public body. (Assistant Town Manager)

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. (Main Street, 7<sup>th</sup> Street and 11<sup>th</sup> Street)

**14. Adjournment**

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Recognitions and Presentations

**MEETING DATE:**

July 14, 2020

**ITEM #: 4****ITEM TITLE:**

Recognitions and Presentations

**DESCRIPTION/ACTION:**

The Virginia Department of Health (VDH) Office of Drinking Water recently awarded the Town of Altavista Water Treatment Plant a 2019 Gold Award for Water Treatment Plant, Performance Award for Excellence in Clarification, Filtration, and Backwash. This award is to recognize the efforts of the staff to achieve clarification filtration, and backwash performance criteria from January through December 2020.

Water Treatment Plant employees:

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

Staff joins Town Council in extending a huge “Thank You” to the hard work and dedication of these team members!



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

## OFFICE OF DRINKING WATER

Danville Field Office

M. Norman Oliver, MD, MA  
State Health Commissioner

211 Nor Dan Drive, Suite 1040  
Danville, VA 24540  
Phone: 434-836-8416  
Fax: 434-836-8424

June 26, 2020

SUBJECT: Campbell County  
Town of Altavista  
PWSID No. 5031050

J. Waverly Coggsdale, Town Manager  
Town of Altavista  
P.O. Box 420  
Altavista, VA 24517

Dear Mr. Coggsdale:

**Congratulations!** The Virginia Department of Health, Office of Drinking Water (ODW) is pleased to present the Town of Altavista Water Treatment Plant with a Gold Water Treatment Plant Performance Award for Excellence in Clarification, Filtration, and Backwash. The Gold Award is made in recognition of your efforts to achieve the clarification, filtration, and backwash performance criteria from January through December of 2019.

Your achievement is exceptional and highlights your dedication to providing customers with a safe and adequate supply of drinking water. We look forward to your continued attention to the Virginia Optimization Goals in 2020.

If you have any questions, please contact Bernard C. Proctor, PE, District Engineer, at 434-549-8315 (direct), or email [bernard.proctor@vdh.virginia.gov](mailto:bernard.proctor@vdh.virginia.gov).

Sincerely,

Jeffrey S. Wells, PE  
Field Director

JSW:edt  
Enclosure

cc: Bryan A. Mawyer, Operator




Office of Drinking Water  
For Achieving Virginia's Optimization Program Goals

**Town of Altavista  
Water Treatment Plant**

Is Awarded the

**2019 Gold**

Water Treatment Plant Performance Award for  
Excellence in Clarification, Filtration, and Backwash



Robert D. Edelman, PE  
Director, Division of Technical Services



5031050



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Partner Updates

**MEETING DATE:**

July 14, 2020

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

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

Tonight, Lauren Odessa, President of the Altavista Area Chamber of Commerce will update Council on Chamber activities.

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

**ATTACHMENTS:**

- *None*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

July 14, 2020

**Agenda Item#: 7a**

**Item Title:** Approve the minutes of previous Council meetings (June 9, 2020; June 11, 2020 Continued Meeting and June 23, 2000).

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

**Action(s):**

Approve the minutes of the Council's Regular Meeting held on June 9, 2020.

Approve the minutes of the Council's Continued Meeting held on June 11, 2020

Approve the minutes of the Council's Work Session held on June 23, 2020

**Explanation:**

- Minutes in draft form are attached for the Council's review (included at the end of the packet) (Links below).
- If there are any corrections, please call the Town Manager in advance of Tuesday night's meeting so that corrected versions of the draft minutes can be circulated for review before adoption of the Consent Agenda.

**ATTACHMENTS:**

- June 9, 2020 Regular Meeting **(Link)** *Included at end of the packet*
- June 11, 2020 Continued Meeting **(Link)** *Included at end of the packet*
- June 23, 2020 Work Session **(Link)** *Included at end of the packet*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

July 14, 2020

**Agenda Item#: 7b**

**Item Title:** Acceptance of the monthly financial reports

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

**Action(s):**

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

**Explanation:**

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

**ATTACHMENTS:**

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

July 14, 2020

**Agenda Item#: 7c**

**Item Title:** Approval of Transit Development Plan

**Action(s):**

Approve adoption of the Transit Development Plan as a guide and planning document.

**Explanation:**

- Last month, CTG briefed Council on the updated Transit Development Plan for the Altavista Community Transit System (ACTS). This is a requirement of the Department of Rail and Public Transportation (DRPT) for grant funding for our transit system.

**ATTACHMENTS:**

- Transit Development Plan Overview [\(Link\)](#)

# 1. Executive summary

Virginia's Department of Rail and Public Transportation (DRPT) requires that all transit providers receiving state funding periodically submit a planning document called a Transportation Development Plan (TDP). The plan helps DRPT to strategically allocate future state funding for operations and capital costs to multiple transit service providers, which is partly based on the expected transit needs outlined in the document. In a more thorough sense, however the TDP is an examination of the past, present, and future of the transit service, detailed through six chapters and an appendix.

Altavista Community Transit System (ACTS) is Altavista's public transit service, which operates a single route that runs hourly service throughout the town in a circuitous manner. The origins, goals, and characteristics of the service are detailed in the first two chapters. The third chapter is an analysis of how the service is currently performing by reviewing the most recent three years of data. The analysis revealed that despite increasing operating costs, ridership has slightly decreased the past three years. This has resulted in the service failing to meet some of the performance standards set forth in the prior TDP. A survey of passenger characteristics and attitudes towards the service was conducted in September 2019 and revealed that most riders were frequent users of the service, were senior, and had difficulties accessing private transportation, further highlighting the importance of the service in the town. The survey also revealed high satisfaction with the service and that the most desired service improvements were longer service hours and an expansion into Sunday, which is not currently provided. The report then analyzes the current and projected demographic conditions of the service area, which revealed the senior population becoming a larger share of the county population over the next several decades. Chapter 4 reviews several aspects of the county's demographics in greater detail.

The information gleaned from the demographic analysis, field work, survey, and stakeholder interviews influenced the recommendations developed at the end of the fourth chapter and detailed in greater financial and scheduling detail in Chapters 5 & 6. These recommendations, which include new data collection practices, slight route modifications, and future service expansion on the weekends were made with SMART criteria in mind (specific, measurable, attainable, relevant, and time-bound). Although the analysis in chapter 4 revealed a growing senior population, due to the rural nature of the county it is recommended for ACTS to continue focusing service on the residents of Altavista and not expand into the county.

This document should be considered as a fluid guide and not as a definitive process that must be followed verbatim, as the horizon of this TDP is ten years. It is likely that changes in finances, cultural attitudes toward transit use or other matters may occur and that it could result in changes to the schedule and recommendations set forth in this document. It is hoped that this document will aid ACTS in fulfilling its mission to provide the best service with the resources available.

## 2. Service Recommendation Guide

### Project A: Improved Communication: Installation of Two-Way Radios:

Drivers are unable to communicate with employees at Town Hall, which serves as dispatch for the drivers. As a result, deviation requests, new pickups, missed trips, and emergency communication occurs once an hour when the ACTS vehicle arrives at Town Hall. Installation of two-way radios in the vehicles would allow for safe, instant communication between Town Hall and drivers to address these matters. **Cost: \$3,500 (Local: \$140)**

### Project B: Improve Service Monitoring and Data Collection

This will help the service better understand the distribution of ridership throughout the day. With this information, decisions regarding when to operate ACTS can be assessed by Town staff. For example, Saturday service during the off-peak months offers the least amount of service, at five hours over the course of the day. The current Saturday ridership is approximately 50 daily boardings, but little is known about when those trips are taken. Data on when trips are taken would allow staff to determine if a service span increase is warranted.

Town staff could electronically record all deviation requests in a spreadsheet with addresses and times, which will support any future routing decisions. For example, if many deviations originate along Melinda Dr, where there currently is no service, then a re-routing from parallel Frazier Road could be considered. **Cost: None**

### Project C: Dearing Ford Elimination

Project C recommends the elimination of the route alignment along Dearing Ford Rd and Main St, between Wal-Mart and the Food Lion. Staff noted that few stop requests or deviations occur along this alignment. The existing alignment is also inconvenient to riders that live along Lola Avenue, a high ridership corridor. As the schedule currently operates, riders leaving the Wal-Mart must ride the remainder of the route, 54 minutes, to return home. **Cost: \$2,120 (Local: \$430)**

### Project D: Dearing Ford Elimination & English Park

This includes the recommendation to remove service from Dearing Ford Rd and the north east segment of Main St. Moreover, the bi-directional service along Frazier Rd and Lola Avenue would only continue up to 7<sup>th</sup> Street. As a result, the Town & Country Shopping Center would only be served in one direction. Instead of bi-directional service on 7<sup>th</sup> St, the route would traverse to Hughes Avenue via Lola Avenue and Main St, before continuing the existing alignment on 5<sup>th</sup> St. The time-savings by only serving the Town & Country Shopping Center in one direction can be applied to serve English Park (noted in blue), located south of the railroad tracks on Pittsylvania Ave. **Cost: \$(706)**

### Project E: Coordination with Inter-City Bus System (ICB)

The proposed ICB route primarily traverses U.S. Route 29 from Danville to Washington, D.C. with major stops in Lynchburg and Charlottesville. Currently, Altavista is also listed as a potential stop, but criteria such as local transit connections, ease of access for coach buses, overnight parking, and pedestrian amenities will help determine if the town is served.

ACTS could help facilitate the transfer of potential riders by installing a shelter at the proposed ICB stop and include information about the ACTS service in both the shelter, as well with the operator of the ICB system so that passengers disembarking in Altavista are aware of the service. An additional benefit of the future ICB route is that it will connect Altavista to Lynchburg, a nearby cultural and commercial hub. Service between Altavista and Lynchburg had been proposed in the previous TDP but has not been implemented, due to cost. **Cost: \$7,000 (Local: \$280)**

### Project F: Expanded Saturday Service

This recommends the expansion of Saturday service to match weekday service throughout the year, thereby enhancing the utility of the ACTS service. This is particularly salient for service workers, as many of these jobs do not follow typical Monday to Friday work patterns. Conversations with riders revealed that due to the shorter Saturday hours, workers are able to use ACTS to get to work but have to find a different way home at the end of their shift since ACTS has stopped running. Expansion of Saturday service would require two driver shifts to operate the service, similar to Weekday service. **Cost: \$8,575 (Local: \$1,741)**

### Project G: Sunday Service

Project G recommends the addition of Sunday ACTS service. According to the rider survey conducted in September 2019, adding Sunday service was one of the improvements prioritized by riders prioritized. Similar to the need for Saturday service, having the ability to travel on Sunday is important for service workers, where weekend shifts are normal. This recommendation would require two driver shifts to operate. **Cost: \$18,338 (Local: \$3,723)**





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**Agenda Location:**

Consent Agenda

**Meeting Date:**

July 14, 2020

**Agenda Item#: 7d**

**Item Title:** Board of Zoning Appeals (BZA) Annual Report

**Action(s):**

Accept the Board of Zoning Appeals (BZA) Annual Report.

**Explanation:**

- Each year the Board of Zoning Appeals submits their annual report to Town Council.

**ATTACHMENTS:**

- BZA Annual Report **(Link)**



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369

## Board of Zoning Appeals – Annual Report for 2019

Dear Council Members,

The Altavista Board of Zoning Appeals (BZA) respectfully submits this annual report to Town Council for activities during 2019. The BZA held its organizational meeting on February 5, 2019, which was the only meeting of the year. Mr. Wilson Dickerson was reelected as Chairman and Mr. Phillip Webb was elected Vice Chairman.

Following are the BZA members and their term:

Wilson Dickerson	(August 2023)
Charles Eubanks	(September 2022)
Johelen Martin	(August 2021)
Laney Thompson	(February 2020)
VACANT	

*Terms are for five (5) years.*

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

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Wilson Dickerson,  
Board of Zoning Appeals Chairman



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Public Hearing(s)

**MEETING DATE:**

July 14, 2020

**ITEM #:8a****ITEM TITLE:**

Conditional Rezoning Case RZ-20-01 Habitat for Humanity

**DESCRIPTION:**

Town Council will hold a public hearing on a conditional rezoning request of Altavista Area-Campbell County Habitat for Humanity, contract purchaser, to rezone eight (8) parcels from Industrial (M) to Medium Density Residential on 3<sup>rd</sup> Street and Hughes Avenue.

The applicant desires to build four (4) single-family detached dwellings. The properties are zoned Industrial (M), which does not permit the proposed residential use. The applicant is requesting to rezone the property to Multi-Family Residential (R-2), which allows dwellings.

The lots are currently undeveloped. The applicant has proffered that only single-family detached dwellings will be built.

The Comprehensive Plan recommends Medium Density Residential for this area.

A Staff Report is attached for this item.

**RECOMMENDATION:**

On June 1, 2020, after holding a public hearing, the Planning Commission voted 4-0 to recommend approval of the rezoning request.

**BUDGET/FUNDING:**

Additional revenue will be collected through real estate and personal property taxes, as well as water and sewer fees.

**POTENTIAL ACTION:**

1. Town Council may accept the recommendation of the Planning Commission and approve the request
2. Town Council may deny the request
3. Town Council may defer action on this item and place it on a future agenda

**ATTACHMENTS:**

1. Staff Report
2. Aerial Map
3. Zoning Map

4. Future Land Use Map
5. Application
6. Signed Proffers (dated April 23, 2020)
7. Subdivision Plat
8. Site survey
9. Site photos
10. Overview of Habitat for Humanity
11. Letter from Jarrod Henderson
12. Planning Commission Resolution

**Town Council Staff Report  
Conditional Rezoning #RZ-20-01  
Public Hearing July 14, 2020**

**Request:**

The request is from Altavista Area-Campbell County Habitat for Humanity, contract purchaser, to conditionally rezone eight (8) lots from Industrial (M) to Medium Density Residential (R-2). The subject properties are located at the intersection of 3<sup>rd</sup> St and Hughes Avenue and are identified as Parcel IDs 83A-42-6-14,15, 16, 17, 18, 19, 20 and 21.

**Background:**

Applicant: Altavista Area Campbell County Habitat for Humanity  
Owner: Four J S Properties, LLC  
Requested Action: Rezone from M (Industrial) to R-2 (Multi-Family Residential)/  
Conditional with proffers dated April 23, 2020  
Property Address: 3<sup>rd</sup> Street and Hughes Avenue  
Status of Property: undeveloped  
Size: 8 lots / 0.77± acre

**Adjoining Zoning and Land Use:**

North: General Commercial (C-2) - single-family dwellings & undeveloped parcels  
South: Industrial (M) – single-family dwellings & TOA Public Works  
East: Industrial (M) - contractor shop and duplex  
West: Industrial (M) - single-family dwellings, printing company, biomass power facility

**Analysis:**

The applicant desires to build four (4) single-family detached dwellings. The properties are zoned Industrial (M), which does not permit the proposed residential use. The applicant is requesting to rezone the property to Multi-Family Residential (R-2), which allows dwellings.

The lots are currently undeveloped. They are known as lots 14, 15, 16, 17, 18, 19, 20, and 21 in block 6 of Hughes Addition Subdivision, which was recorded on June 20, 1917.

The surrounding properties are a mix of residential and industrial uses, as well as vacant parcels. The parcels along the northern side of 3<sup>rd</sup> Street are vacant or developed as single-family dwellings. The parcels along the southern side of 3<sup>rd</sup> St are vacant or developed with single family dwellings. The town's Public Works facility is located on the

southwestern side of 3<sup>rd</sup> St. The street terminates on the west at MidAtlantic Printers and a Dominion Virginia Power biomass power facility. The properties to the east on Hughes Avenue are occupied by a contractor's shop and a duplex. There are warehouses and single-family dwellings farther east on 3<sup>rd</sup> Street.

The rezoning to residential is consistent with the development pattern in the surrounding area. The current commercial and industrial zoning for this area, which is predominantly residential may, need to be studied to determine if the underlying zoning meets the recommendations of the Comprehensive Plan.

The applicant proposed to reconfigure the eight (8) lots by combining every other lot, which would create four (4) larger lots. The combination of lots would allow the applicant to create lots that meet the minimum lot area of 8,000 sq. feet in the R-2 zoning district. The preliminary plan shows that the applicant will also be able to meet front, rear and side yard setbacks for the dwellings. However, the minimum lot width of 80' is not met. The Zoning Ordinance per Sec. 86-702 allows for the development of nonconforming legal lots of record, regardless of whether they contain the required lot area and lot width, provided all other requirements can be met. Additionally, by combining the lots, the applicant would be bringing the property closer into compliance with the underlying R-2 zoning district regulations; thereby decreasing the degree of nonconformity if the rezoning is approved.

Sec. 86-702. - General provisions as to nonconforming lots of record, structures, uses of land, and uses of structures.

- (a) Lots of record. Where a lot or lots of record at the time of enactment of the ordinance from which this section is derived does not contain land of sufficient area or width to permit conformity with the dimensional requirements of this chapter, the following provisions shall apply: Any lot or lots of record, in any district, at the time of enactment or amendment of this article which is less in area, or width or both than the minimum required by this article may be used for a permitted use in that district, provided that setback, side yard and requirements other than those applying to area and/or width of the lot shall conform to the regulations for the district in which such lot is located...

### **Comprehensive Plan:**

The future land use map for this site recommends *Medium Density Residential*. The proposal is consistent with that designation.

Medium Density Residential, according to the Plan, are areas in our town now developed as primarily smaller lot single family homes. A few locations are developed as multi-family housing (apartments, townhouses, etc.) or are vacant or underdeveloped properties that due to their size, location, topography, surrounding land uses, and access are suitable

for a higher density development. Supportive uses such as parks, schools, and places of worship are also common in these areas.

### **Comments from Town Departments:**

Public Works has requested that each lot have an individual driveway. They will install the pipe for the driveway entrance if the owner purchases it.

Public Utilities stated there is an existing water line that can serve the proposed four (4) dwellings. A sewer line extension may be needed for two (2) of the lots. The property owner would be responsible for the cost.

### **Public Input:**

Prior to the Planning Commission meeting on June 1, 2020, staff received two (2) phone calls from people in opposition to this proposal and one (1) in support.

The first caller was Jarrod Henderson (owner of rental property) 1309 3<sup>rd</sup> St who objected to a reduction in the amount of available industrial property. He also expressed concerns about the potential increase in the level of crime. Mr. Henderson followed up with a letter, which was given to Planning Commission and attached to this report.

Sue Ellyn Cox (owner) 1313 3<sup>rd</sup> St objected to the request and the potential negative impact it could have on the neighborhood.

Ralph Farmer (Owner, Farmers Painting Contractor) 300 Hughes St phoned and stated he had no objection to the request to rezone the properties.

Staff also spoke with Marc Hudson (owner) 1303 4<sup>th</sup> St about the redevelopment of five (5) lots he owns on 4<sup>th</sup> St, prior to the property being posted or adjacent property owner letters being mailed. He expressed support for the project.

MidAtlantic Printing contacted Planning Commission Chairman John Jordan and expressed support for the project.

During the Planning Commission public hearing David Shreve, Esquire, legal counsel for Altavista Area-Campbell County Habitat for Humanity spoke in favor of the request. He said Habitat for Humanity had built 33 homes in Altavista, and 37 in total in the area. Mr. Shreve said that the town had been a great partner and had assisted with water and sewer connections. He stated the request was consistent with the Comprehensive Plan, it was an appropriate zoning for the property, and it brought balance to the neighborhood.

Cheryl Walker, 1308 3<sup>rd</sup> Street, stated that she was a homeowner near the location of the proposed development. Ms. Walker stated that she opposed the rezoning of the property and that her deed stated she was zoned commercial.

**Budget Impact:**

Additional revenue will be collected through real estate and personal property taxes, as well as water and sewer fees.

**Staff Recommendation:**

Staff recommends that the Planning Commission make a recommendation to Town Council to approve the rezoning request with the Applicant's proffer dated April 23, 2020 that only single-family detached dwellings are permitted.

The proposed use is consistent with the Comprehensive Plan recommendation. It is also consistent with the development pattern for the area, as most of the adjacent properties are developed with single-family dwellings.

**Planning Commission Recommendation:**

At their June 1, 2020 meeting, the Planning Commission voted 4-0 to recommend approval of the request.





**Attachments:**

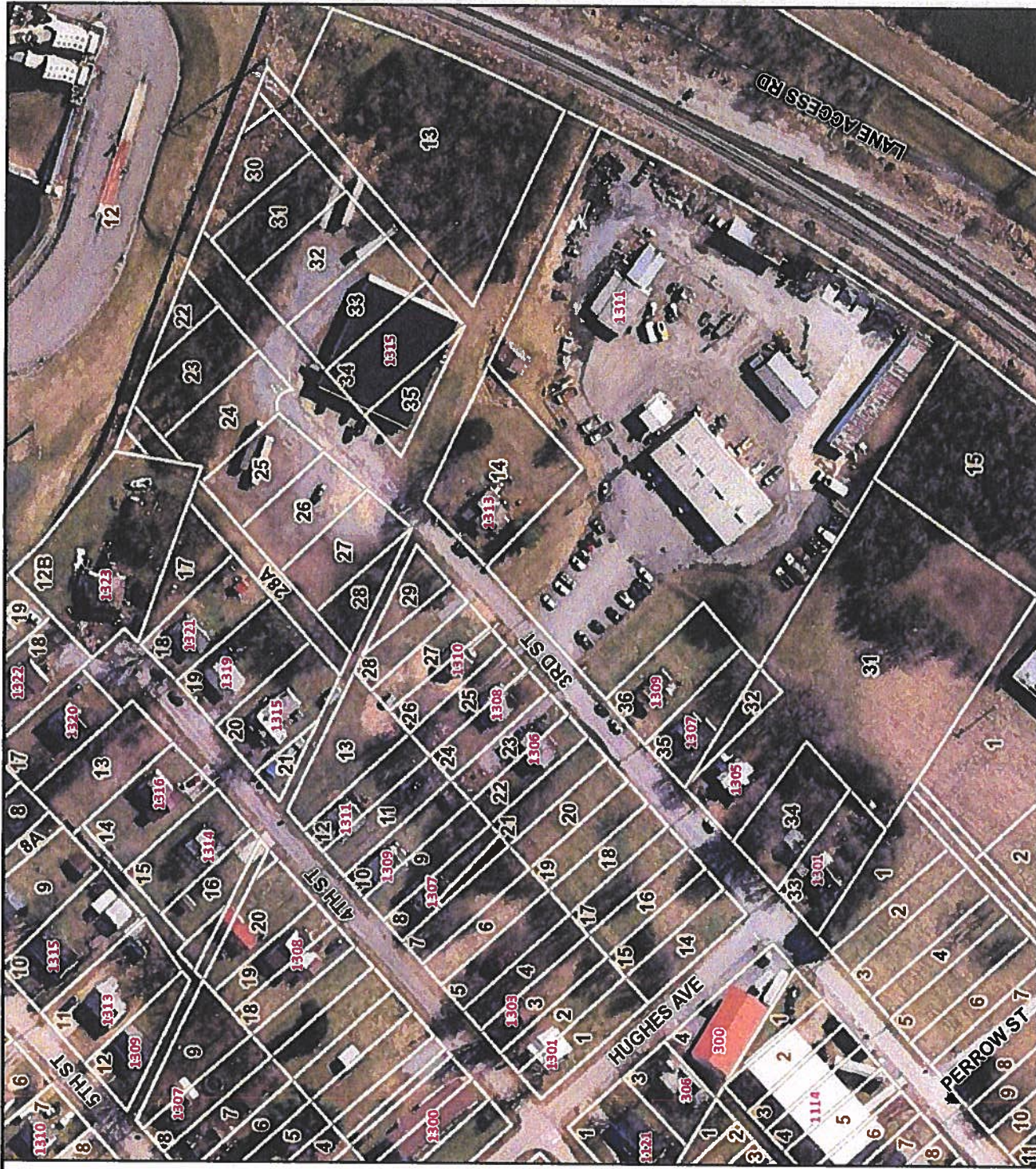
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# Campbell County, VA

## Legend

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



**Title: Aerial Map**













**Date: 5/28/2020**

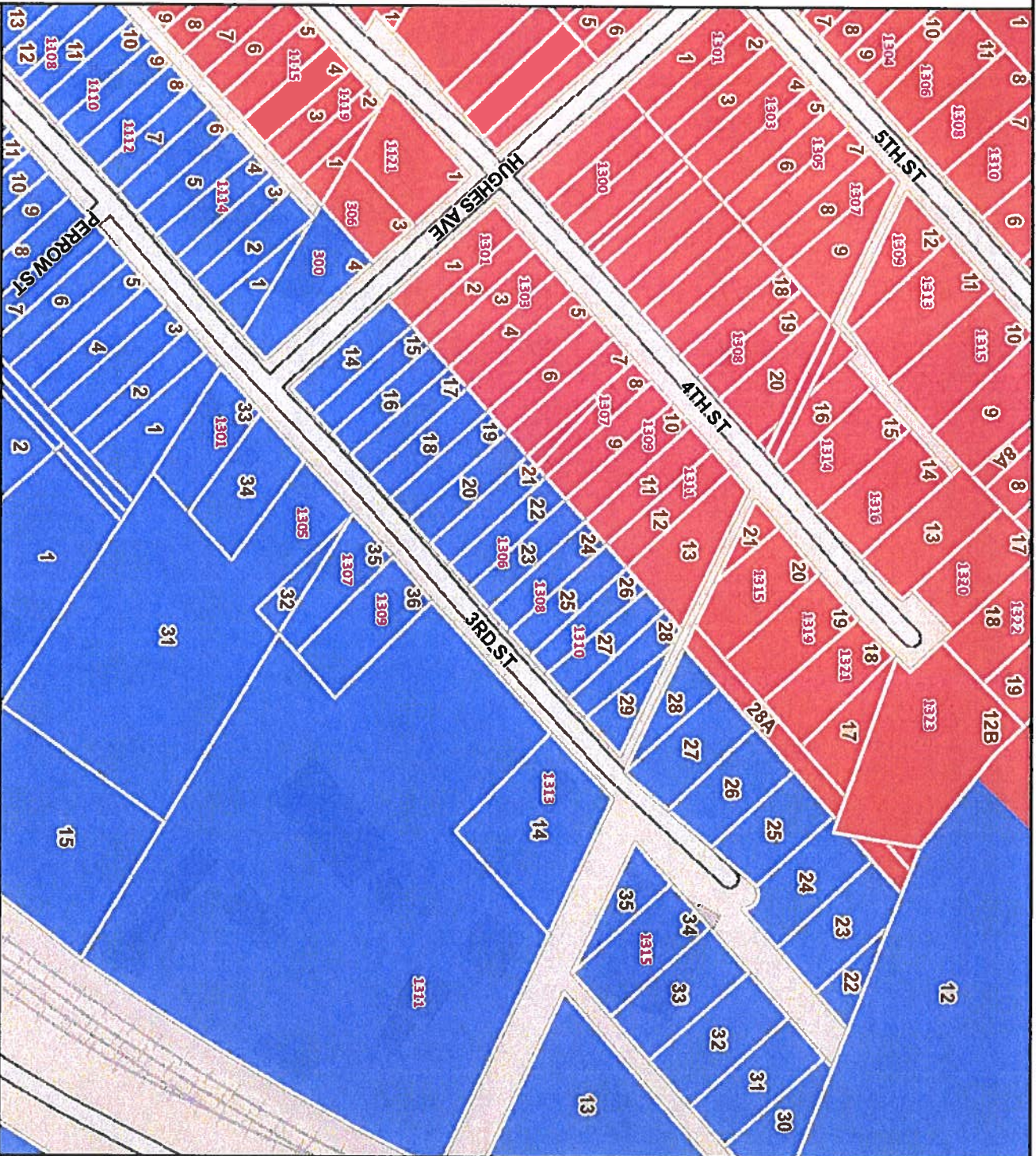
*DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.*



# Campbell County, VA

## Legend

-  County Boundary
-  B9-1-1 Addresses
-  Street Names
-  Lot Numbers
-  Parcels
-  Zoning Districts - Altavista
-  R1 Single Family Residential
-  R2 Multi-Family Residential
-  C1 Light Commercial
-  C2 Commercial
-  M Industrial
-  Hidden Road Centerline



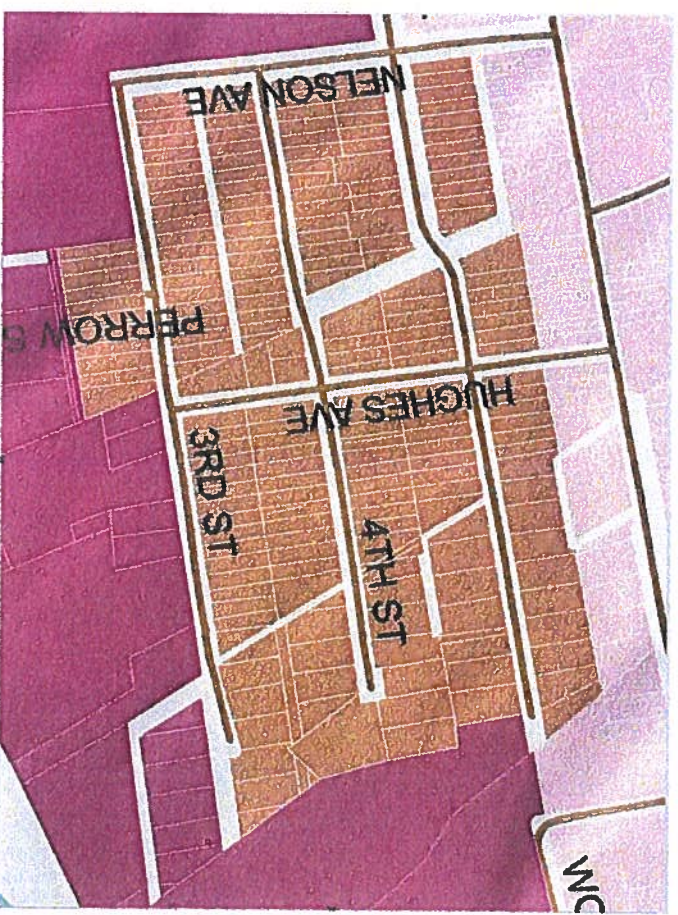
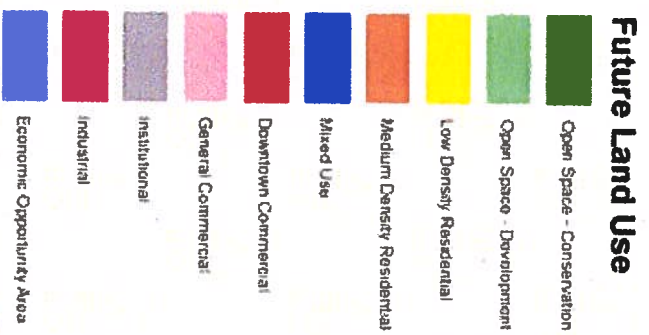
**Title: Zoning Map**

**Date: 5/28/2020**

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# Future Land Use Map



R2-20-01

## **TOWN OF ALTAVISTA**

### **APPLICATION FOR REZONING**

**This application and accompanying information must be submitted in full before the request for a zoning change can be referred to the Planning Commission and Town Council for consideration. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.**

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

#### **Applicant Information**

**Name:** Altavista Area/Campbell County Habitat for Humanity **Phone Number:** (434) 309-2688

**Address:** 2187 Lynch Mill Rd., Altavista, VA 24517

#### **Property Information**

**Property Owner(s):** Four J's Properties, LLC **Phone Number:** (434) 324-7778

**Property Address or Location:** Lots 14, 15, 16, 17, 18, 19, 20 & 21 Block 6

**Parcel ID Number:** 83A-42-6-14, 15, 16, 17, 18, 19, 20 & 21

**Present Zoning District:** M-Industrial

**Requested Change in Zoning:** R-2 Medium Density Residential

#### **Purpose of Request**

**Description for the requested zoning change and proposed use:**

**Rezone to R-2 Medium Density for construction of up to four (4) single family residences once lots are combined and reorganized.**

**Please demonstrate how the proposed change and use will be in harmony with the purposes of the adjoining and adjacent district(s).**

**Most of the adjoining properties and properties on the street are currently single family residences. These new homes will be assessed higher than most on the street and will enhance the neighborhood aesthetically as well as provide water and sewer revenue for the town.**

**(Use separate pages if additional space is required)**

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

The proposed will be consistent with the predominant neighborhood use. Public water and sewer will be utilized, and the houses will be new construction with appropriate and attractive landscaping and driveways for off street parking.

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood or adjacent zoning district.
3. Vicinity map (may be included on the site plan).
4. Fee of \$400 for zoning change application to be applied to the cost of advertising, administrative expense, first class postage, appropriate signage, and processing this application. Please make your check or money order payable to the **TOWN OF ALTAVISTA.**
5. Any item submitted that is greater than 11"x 17" paper size or in color, as deemed necessary as by the applicant, requires twenty-five (25) copies.

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

Date: 3-27-20





April 23, 2020

Sharon Williams  
Community Development Director  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

**RE: Application for Rezoning of Property Owned by Four J's Property, LLC  
By Altavista Area/Campbell County Habitat for Humanity, Inc.**

Dear Ms. Williams:

As you know Altavista Area/Campbell County Habitat for Humanity Inc. is the contract purchaser of parcels 83A-42-6-14, 15, 16, 17, 18, 19, 20 & 21 currently owned by Four J's Property, LLC. We have filed an application to rezone this property from M-1 Industrial to R-2 Medium Density Residential.

As contract purchaser and as well as attorney in fact for Four J's Property, LLC please accept this proffer to eliminate any uses of the property allowed in R-2 Medium Density Residential except detached single family residential structures with detached outbuildings.

The site plan which was submitted with the application will be followed with the exception that the homes may all be three-bedroom homes as opposed to two-bedroom and three-bedrooms.

Should you require anything further, please do not hesitate to contact me.

With kind regards, I am

Very truly yours,

David W. Shreve  
President

DWS/mdw/4527



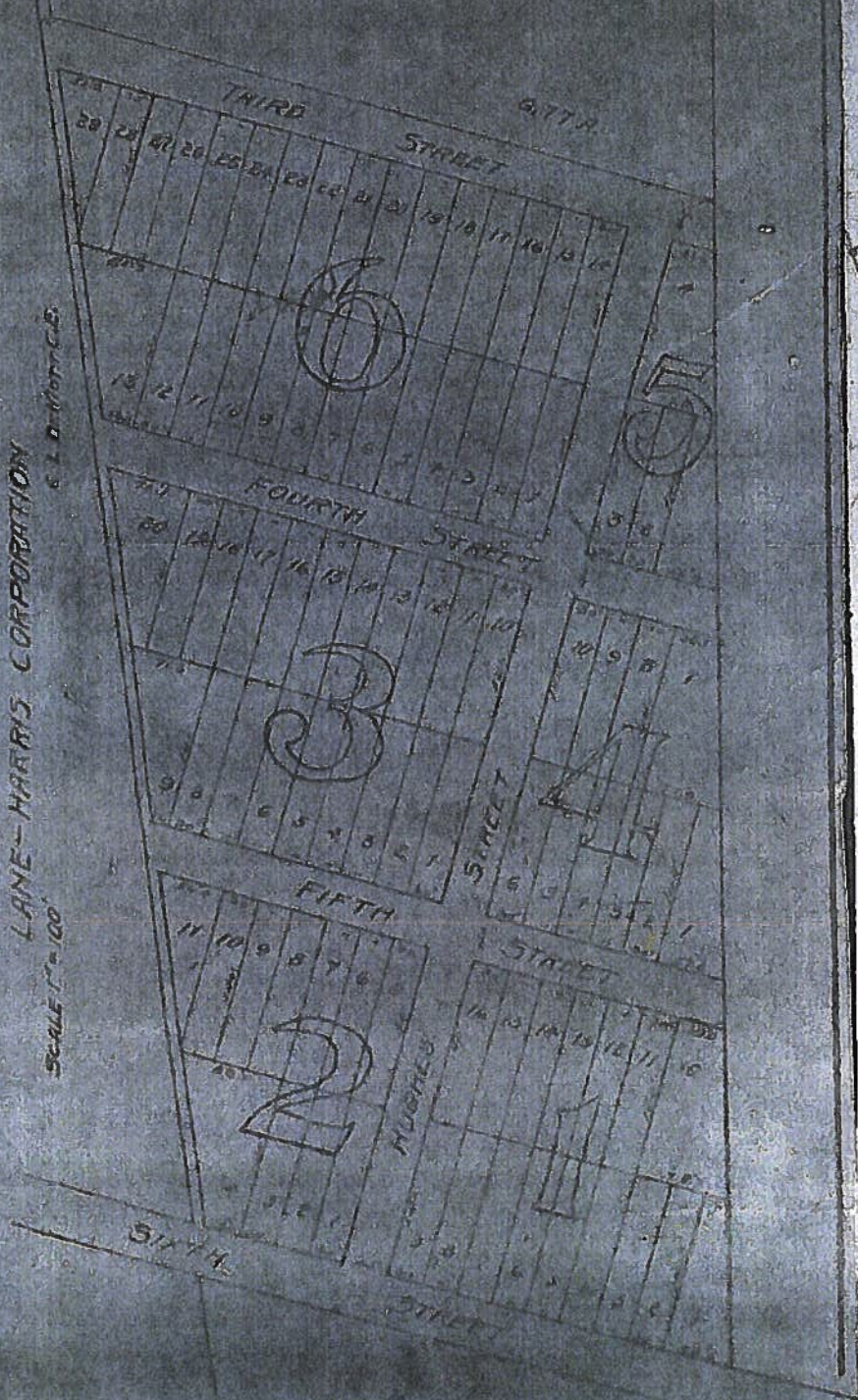
# HUGHES ADDITION TO ALTAHUSTA, VA.

PLANNED JULY 1916 FOR

LANE-HARRIS CORPORATION

C. L. DILLON & CO.

SCALE 1" = 100'



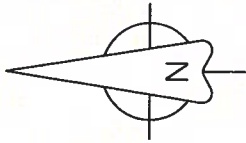
Map and adjacent  
to record June 10, 1917  
J. C. Landon

N

Mag. North 5° 52' W  
Scale 1" = 100'

VA





SOURCE OF TITLE

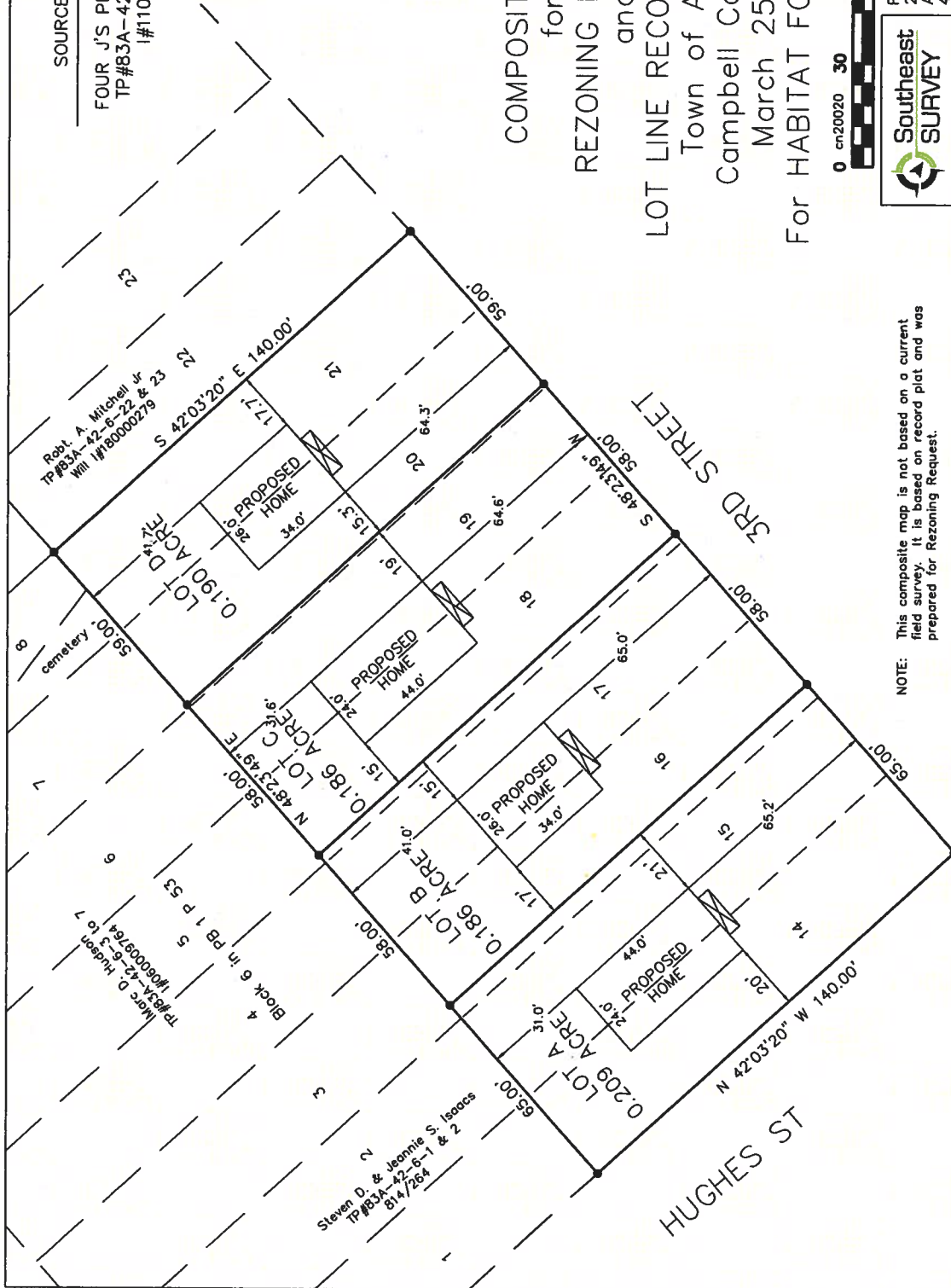
FOUR J'S PROPERTIES LLC  
TP#83A-42-6-14 to 21  
1#110002805

COMPOSITE MAP  
for  
REZONING REQUEST  
and  
LOT LINE RECONFIGURATION  
Town of Altavista  
Campbell County, VA  
March 25, 2020  
For HABITAT FOR HUMANITY



P.O. Box 90  
2292 Lynch Mill Rd  
Altavista, VA 24517  
434-309-1101

NOTE: This composite map is not based on a current field survey. It is based on record plat and was prepared for Rezoning Request.







Subject Properties





***Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.***

**What is Altavista Area Campbell County Habitat for Humanity?** In 1993 a small group of individuals came together to build a home for a local woman in need. In 1997 that endeavor officially became the Altavista Area/Campbell County Habitat for Humanity, Inc. What started as the desire to help one person in need became a mission to eliminate substandard housing. Our goal is to partner with two families in need each year to build homes.

**Does Habitat give homes to people?** No, homes are not given away. Homes are sold to partner families at no profit and financed at zero interest. Homeowner's mortgage payments are recycled to help support future builds. Partner families also contribute 300 work hours of sweat equity. This means every partner family works to support building and fundraising.

**Why is a mortgage better than renting for partner families?** Addressing the critical need for decent and affordable housing by helping low income realize the dream of homeownership helps break the cycle of poverty. A Habitat homeowner's mortgage payment, including escrows for taxes and insurance, is less than half the average rental cost. Research has demonstrated that children's life chances are affected by the standard of their housing. Families who become Partner Families experience better overall health; children have improved school participation, behavior and grades. They are more likely to graduate high school and even go on to higher levels of education.

---

***Our results demonstrate what happens when people put their faith into action. Every year over 200 people volunteer to help two needy families. The result is that our community is enhanced, volunteerism and community involvement is embraced and needy families get a hand up, not a hand out - everyone wins.***

---

**How are partner families selected?** The process for selection includes home visits, interviews, income verification, and other reviews to confirm eligibility as a Habitat partner family. This includes ability and willingness to work 300 sweat equity hours.

**How many homes have been built?** In December 2019 we dedicated homes in partnership with the 36th and 37th families. The lives of 65 children and 48 adults have been impacted. Partner homeowners have put over \$2.4 million in taxable improvements on the tax rolls through payment of mortgages and taxes.

**How is my donation used?**

Your donation directly supports construction and land costs. Our affiliate relies heavily on volunteers for both building homes and administrative functions. This allows us to keep costs at a minimum and means that 100% of your donations and proceeds from fundraisers directly support building homes with those in need.

**How can I volunteer time or donate money?**

Call (434) 309-2688, email [director@altavistacampbellhabitat.org](mailto:director@altavistacampbellhabitat.org), or visit [altavistacampbellhabitat.org](http://altavistacampbellhabitat.org). You can also designate Altavista Area Campbell County Habitat for Humanity as the recipient of your United Way donation.

**How do I find out more about becoming a partner family?**

Call (434) 309-2688 or email [director@altavistacampbellhabitat.org](mailto:director@altavistacampbellhabitat.org). Information is also available on our website [altavistacampbellhabitat.org](http://altavistacampbellhabitat.org).

May 21, 2020

RECEIVED  
MAY 22 2020  
BY: *[Signature]*

Dear Zoning Committee:

My name is F. Jarrod Henderson and I am the owner of 1309 Third Street. This house has been in my family for well over 70 years. It is currently occupied as a rental house.

I am against the rezoning of the property across the street from my property. This entire area is zoned industrial and the area next to it is zoned commercial. Why would you carve out a piece of land in an industrial area and make four lots residential?

If you start to chop up industrial areas to make one or two residential areas, this may come back to haunt future businesses.

Are you going to go into residential areas and suddenly make a parcel or two industrial? I think not.

As a business owner in town and a lifelong resident of the area, I do not agree with the rezoning of the parcel of land to a residential area in the middle of an industrial zone.

Sincerely,

*F. Jarrod Henderson*  
F. Jarrod Henderson  
PO Box 144  
Altavista, Va 24517



## RESOLUTION OF THE PLANNING COMMISSION

**WHEREAS**, pursuant to the requirements of the Code of Virginia Title 15.2-2204, as amended, the Planning Commission of the Town of Altavista held a public hearing to consider a Rezoning request of Altavista Area-Campbell County Habitat for Humanity, contract purchaser; and

**WHEREAS**, the Planning Commission has given interested citizens and other parties the opportunity to comment on the proposed request at a duly advertised public hearing on June 1, 2020; and

**WHEREAS**, the Planning Commission considered information provided by the applicant and town staff; and

**WHEREAS**, the Planning Commission considered comments made by those in opposition to the request and in support of the request; and

**WHEREAS**, Staff made a recommendation to the Planning Commission to recommend approval of the rezoning request with proffers dated April 23, 2020; and

**WHEREAS**, the rezoning request is consist with the Town of Altavista Comprehensive Plan.

**NOW THEREFORE, BE IT RESOLVED** that the Planning Commission of the Town of Altavista at its June 1, 2020 meeting recommends that Town Council approve the proposed rezoning by a vote of 4 to 0.

*I, Sharon D. Williams, AICP, Secretary to the Planning Commission of the Town of Altavista, do hereby certify that the forgoing action was taken by said Commission at its meeting held on June 1, 2020.*

Sharon D. Williams

Sharon D. Williams, AICP  
Planning Commission Secretary



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Public Hearing(s)

**MEETING DATE:**

July 14, 2020

**ITEM #: 8b**

**ITEM TITLE:** Consideration of disposal/sale of public property (1502 Avondale Drive)

**DESCRIPTION:**

Five years ago, the Town entered into an agreement with Select Air for lease of the property located at 1502 Avondale Drive with an Option to Purchase. At this time, Select Air has opted to exercise the Option and the Town and Select Air have executed an Amended Agreement setting forth the terms. Pursuant to Section 15.2-1800 and 1802 the Town has the authority to dispose of said property after conducting a public hearing concerning such proposed disposal.

At this time, Town Council will conduct a public hearing in regard to disposal of 1502 Avondale Drive to Select Air per the amended agreement. Following the public hearing, Town Council can consider whether to proceed with the disposal of the property as outlined in the amended agreement.

**RECOMMENDATION:**

Staff recommends approval of disposal of 1502 Avondale Drive in accordance with the amended agreement.

**BUDGET/FUNDING:**

*The Town will receive funds in the amount of the purchase price in accordance with the amended agreement.*

**POTENTIAL ACTION:**

- Adoption of the attached Ordinance in regard to disposal of 1502 Avondale Drive (Tax Map/Parcel: 83A- 17- 1) to Select Air.

**ATTACHMENTS:**

- *Proposed Ordinance*
- *Amended Agreement*
- *Map*

AN ORDINANCE AUTHORIZING THE TOWN  
MANAGER TO DISPOSE OF 1502 AVONDALE DRIVE

---

**WHEREAS**, pursuant to Virginia Code Section, 15.2-1800, the Town advertised and held a public hearing on July 14, 2020 regarding the disposition of publicly-owned property addressed as 1502 Avondale Drive, further identified as Tax Parcel 83A- 17- 1; and

**WHEREAS**, the Town of Altavista entered into a Lease With Option to Purchase dated August 4, 2015 relative to 1502 Avondale Drive with Select Air Mechanical & Electrical, Inc.; and

**WHEREAS**, Select Air Mechanical & Electrical, Inc. has by letter dated June 23, 2020 indicated their desire to pursue the Option to Purchase the property; and

**WHEREAS**, at the June 23, 2020 Town Council meeting, Town Council and representatives of Select Air Mechanical & Electrical, Inc. agreed to complete the sale of the property upon terms discussed and made known in the "Amendment to Lease With Option to Purchase" document that has been executed by both parties; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Council of the Town of Altavista:

- §1. That it hereby authorizes the Town Manager, J. Waverly Coggsdale, III, and the Town Attorney, John Eller, to take the necessary actions to execute the disposal of the publicly-owned property currently known as 1502 Avondale Drive and further identified as Tax Parcel 83A- 17- 1 to Select Air Mechanical & Electrical, Inc. pursuant to the terms set forth in the "Amendment to Lease With Option to Purchase" document.
- §2. That this ordinance shall take effect immediately upon adoption.

Adopted: July 14, 2020

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J. Waverly Coggsdale, III  
Town Clerk

## **AMENDMENT TO LEASE WITH OPTION TO PURCHASE**

This AMENDMENT, made this 25<sup>th</sup> day of June, 2020 by and between the **TOWN OF ALTAVISTA**, a Virginia municipal corporation ("Lessor") and **SELECT AIR MECHANICAL & ELECTRICAL, INC., SUCCESSOR TO SELECT AIR MECHANICAL, INC.**, a Virginia corporation, ("Lessee").

### **WITNESSETH:**

**WHEREAS**, Lessor and Lessee entered into a certain Lease With Option to Purchase dated August 4, 2015, ("the Lease") relative to the Altavista Armory property at 1502 Avondale Drive, Altavista, VA ("the Property") with a lease term of five years from August 1, 2015 to July 31, 2020; and

**WHEREAS**, under the terms of the Lease Lessee had the option to purchase the Property upon the terms set forth therein said option to be exercised in writing not later than 30 days prior to the expiration of the Lease; and

**WHEREAS**, Lessee has by letter dated June 17, 2020 indicated its desire to "enter into negotiations for the transfer of the Property"; and

**WHEREAS**, at a meeting of Altavista Town Council held June 23, 2020 Town Council and representatives of Lessee agreed to complete the sale of the Property to Lessee upon terms discussed at the said meeting in open session; and

**WHEREAS**, it is the intent of the parties to amend the Lease to reflect the agreement reached by the parties at the said meeting.

### **NOW THEREFORE FURTHER WITNESSETH:**

The parties agree as follows:

1. Lessor acknowledges receipt of the aforesaid letter of June 17, 2020 from Lessee to Lessor and accepts it as the formal exercise of the option to purchase as provided in the Lease.
2. Lessor acknowledges timely receipt of the rent of \$1,000.00 per month as provided in the Lease through the June 2020 rent. Per Paragraph 10 of the Lease, Lessee is entitled to a credit for each month of rent paid and after the July 2020 rent is paid the total rent credit will be \$60,000.00.
3. Pursuant to Paragraph 2 of the Lease, Lessee is to make certain stated repairs and improvements to the Property ("the Improvements") for which Lessee is to receive a credit in the amount of all such Improvements approved by Lessor. Lessee has provided with the aforesaid June 17 letter a list of the repairs, upgrades and improvements it has done to the Property. The

said work has been inspected by the Town Manager and said list is accepted by Lessor as being in compliance with the requirements of Paragraph 2 of the Lease.

The total of Improvements completed by Lessee is \$202,550.00. Although the listed improvements are less than the total estimated Improvements in Paragraph 2 of the Lease, it is agreed that the Lessee has made significant upgrades in lieu of complete replacement of the roof which was postponed and will be needed in the future. Therefore, the Lessee will receive the full credit of \$264,274.00 stated in Paragraph 2 thus making the balance due from Lessee at closing \$212,826.00.

4. Per the provisions of Paragraph 10 of the Lease, the closing shall be extended from 30 days after the exercise of the option (July 17) to a date not later than August 31, 2020. Time is of the essence in this agreement. The August 31 deadline may be extended for an additional 30 days for good cause shown by Lessee, any such extension to be mutually agreed in writing prior to expiration of the said deadline. Should Lessee fail to close by August 31, 2020 without obtaining a written extension the right of purchase for the amount stated herein shall terminate and the Lessee shall have no further right to occupy the Property. Should the lease and option so terminate then the improvements made by Lessee shall be a part of the Property and shall be solely owned by the Lessor.

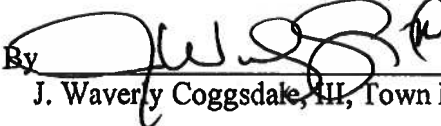
5. During the period after July 31 pending the closing Lessee shall pay rent of \$1,000.00 per month which rent accruing after July 31 shall not be credited toward the purchase price.

6. Pursuant to Virginia Code Sec. 15.2-1800, no real property of a locality may be sold or conveyed until the governing body has held a public hearing concerning such sale. Accordingly, the parties recognize that Lessor will be holding a public hearing during the period pending the closing.


7. All other terms of the Lease are ratified and affirmed.

WITNESS the following signatures and seals:

**THE TOWN OF ALTAVISTA**

By  (SEAL)  
J. Waverly Coggsdale, III, Town Manager

**SELECT AIR MECHANICAL & ELECTRICAL, INC.,  
SUCCESSOR TO SELECT AIR MECHANICAL, INC.**

By  (SEAL)  
ROBERT RICHARD, President







# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

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

Public Nuisance Hearing – 1004 10<sup>th</sup> Street

**DESCRIPTION:**

The Town of Altavista has issued several notices of violation to the property owner for a shed that has been placed in the front yard, which is in violation of the Zoning Ordinance. There is an inoperable vehicle on the property and an accumulation of rubbish (tires and other debris). The owner has not complied with any of the town's correction orders.

**RECOMMENDATION:**

After reviewing the complaint, Town Council, pursuant to Section 34-32 of the town code will conduct a hearing to determine if a public nuisance exists. If the determination is made that the activity or condition is in fact a public nuisance, Town Council shall give the responsible party/parties a reasonable time to abate the public nuisance.

**BUDGET/FUNDING:**

Unknown currently

**POTENTIAL ACTION:**

1. Declare the property a public nuisance and direct owner to abate the violations within 14 days and authorize the Town Manager to abate the violation through staff and/or agents if owner fails to correct violations in 14 days.
2. Take no action

**ATTACHMENTS:**

1. Staff Report
2. Notice of Violation letter dated May 13, 2020
3. Notice of Public Nuisance Hearing letter dated June 19, 2020
4. Photos
5. Abatement code section



P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369  
[www.altavistava.gov](http://www.altavistava.gov)

May 13, 2020

VIO-20-39

Barbara Loving  
1004 10<sup>th</sup> St  
Altavista, VA 24517

**Re: Zoning and Nuisance Violation  
1004 10<sup>th</sup> St (Parcel ID: 83A-25-81-8A)**

Dear Ms. Loving:

The Town of Altavista has attempted to work with you to remove the shed that is in violation of Section 86-197 of the Zoning Ordinance, which prohibits accessory structures within the front yard. As of today, the shed has not been removed or relocated. In addition, there is an inoperable vehicle in the front yard and tires discarded on the hood of the vehicle. The vehicle must have a valid inspection and license plates. The Town desires to give you a chance to come into compliance prior to having your property declared a nuisance. If declared as a nuisance, the Town or its agents will be given the authority to correct these code violations, bill you to recover the cost, and exercise all available options to collect such costs.

*Options for shed:*

1. Remove the shed from the property.
2. Relocate the shed to the rear of the property. The shed must be at least 35' from the front property line, 5' from the side property line and 5' from the rear property line.
3. Apply for a Zoning Ordinance Text Amendment to amend the code to allow accessory structures within the front yard setback. You would be responsible for the publishing cost of the two (2) that are required in the paper under the Code of Virginia.

*Options for car:*

1. Provide proof to the Town of the vehicle's valid registration and valid license plates.
2. Move the vehicle to a fully enclosed structure.
3. Remove the vehicle from the property.

*Options for tires:*

1. Move the tires to an enclosed structure.
2. Remove the tires from the property.  
You may contact the Department of Public Works to schedule a pickup of the tires at 434-369-6045.  
You will need to place the tires at the curb for collection.

**You are hereby advised pursuant to and in accordance with Section 15.2-2311 of the Code of Virginia and Section 86-734(a) of the Town of Altavista Zoning Ordinance that you have thirty (30) days from the date of this letter to appeal this decision to the Altavista Board of Zoning Appeals; after which, it shall be unappealable. Appeals must be filed using the town's Appeal Application form, which can be found on our website and accompanied by a non-refundable fee of \$300. Additional costs for required public notices and advertisements of the appeal may also apply.**

If you have any questions about this letter or if you need additional assistance, please do not hesitate to contact me. I may be reached at 434-369-5001, x-103 or via email at [sdwilliams@altavistava.gov](mailto:sdwilliams@altavistava.gov).

Sincerely,

*Sharon D. Williams*

Sharon D. Williams, AICP  
Community Development Director

cc: Waverly Coggsdale, III, Town Manager  
Thomas Merricks, Chief of Police



June 19, 2020

Barbara Loving  
1004 10<sup>th</sup> St  
Altavista, VA 24517

P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517  
Phone (434) 369-5001  
Fax (434) 369-4369  
[www.altavistava.gov](http://www.altavistava.gov)  
VIO-20-39

**Re: Zoning and Nuisance Violation  
1004 10<sup>th</sup> St (Parcel ID: 83A-25-81-8A)**

Dear Ms. Loving:

The Town of Altavista has attempted to work with you to remove the shed that is in violation of Section 86-197 of the Zoning Ordinance, which prohibits accessory structures within the front yard. As of today, the shed has not been removed or relocated. You have not contacted the town to discuss this violation, the inoperable vehicle in the front yard, or the discarded tires on the hood of the vehicle. Therefore, the town must proceed with the next step in the abatement process.

A nuisance hearing will be held before Town Council on **Tuesday, July 14, 2020 at 7:00 pm**. The meeting will be held in Council Chambers, located at Town Hall at 510 7<sup>th</sup> Street, Altavista, VA 24517. You and/or a representative for you will have the opportunity to speak at this hearing.

At this meeting, staff will ask Town Council to declare your property a public nuisance and seek authorization to proceed with bringing the property into compliance. If the request is approved, the town and/or its agents will remove and dispose of those items that are in violation of town code. You will be responsible for the cost of the abatement and the town will exercise all available options to recoup the cost.

If you have any questions about this letter or if you need additional assistance, please do not hesitate to contact me. I may be reached at 434-369-5001, x-103 or via email at [sdwilliams@altavistava.gov](mailto:sdwilliams@altavistava.gov).

Sincerely,

*Sharon D. Williams*

Sharon D. Williams, AICP  
Community Development Director

cc: Waverly Coggsdale, III, Town Manager  
Thomas Merricks, Chief of Police

**Town Council Staff Report  
Violation Case VIO-20-39  
Public Nuisance Hearing July 14, 2020**

**Issue:**        *Public Nuisance* defined as every activity or condition that endangers life or health, obstructs the reasonable and comfortable use of property, or gives offense to the senses so as to cause a positive and material disturbance or annoyance in the use or occupation of property

**Location:**    1004 10<sup>th</sup> Street (Parcel ID 83A-25-81-8A)

**Owner:**        Barbara Loving, successor in title to Stephen Loving, IV, deceased and still shown as the record owner of the property.

**Background:**

On May 18, 2018, a Notice of Violation (NOV) was issued to Stephen Loving, IV for an accumulation of rubbish and outside storage of unused materials. In that letter, the property owner was informed that a shed has been placed in the front yard in violation of Section 86-137 of the Zoning Ordinance. The owner was ordered to move the shed to the side of the house, the rear of the property, or to remove it from the property.

On August 2, 2018, Barbara Loving and her daughter, Virginia Petty, met with former Assistant Town Manager Dan Witt to discuss the violation. It was not abated.

On August 27, 2019, the Town Manager sent Mrs. Loving a letter ordering that the shed be moved from within the front yard within 35 days.

When Mrs. Loving failed to comply with the correction order, Mr. Coggsdale issued a civil summons to appear in Campbell County General District Court.

On November 12, 2020, Mrs. Loving was found guilty of a misdemeanor violation of setback requirements. She was ordered to pay a fine of \$50 and court cost, which was \$91, for a total of \$141.

Mr. Coggsdale informed Mrs. Loving after court that she was still in violation and was ordered to relocate the shed to meet setbacks or to remove it from the property. Staff has continued to monitor the property and no action has been taken by the property owner. Over the course of the past few months, staff has observed that there is an inoperable vehicle on the property and an accumulation of tires and other materials. The combination of these things has led staff to classify the property as a public nuisance.



On May 13, 2020, the Community Development Director sent Mrs. Loving a letter addressing each violation and explained all available options for abating them. On May 14, 2020, she also mailed a letter to Mrs. Loving, at her daughter's address, where Ms. Williams had been told Mrs. Loving was living. Both letters were sent certified mail and the town received the signed delivery receipts.

On June 19, 2020, the Community Development Director informed Mrs. Loving through certified mail that a public nuisance hearing would be heard before Town Council on Tuesday, July 14, 2020 at 7:00 pm due to her failure to abate the violations.

### **Analysis**

The shed was placed on the property without an approved zoning permit. Had the property owner applied for a permit, a location sketch would have been required showing that setbacks could be met. At that time, staff would have informed the owner that a shed could not be placed in the front yard.

The property owner has been informed in person, writing, and before the court by three (3) town officials that she is in violation of town code. Yet, the owner has ignored all requests to comply.

It is staff's opinion that the owner will not abate the violation and has left the town with no option other than correcting it through its staff and/or agents.

Staff believes that due to the deterioration of the shed that it cannot be moved to another location on the property and remain intact. We believe the most viable option would be to remove and dispose of the shed and the inoperable vehicle, along with their contents, and the removal of other materials classified as nuisances under town code.

Staff asks that Town Council declare this as a public nuisance and recommends that the owner be given fourteen (14) days to comply with Council's order, after such time, if the violations have not been abated, staff request that it be allowed to bring the property into compliance.

### **Town Council Option:**

After reviewing the complaint, Town Council, pursuant to Section 34-32 of town code will conduct a hearing to determine if a public nuisance exists. If the determination is made that the activity or condition is in fact a public nuisance, Town Council shall give the responsible party/parties a reasonable time to abate the public nuisance.

### **Attachments:**

1. Staff Report
2. May 13, 2020 letter to owner
3. June 19, 2020 letter notifying owner of public nuisance hearing
4. Photos
5. Abatement of public nuisance section of code





Shed in front yard setback



Inoperable Vehicle and tires







Sec. 34-32. - Procedure.

- (a) Every public nuisance shall be abated by the responsible party or parties of the property from which the public nuisance emanates, at the expense of such responsible party or parties pursuant to the procedure set forth in this section.
- (b) Whenever an apparent public nuisance is found to exist within the town, the town manager or his/her agent shall provide written notice to the responsible party or parties of the property on which such apparent nuisance exists. Mailing of the notice to the responsible party or parties at the address upon which the apparent public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this article. The written notice shall state:
  - (1) The location of the apparent public nuisance;
  - (2) A description of what constitutes the apparent public nuisance;
  - (3) A statement of acts necessary to abate or remove the apparent public nuisance;
  - (4) A deadline reasonable under the circumstances by which the apparent public nuisance shall be abated or removed; and
  - (5) A statement that if the apparent public nuisance is not abated or removed by the deadline, or if the responsible party or parties disputes the existence of such public nuisance the responsible party or parties shall be afforded reasonable notice and opportunity for a hearing before town council, which shall, if necessary, specially convene for this purpose.
- (c) If, after such hearing duly held before the town council, the council finds that the activity or condition complained of is in fact a public nuisance, the town council shall give the responsible party or parties a reasonable time to abate the public nuisance, taking into account the urgency of the need for abatement and the difficulty involved in abatement. Failure by the responsible party or parties to abate such public nuisance within the time limit shall constitute a violation of this article and shall be subject to the provisions of sections 34-34, 34-35, 34-37 and 34-38. Upon the failure of the responsible party or parties to abate such public nuisance within the time limit as established by the council, the town manager or any duly authorized agent of the town may abate such public nuisance by whatever means are deemed reasonable and necessary by the town manager.
- (d) Immediate threats to public safety. Should any public nuisance be of such a nature as to pose an immediate threat to the health or safety of the public, such public nuisance shall be abated immediately by the responsible party or parties of the property from which such public nuisance emanates or arises. If such public nuisance is of such a serious and immediate nature as to pose an imminent threat to the health and safety of the community or any part thereof, the town manager or other duly authorized agent of the town shall cause the town police to serve notice upon the responsible party or parties of the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public

nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the responsible party or parties of property from which such public nuisance emanates shall be afforded to such responsible party or parties as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See sections 34-34, 34-35, 34-37 and 34-38.

- (e) Any decision of town council with regards to a public nuisance after such notice and hearing shall be subject to judicial review by the circuit court of Campbell County upon appeal to such court.

(Code 1968, § 8-15; Ord. of 3-13-2018(5))

#### Sec. 34-34. - Costs of abatement taxed.

Where any public nuisance is abated by the town pursuant to the provisions of this article, the costs of such abatement shall be taxed against the responsible party or parties of the property from which such public nuisance emanates or arises and shall be collectible by the town in any manner provided by law for the collection of state and local taxes. Upon the completion of such abatement, the town manager shall send to such responsible party or parties a bill for the costs of such abatement with the notation thereon that such charges are collectible by the town in any manner provided by law for the collection of state and local taxes, and that failure to pay such bill within 60 days of the date thereof will result in the institution of collection procedures. Mailing of the bill to the responsible party or parties at the address upon which the public nuisance is occurring or the address of the responsible party or parties according to the real property records of the town shall constitute compliance with the requirements of this article. Upon the responsible party's or parties' failure to pay such bill by the date set thereon, the town manager may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Code 1968, § 8-17; Ord. of 3-13-2018(7))

**Editor's note—** An ordinance adopted March 13, 2018, changed the title of § 34-34 from "Costs taxed" to read as herein set out.

#### Sec. 34-35. - Abatement costs; town property.

Whenever any person or business causes a public nuisance to exist on property belonging to the town lying within or beyond the corporate limits of the town and the town abates such nuisance under this article, such person or business shall be taxed with the costs of such abatement as provided under section 34-34.

(Code 1968, § 8-18)



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

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

AOT Main Street District Boundary Expansion Request

**DESCRIPTION:**

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

Since the Main Street District is referenced in the Downtown Revitalization Overlay (DRO) District, within the Zoning Ordinance. Staff recommends that the Zoning Ordinance be amended to delete Section 86-421(c) to remove the reference to the Main Street District. Virginia Main Street is a program and has no regulatory standards; therefore, it should not be listed in the Zoning Ordinance. If Council is amenable to this deletion, staff will bring it back as part of a bundle of proposed code amendments later this year.

The Zoning Ordinance amendment has no impact on the AOT expansion request.

**RECOMMENDATION:**

The Executive Directors of Altavista on Track recommend Town Council authorize AOT to apply to the Department of Housing and Community Development (DHCD) for a boundary expansion.

**BUDGET/FUNDING:**

N/A

**POTENTIAL ACTION:**

- Town Council may recommend approval of the expansion
- Town Council may deny the expansion
- Town Council may defer action on this item and place it on a future agenda for discussion

**ATTACHMENTS:**

- Memo from AOT

To: Waverly Coggsdale, III, Town Manager  
From: Altavista On Track  
Date: June 30, 2020  
Subject: Altavista on Track Downtown District Boundary Expansion

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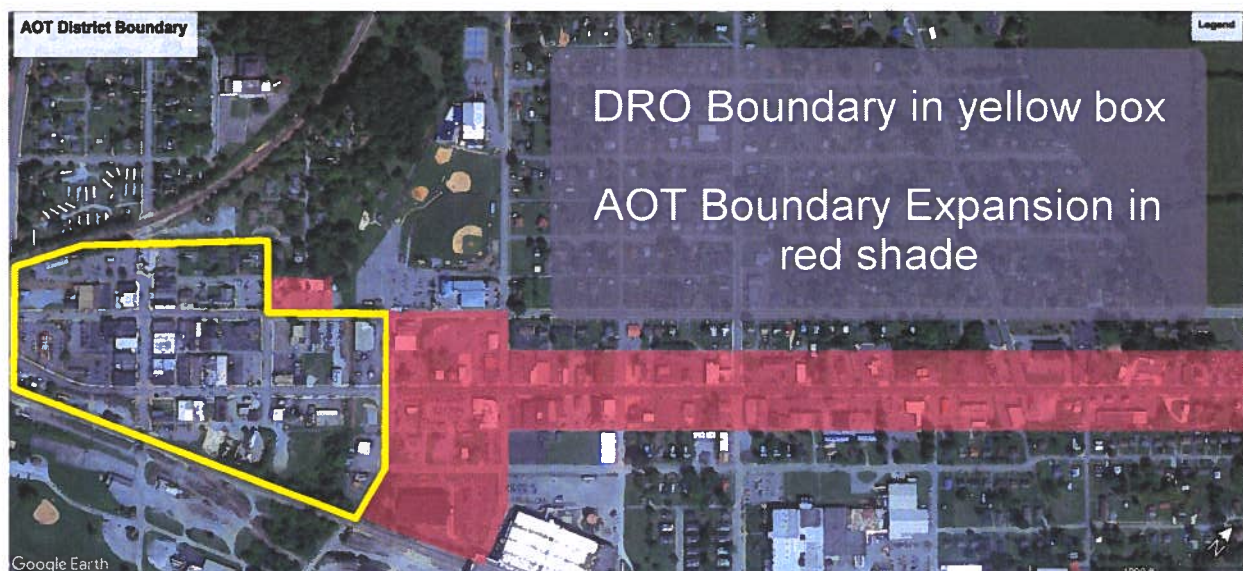
Dear Mr. Coggsdale,

The Board of Directors for Altavista on Track proposes the following amendment to the town's Main Street district. The reasons for this proposed expansion are twofold.

1. The current district area is quite small, only about 3 blocks. If AOT were able to expand the district area, the organization could provide services to more businesses and work on filling more vacant buildings.
2. One of the main tenets of the Main Street Program is for organizations like AOT to accurately represent the demographics of the community it serves. If AOT were to expand the district further down Main Street it would be a wonderful opportunity to encourage and empower more small business owners, diversify the AOT the board, and bring in the voices and ideas of minority entrepreneurs and residents.

The Board of Directors seeks Town Council's support with this project. If, at its July 14<sup>th</sup> meeting, Council supports this request, AOT and Town Staff will pursue next steps. AOT will consult with DHCD to make sure the final expansion map, which will be presented to Town Council, fits within the Department's Main Street guidelines, and reflects their requirements. If AOT has Council's support, AOT will apply to DHCD for state approval of the Main Street district expansion.

The Main Street district is the same as the Downtown Revitalization Overlay (DRO) district, with two small exceptions. Hailey's Appliances at 426 7<sup>th</sup> Street and the parking lot across from Town Hall on 7<sup>th</sup> Street petitioned and were approved to be removed from the DRO. Both those properties are still considered in the Main Street District. The Board of Directors proposes to expand the Main Street district, not the DRO, to include the following (see map below):



The boundaries would be as follows:

- The former Altavista Appliance Plaza, bounded by 7<sup>th</sup> Street, Campbell Avenue, Alley parallel to 7<sup>th</sup>, and Lynch Mill Creek.
- Three blocks bounded by 7<sup>th</sup> Street, Franklin Avenue, East-West Norfolk Southern line, and Pittsylvania Avenue, including 5<sup>th</sup> Street, Main Street, and 7<sup>th</sup> Street.
- Five blocks bounded by the alleys that run parallel on the northeast and northwest of Main Street from Franklin Avenue to Wood Lane, including Charlotte Avenue, Amherst Avenue, Nelson Avenue, Lola Avenue, and Hughes Avenue.

The DRO would remain the same and all parcels that fall within it would be subject to meeting the requirements of the Zoning Ordinance. With the expansion, AOT would be able to use its expertise, access to funds, and volunteer dedication to help revitalize not only the existing district but also along the length of Main Street to Hughes Street.

In preparation for this proposal, a few of our Directors surveyed a sampling of businesses, starting at Pittsylvania Avenue and heading northwest up Main Street, to get a feel for whether they would be opposed, neutral, or open to such an expansion. Out of the approximately forty-five (45) businesses in the proposed expansion area, Directors contacted a sampling of twenty-one (21) businesses. Of those twenty-one businesses, thirteen (13) were open to expanding the district, two (2) were supportive but not sure yet of the benefit to their own business, two (2) were neutral and felt they did not need services, and three (3) were unable to be reached.

We asked each business if they had heard of AOT and if they felt an AOT district expansion would benefit them. If they have not heard of AOT, we informed them of the organization and its mission.

We thank you for your consideration and are happy to answer any questions you may have.

With humility and grace,

A handwritten signature in black ink that reads "Rev. Eduardo Soto, Jr." The signature is written in a cursive, flowing style.

Rev. Eduardo Soto, Jr.  
AOT Board President



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

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

2020 CARES Act Funding

**DESCRIPTION:**

Campbell County recently was awarded \$4,788,505 in federally-issued CARES Act funding related to the COVID-19 pandemic. Based on population, the Town would receive 6% of the total or \$297,160.39 through Campbell County. The CARES Act requires that these funds only be used to cover expenses that: are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), were not accounted for in the budget most recently as of March 27, 2020 and were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Any funds not spent by December 30, 2020 must be returned.

Campbell County has earmarked their funds for three different areas: Broadband/Phone; County Operation Reimbursements and Business Disruption Reimbursements. In discussions with Frank Rogers, County Administrator, the town's businesses would be covered under the County's Business Reimbursement program that is currently seeking applications on-line. Information in regard to the Business Reimbursement can be found at <http://www.campbellcountyva.gov/CivicAlerts.aspx?AID=373>.

At this time, staff is seeking programs/projects that could utilize the funds consistent with requirements of the CARES Act. Due to the short timeline, we have reached out to COMCAST to establish their potential interest in regard to upgraded internet to support "teleworking" and "distance learning", should this be of interest to Town Council.

**RECOMMENDATION:**

Continue to evaluate "allowable" uses for these funds in conjunction with Campbell County.

**BUDGET/FUNDING:**

These funds would be in addition to the FY2021 Adopted Budget.

**POTENTIAL ACTION:**

- No formal action required at this time.

**ATTACHMENTS:**

- *None at this time.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

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

Consideration of award of bid for the Riverview Sewer Line Project

**DESCRIPTION:**

The project consists of removing and demolishing 330 LF of existing aerial 10" gravity sewer under railroad box culvert and existing wooden piers; jack and bore approximately 173 LF of 20" steel casing pipe under existing railroad easement; install 277 LF of ductile iron sewer pipe and related appurtenances.

Bids were received by the Town on June 16<sup>th</sup>, 2020 to construct this project. The Town's consulting Engineer, Dewberry estimated construction cost to be \$197,000.00. Only one bid was received from H.G. Reynolds Company, Inc. to perform the work. The Bid amount received was \$198,462. This is \$1,462.00 above the Engineer's estimate. Dewberry has recommended awarding the bid.

**RECOMMENDATION:**

Staff has reviewed the Engineer's recommendation and recommends the project be awarded to H.G. Reynolds Company. Use unspent funds from the current borrowing to cover this project shortfall of \$14,962.00, \$5000.00 may be needed for a Railroad flagman should one be required during the bore portion of the project.

**BUDGET/FUNDING:**

The recent borrowing allocated \$230,500.00 for this project which includes \$30,700.00 for engineering, \$2800.00 for railroad permitting and \$197,000.00 for construction.

The project total will require an additional \$14,962.00 to cover an unknown Insurance request from the railroad because of the bore of \$8,800.00 of which \$8500.00 was not covered within the budget and \$1,462.00 to cover the construction shortfall estimate. Also, an additional \$5000.00 to be allocated to the project if the railroad should require a flagman. This would bring the Total Project cost to \$245,462.00.

**POTENTIAL ACTION:**

- Accept staff's recommendation and award the bid to H.G. Reynolds Company with additional funding needed be taken from the current borrowing.
- Reject the bid.
- Defer action until your next scheduled meeting.

**ATTACHMENTS:**

- *Dewberry Recommendation*
- *Dewberry e-mail on other contractors rational as to why they did not bid.*





Dewberry Engineers Inc. | 434.797.4497  
551 Piney Forest Road | 434.797.4341 fax  
Danville, VA 24540 | www.dewberry.com

June 17, 2020

Mr. Tom Fore  
Public Utilities Director  
Town of Altavista  
510 7<sup>th</sup> Street  
Altavista, VA 24517

Re: Riverview Sanitary Sewer Reroute Recommended Award

Dear Mr. Fore:

Bids for the Riverview Sanitary Sewer Reroute have been tabulated by this office, and a copy of the certified bid tabulation is attached. Our evaluation confirms the low bidder to be H.G. Reynolds Company, Inc. A copy of their original bid package is also included. H.G. Reynolds Company, Inc. is registered with the Virginia State Registration Board for Contractors with No. 2701039193. The Virginia Department of Professional and Occupational Regulation (DPOR) was contacted, and it was confirmed that the contractor has no formal complaints issued recently and is in good standing.

Based on our evaluations, we have no reservations regarding the ability of H.G. Reynolds Company, Inc. to perform the work, and recommend granting the Award. The base bid offering for this project is \$198,462.

Note that the bid amounts are guaranteed for 60 days from the date of opening. Please let us know of your decision regarding award, at which time we will prepare the Contractor's Notice of Award for your signature. If you have any questions or if you would like to discuss further, please do not hesitate to contact me at 434-549-8518.

Sincerely,

Dewberry Engineers Inc.

A handwritten signature in black ink that reads "Jeremy Eanes".

Jeremy Eanes, EIT

JDE/rse

Attached: H.G. Reynolds Company, Inc. Bid Package, Certified Bid Tab


P:\50115514\Construction\Meeting Minutes\Bid Opening\2020.6.17 - Riverview Sewer Reroute Recommended Award Letter.docx

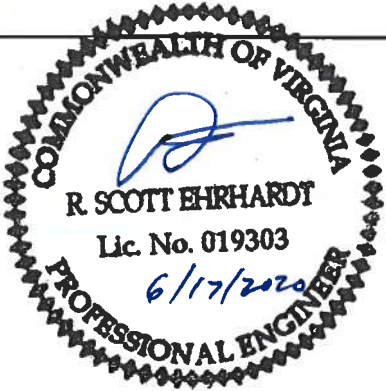
CERTIFIED BID TABULATION RECEIVED ON: JUNE 16, 2020  
CLIENT NAME: TOWN OF ALTAVISTA  
PROJECT NAME: ALTAVISTA RIVERVIEW SANITARY SEWER REROUTE  
PROJECT NUMBER: 50115514

				H.G. Reynolds Company Inc.	
L.I.	Description	Unit	Est. Qty.	Unit Price	Total Price
1	Mobilization and Site Preparation	LS	1	\$18,042.00	\$18,042.00
2	Erosion and Sediment Control	LS	1	\$10,000.00	\$10,000.00
3	Clearing and Grubbing	LS	1	\$10,000.00	\$10,000.00
4	Earthwork	LS	1	\$10,000.00	\$10,000.00
5	Bypass Pumping	LS	1	\$5,000.00	\$5,000.00
6	Remove/Abandon Existing 10" Sewer	LF	315	\$10.00	\$3,150.00
7	10" DIP Sewer	LF	275	\$150.00	\$41,250.00
8	20" Steel Casing Jack and Bore (in soil)	LF	134	\$330.00	\$44,220.00
9	20" Steel Casing Jack and Bore (in rock)	LF	40	\$795.00	\$31,800.00
10	Doghouse Manhole	EA	1	\$5,000.00	\$5,000.00
11	New Manhole	EA	1	\$5,000.00	\$5,000.00
12	Restrained Fitting and Thrust Anchor	LS	1	\$2,500.00	\$2,500.00
13	Rehabilitate Existing Manhole and Risers	LS	1	\$2,500.00	\$2,500.00
14	Tie-in to Existing Manhole	LS	1	\$2,500.00	\$2,500.00
15	Replace Ex. F&C with Watertight F&C	EA	1	\$500.00	\$500.00
16	Site Restoration	LS	1	\$5,000.00	\$5,000.00
17	Campbell County E&S Permit	LS	1	\$1,000.00	\$1,000.00
18	Norfolk Southern Coordination	LS	1	\$1,000.00	\$1,000.00
Construction Total					\$198,462.00

Addenda Acknowledged (1)	Yes
Bid Bond	Yes
Evidence of Authority to do Business in Virginia	Yes
Contractor's License No.	2701039193

Apparent Low Responsive Bidder: H.G. Reynolds Company Inc.

Engineer's Signature: 



## Waverly Coggsdale III

---

**From:** Eanes, Jeremy <jeanes@Dewberry.com>  
**Sent:** Wednesday, June 17, 2020 9:03 AM  
**To:** Tom Fore  
**Cc:** Ehrhardt, Scott; Barksdale, Leslie  
**Subject:** Riverview Sewer Bidders' Response

[EXTERNAL SENDER]

Tom,

I reached out to everyone that came to the pre-bid meeting to ask their reasoning for not submitting a bid. Their responses are below.

### **Counts and Dobyns:**

*We had a few reasons.*

*We think there will be some problems with what we were told would be needed for the railroad versus what our experiences have been doing this kind of work. The answer its whatever the Permit says didn't satisfy what we have had to do in the past.*

*We asked questions on Thursday and got answers but no Addendum came out regarding any questions asked. We didn't know if anyone else asked any questions and got answers that we didn't know about that could impact our bid.*

*With the workload we already have, we didn't feel the need to bid this with the concerns we had.*

### **Grindstaff Underground:**

*We currently have a workload that would not allow us to get to this project within the time frames.*

All others in attendance were either suppliers or submitted a bid.

Jeremy Eanes, EIT  
Graduate Engineer  
Dewberry Engineers Inc.  
551 Piney Forest Rd  
Danville, VA 24540  
Office: (434) 549-8518  
[www.dewberry.com](http://www.dewberry.com)

Visit Dewberry's website at [www.dewberry.com](http://www.dewberry.com) If you've received this email even though it's intended for someone else, then please delete the email, don't share its contents with others, and don't read its attachments. Thank you.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

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

Consideration of award of “Dalton’s Landing” Canoe Launch project bid

**DESCRIPTION:**

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

Two bids were received on July 2, 2020 for the project and the engineer has evaluated the bids. The apparent low bid for this project was submitted by Counts and Dobyns with a base bid of \$412,670 and a total lump sum bid with unit prices of \$435,420. The unit prices cover Removal and Replacement of Unsuitable Soils, Trench Rock, and/or Mass Rock. There are certain number of units provided for in each of these categories; any requirement above those quantities would be result additional costs. In addition there are engineering costs in the amount of \$5,000 left to be paid. Based on the grant funds for construction of \$236,703.20; the Town will need to allocate \$203,716.80 in order to award the contract to the apparent low bidder and cover the remaining engineering costs. This will leave \$140,183.20 in Reserves for additional items that will be needed, including a gate (previously approved by Council); and signs on site; as well as any other items Council may approve.

**RECOMMENDATION:**

Staff recommends that Town Council award the construction contract for the “Dalton’s Landing” Canoe Launch to Counts and Dobyns in the Lump Sum Amount including Unit Prices of \$435,420.

**BUDGET/FUNDING:**

This project will utilize DCR RTP grant funds and Town earmarked Reserve Funds.

**POTENTIAL ACTION:**

- Motion to approve the award of the construction contract for the “Dalton’s Landing” Canoe Launch to Counts and Dobyns in the Lump Sum Amount including Unit Prices of \$435,420.

**ATTACHMENTS:**

- *Bid Tabulation Sheet*

## Dalton's Landing Canoe Launch

Public Bid Opening

GNI JN 2630.0

July 2, 2020, 2:00pm

Bidder	Recognize Addenda?	Include Bid Bond?	Base Bid	Removal & Replacement of Unsuitable Soils			Removal & Replacement of Trench Rock			Removal & Replacement of Mass Rock			Grand Total Bid
				Unit Price (\$/CY)	Assumed Qty	Subtotal	Unit Price (\$/CY)	Assumed Qty	Subtotal	Unit Price (\$/CY)	Assumed Qty	Subtotal	
Burleigh Construction Co. Inc.	1,2	2	\$ 693,525.00	\$ 76.00	100	\$ 7,600.00	\$ 275.00	50	\$ 13,750.00	\$ 275.00	50	\$ 13,750.00	\$ 728,625.00
Count and Dobyns	1,2	1	\$ 412,670.00	\$ 70.00	100	\$ 7,000.00	\$ 225.00	50	\$ 11,250.00	\$ 90.00	50	\$ 4,500.00	\$ 435,420.00



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

New Business

**MEETING DATE:**

July 14, 2020

**ITEM #: 9f****ITEM TITLE:**

APD Traffic Safety Enhancement proposals

**DESCRIPTION:**

Chief Merricks has explored several different traffic safety items and seeks Council's thoughts on whether to place this item on the July Work Session for additional review and discussion. One item, School Zone Cameras, is in regard to new legislation that became effective July 1, 2020; while the other MPH signs is an item that staff has been discussing for some time for main entry points into town.

Attached you will find a memo from Chief as well as information in regard to the School Zone legislation and products. In addition, there is information in regard to the MPH signs for your review.

At this time staff is seeking whether Council would like to place this item on the July 28<sup>th</sup> Work Session for additional review/discussion.

**RECOMMENDATION:**

If Council is interested in learning more about these items, staff would recommend a more detailed discussion at the July 28<sup>th</sup> Work Session.

**BUDGET/FUNDING:**

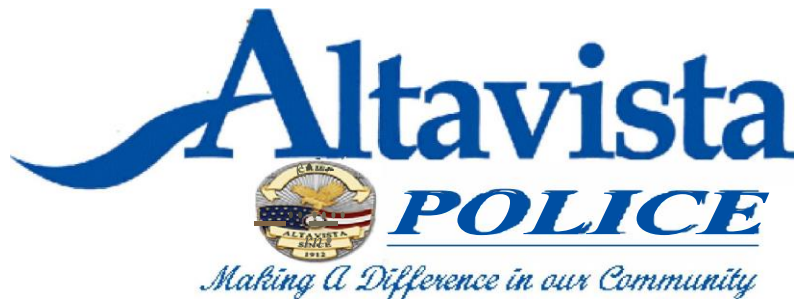
Unknown at this time.

**POTENTIAL ACTION:**

- Request that this item be placed on the July 28, 2020 Town Council Work Session agenda.

**ATTACHMENTS:**

- *Chief Merrick memo*
- *School Zone legislation*
- *School Zone product information*
- *MPH product information*



**Col. Thomas E. Merricks**  
**Chief of Police**

**Capt. Kenneth W. Moorefield**  
**Deputy Chief**

**Phone: (434) 369-7425    510 Seventh St., P.O. Box 420, Altavista, Va. 24517    Fax: (434) 369-5046**

---

To: J Waverly Coggsdale III, Town Manager

From: T E Merricks, Chief of Police

Re: School Zone Speed Monitoring Devices.

Waverly,

HB1442 was enacted this year by the Governor. This bill in part states that law enforcement agencies are allowed to operate photo speed operating devices in or around school crossing zones and highway work zones for the purpose of recording images of vehicles traveling at least 10 MPH over the speed limit. The operator of the vehicle shall be liable for a civil penalty not to exceed \$100.

I have been in contact with NoVoa INC who specializes in photo enforcement technology that automates speed enforcement by monitoring and enforcing the posted speed limits according to Virginia law. Their technology is proven to educate drivers, reduce the number of speeding vehicles and safeguard not only the children, but police officers as well.

Basically, what they do is come in and do a site survey and if feasible they will install the equipment, monitor the software and do the billing. They interface with General District Court computers. Someone from APD would need to review and approve and reject each instance.

I am attaching some info with this email. I would ask that this be brought before council to see their stance on this type program. The next step would be to have a site survey done at both school locations.



## 2020 SESSION

**HB 1442 Photo speed monitoring devices; civil penalty.**

Introduced by: Jerrauld C. "Jay" Jones | all patrons ... notes | add to my profiles

**SUMMARY AS ENACTED WITH GOVERNOR'S RECOMMENDATION:** (all summaries)

**Photo speed monitoring devices; civil penalty.** Authorizes state and local law-enforcement agencies to operate photo speed monitoring devices, defined in the bill, in or around school crossing zones and highway work zones for the purpose of recording images of vehicles that are traveling at speeds of at least 10 miles per hour above the posted school crossing zone or highway work zone speed limit within such school crossing zone or highway work zone when such zone is indicated by conspicuously placed signs displaying the maximum speed limit and that such photo speed monitoring devices are used in the area. The bill provides that the operator of a vehicle shall be liable for a monetary civil penalty, not to exceed \$100, if such vehicle is found to be traveling at speeds of at least 10 miles per hour above the posted highway work zone or school crossing zone speed limit by the photo speed monitoring device. The bill provides that if the summons for a violation is issued by mail, the violation shall not be reported on the driver's operating record or to the driver's insurance agency, but if the violation is personally issued by an officer at the time of the violation, such violation shall be part of the driver's record and used for insurance purposes. The bill provides that the civil penalty will be paid to the locality in which the violation occurred if the summons is issued by a local law-enforcement officer and paid to the Literary Fund if the summons is issued by a law-enforcement officer employed by the Department of State Police. This bill incorporates HB 621 and HB 1721.

**FULL TEXT**

01/08/20 House: Prefiled and ordered printed; offered 01/08/20 20102488D pdf

01/30/20 House: Committee substitute printed 20107126D-H1 pdf | impact statement

02/20/20 Senate: Committee substitute printed 20108777D-S1 pdf

03/03/20 House: Bill text as passed House and Senate (HB1442ER) pdf | impact statement

04/22/20 House: Reenrolled bill text (HB1442ER2) pdf

04/22/20 Governor: Acts of Assembly Chapter text (CHAP1232) pdf

**AMENDMENTS**

House subcommittee amendments and substitutes adopted

House committee, floor amendments and substitutes offered

Senate amendments

Senate amendments engrossed

Governor's recommendation

**HISTORY**

01/08/20 House: Prefiled and ordered printed; offered 01/08/20 20102488D

01/08/20 House: Referred to Committee on Transportation

01/14/20 House: Assigned Transportation sub: Motor Vehicles

01/27/20 House: Subcommittee recommends reporting with substitute (5-Y 2-N)

01/30/20 House: Reported from Transportation with substitute (13-Y 8-N)

01/30/20 House: Committee substitute printed 20107126D-H1

01/30/20 House: Incorporates HB1721 (Hurst)

01/30/20 House: Incorporates HB621 (Willett)

02/03/20 House: Read first time

02/04/20 House: Read second time

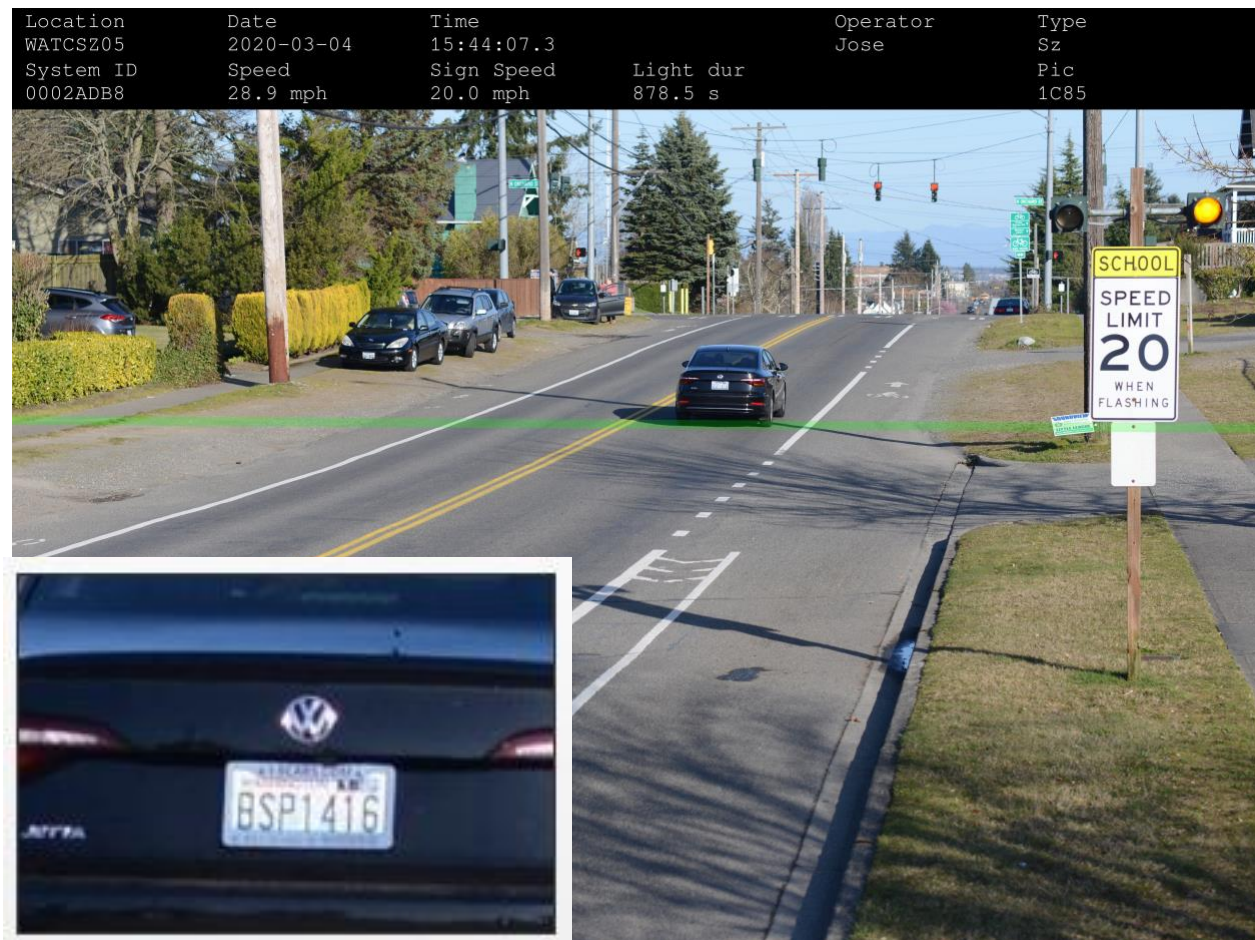
02/04/20 House: Committee substitute agreed to 20107126D-H1

## SCHOOL ZONE SPEED ENFORCEMENT

### Why choose NovoaGlobal as your partner?

NovoaGlobal's **School Zone-Safe** Solution provides a fully turnkey violation management program. We develop customized photo enforcement solutions that meet your operational and safety needs. Each program provides effective public relations support, superior backend violation processing capabilities, and integrated court services, including e-hearings.

#### OUTSTANDING IMAGE QUALITY



#### State-of-the-art Digital and Video Images

The camera system is configured to a pre-defined monitoring zone, denoted by the “virtual” green line running from left to right on the image. Images and video of speeding vehicles are captured as they pass through this zone. If violation criteria are met, images and video are retained and merged with the required data for the creation of a violation.

### Exceptional Accuracy

Radar measures the exact speed and position of every vehicle in the enforcement zone 20 times per second. Constant calibration and system checks provide reliable and consistent speed measurements delivering the most accurate reads to our customers.

### Intuitive User Interface for Easy Violation Review





The following are screen prints from our program showing how easy it is for the reviewing officer to approve/reject violations.

#### INTUITIVE OFFICER REVIEW WINDOW

Capture Information

A	SPEED: 31.76	DIST: 120	TIME: 1583880366.468
B	SPEED: 29.53	DIST: 170	TIME: 1583880367.593
A--B	SPEED: 30.6 [28.2--32.5]	DIST: 50	TIME: 1.125
QC:2	STATUS: OK	DST_SPD: 31.2	AVG_SPD: 31.3

Location: WATCSZ05 Location Name: WATCSZ05 Address: 5100 Block of N 26th St EB GPS: 47.2709625, -122.5068283 Sign-Speed: 20  
 Violation Time: 03/10/2020 3.46.06 PM Speed: 31.8 Signal-Light Time: 999.4 Lane: 1 Class: 24 Violation Type: Sz

SHOW VIDEO [1]
 SHOW IMAGE [1]
 SHOW IMAGE [2]

LOCATION

1st Notice - 03/20/2020

APPROVE
 RE-PROCESS
 RE-QUERY DMV
 REVIEW
 REJECT



## **NO COST to your Municipality, County or Law Enforcement Agency**

### **Full Turnkey Solution Includes:**

- Individualized Program Management
- Violation Processing (pre/post), Citation Mailing, Public Awareness campaigns
- Payment processing, including an on-line Payment Portal
- Electronic data uploads compatible with your preferred Court Information System
- Full Back Office Integration, ALPR Alerting and more

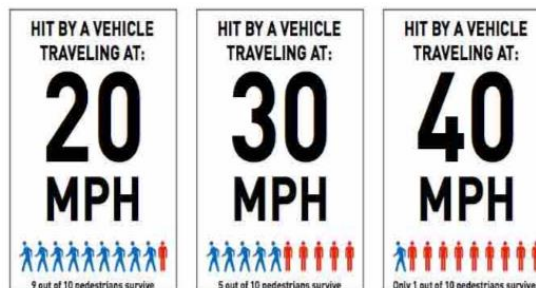
### **NO COST? HOW DOES THAT WORK?**

All NovoaGlobal's safety programs are **"Cost Neutral"**.

This simply means we bear the cost associated with implementing the solution – i.e. all traffic surveys, equipment, civil engineering, permitting, planning, software, court integration, user-training, and everything else required to install and operate a successful school zone safety program.

We recoup our costs over time, in a few different ways - a fixed monthly fee per system; or, a % share of revenue generated by each system; OR, a hybrid (a mix of both). Revenue means money received in paid citation fees, and not the number of citations issued. As a benefit to you, citations must be paid as cleared funds before NovoaGlobal gets paid. AND, there can never be a situation where a municipality is out of pocket by a penny on the program, because the monthly fee can only be paid from revenue collected from the paid violations.

Official IIHS statistics show that if pedestrians are hit by a vehicle traveling at 20mph, 1 out of 10 will die, at 30mph, 5 out of 10 will die, and at 40mph, 9 out of 10 will die

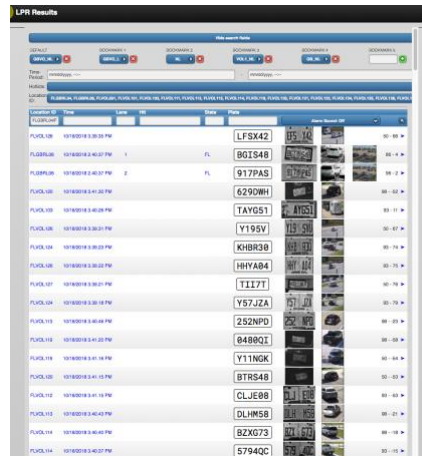
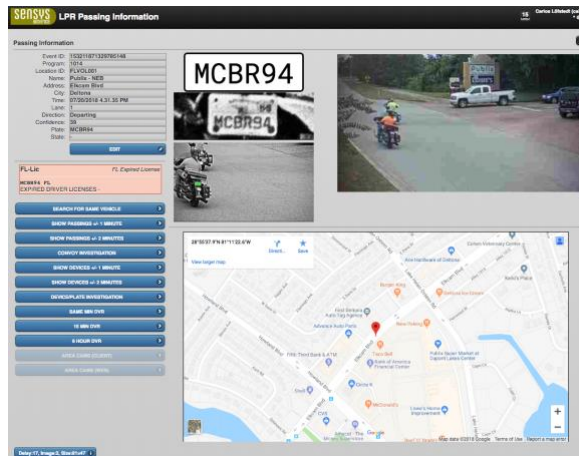


**EXCESSIVE SPEED KILLS or SERIOUSLY INJURES PEDESTRIANS EVERY SINGLE DAY**



Our goal is to help protect your community, reduce the risk of collisions in your school zones by implementing the most effective safety solution! We use the latest technology, provide outstanding personalized customer service, and a partnership that will last for years.

## ALPR



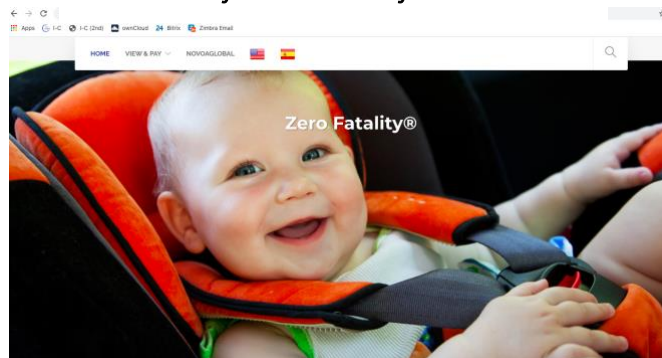
## Discrete, Camera Installation



## School Zone Traffic Studies included



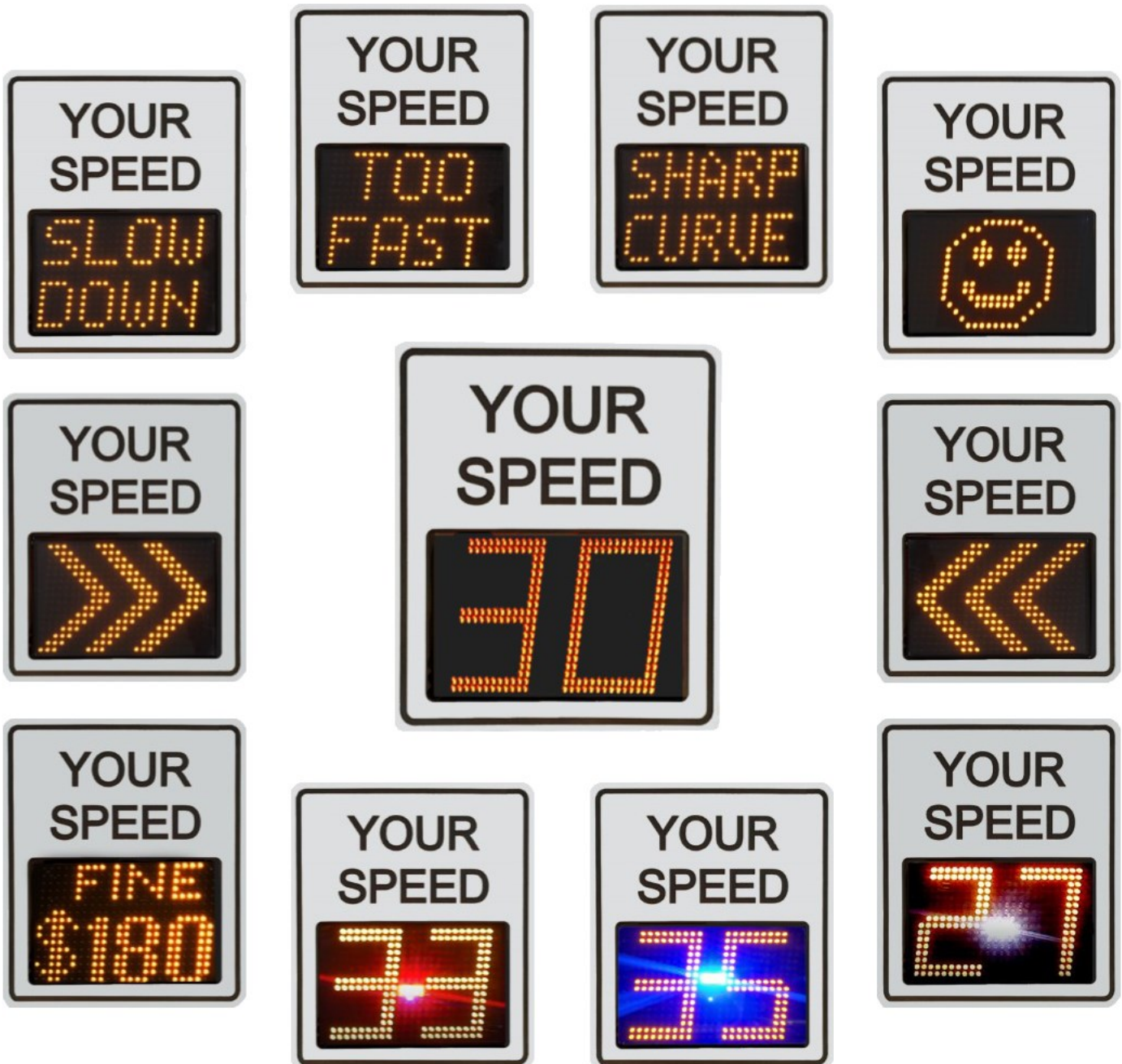
## Zero Fatality – On-line Payment Portal



One Sign...  
Multiple Applications



## TC-600 Full Matrix Radar Speed Sign *Your Traffic Calming POWER Tool*



Certified Quality System  
ISO 9001:2015



100% MUTCD Compliant  
Radar Speed Signs



Proudly Engineered &  
Manufactured in the USA



## Display and Radar Specifications

### YOUR SPEED Faceplate

- 28"W x 33"H YOUR SPEED faceplate with 4" high lettering
- Ideal for roads with traffic speeds of 5-70 mph
- MUTCD compliant colors and reflectivity
- Available in white, fluorescent yellow/green, safety orange, and yellow

### Speed Violator Alerts

- Standard alerts include:
  - Slow flash or fast flash of actual speed
  - SLOW DOWN message
  - TOO FAST message
- **Optional** alert choices:
  - SHARP CURVE
  - Chevrons (right or left facing)
  - Smiley face
  - Fine alert
  - Red/blue strobe (alternating) **OR** simulated camera flash and white strobe
- Display speed and word message alerts alternately or individually, based on speed settings



### Radar

- Type: K Band, single direction Doppler radar, FCC part 15 compliant; no license required
- Sensor Range: Detects vehicles up to 1200 feet
- Beam Width: 12 degrees, +/- 2 degrees
- Operating Frequency: 24.125 GHz, +/- 50 MHz
- Accuracy: +/- 1.0 mph
- Speed Detection Range: 5 - 127 mph

## Power Options / Battery Specifications

### TC-600S (Solar Powered)

- Solar Panel Output: 50 watt standard (25" x 19"), 65 watt optional (31" x 26.5")
- Power Supply: Two 12-volt, 18 amp/hour AGM batteries (UL recognized); provides up to 14 days of back-up operation on fully charged batteries
- Solar Charge Controller: Manages the flow of solar energy input (up to 120 watts from solar panel to battery)
- Low battery cut-off feature provides intelligent battery management
- Battery Status: Check battery charge levels and solar amperage via Wi-Fi
- Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt
- Circuit Breaker: Multi-circuit, 3x10 amp fuses
- Pole Mount Solar Bracket: Side of pole mount with adjustable angle bracket

### TC-600A (AC Powered)

- Power Supply: Hard wire to 100V-240V power supply
- Power Consumption: < 2.0 amps in active mode; Idle mode < 1/2 watt
- Circuit Breaker: Multi-circuit, 10 amp fuse

### Weight

- TC-600S (Solar Powered): 41 lbs., (67 lbs. with batteries)
- TC-600A (AC Powered): 41 lbs.

### Operating Temperature

- Operating Temperature: -40°F to +160°F



## Housing Specifications

### Radar Speed Sign Housing

- Dimensions: 18.5"H x 26.25" W x 5.0"D
- Thickness: .1875" to .25" thick, heavy-duty aluminum
- NEMA 4 level compliant
- Humidity Maximum: 100%
- Non-sealed and ventilated
- Provides maximum protection from the elements and vandalism
- Single housing design means no separate battery box to mount

### Bashplate® with LED Cones

- Internal .375" aluminum shield over LED display to protect components from abuse or vandalism
- Directional beam technology: Individual holes for each LED focus and reflect light toward the road, providing the highest quality viewable display with minimum energy usage

### LEDs

- 2 digits, 13" high super bright amber full matrix LEDs (life up to 100,000 hours)
- Easily readable up to 600 feet
- Display brightness control: Automatic intensity adjustment to ambient light conditions for maximum visibility

### Polycarbonate Display Cover

- .25" thick protective sheet covers entire display area
- Abrasion, graffiti and shatter resistant; UV protection



## Standard Features

### Standard Programming

- Setup functions: Easy to follow menu, no mechanical switches to operate
- Daily timers: Allow 4 on/off timer settings per day, also by day of week. Settings allow lower speed limits for school zone times and for late night display shutoff. (Optional Advanced Scheduler available with all models)
- Stealth mode: Display on-off feature allows traffic data collection continue even when the display is off
- "Possum Switch" activation feature allows the sign to "play dead" for 30 minutes if attacked with force
- Maximum speed cutoff: Prevents unwanted high speed displays; up to 99 mph; discourages "racing" of sign. Choice of flashing matrix, or LED display cutoff.

### Wi-Fi Enabled

- No internet required. Manage your radar speed sign with phone, tablet, or laptop.
- Allows for quick and easy sign operation/data download from most web enabled devices
- WPA2 encrypted security; Password protection
- Connection range up to 300 feet from sign

### OTA Software Updates (over-the-air)

- Allows the wireless delivery of software updates and upgrades directly to the radar speed sign

## Traffic Data Reporting

### StreetSmart (optional)

- Traffic data reporting software to report, organize and analyze speed and traffic data. The information collected by the radar speed sign is loaded into Excel™ ready .csv files, and can generate 35 charts and graphs.

### Radar Speed Sign Data Storage:

- System Storage Capacity: stores data on up to 5 million vehicles. Retains data for retrieval for 12 months

## Warranty

- 2 year warranty on parts and labor, including batteries. Exceptions: Does not cover malicious abuse, theft, or damage due to unauthorized modification. Optional third year warranty extension available.



# Hyper-Alerts™

## Compact Flash Technology

Hyper-Alerts™ are compact clusters of LED lights built right into the "YOUR SPEED" faceplate of the TC-600 model, delivering a significantly more compact solution than traditional beacons. By clustering the LEDs into a smaller foot-print, the same light from a typical flasher becomes an urgent notification for the driver.

### Application

Perfect for use in pedestrian-heavy environments such as school zones, business campuses, military bases and anywhere else there is an urgency to slow drivers.

### Raised Awareness

The LED clusters deliver the same luminescence as a 12" beacon, only in a more compact surface. This results in an *"impossible to ignore alert"* even 1000 feet from the sign.

### Cost Effective

Instead of having to choose between flashing beacons or a radar speed sign, now you can have both alerts for slightly more than the price of either one. The LED clusters are built right into the YOUR SPEED faceplate (30"W x 36"H"), resulting in a more compact system that is far easier to install. This upgrade offers a cost-effective solution to provide the maximum traffic calming effect on speeding drivers.

### Design

- Industrial construction with sleek design is in stark contrast to the individual, bulky, piece-meal look of traditional beacons
- Dual high-intensity amber LED clusters
- Meets ITE guidelines for brightness use in school zones
- LED luminosity: 3000 mcd minimum – 12000 mcd maximum
- 68 LEDs per alert, highly viewable at 1000 feet
- Flash patterns: MUTCD standard 60 fpm, Wig-Wag (alternating); Custom patterns available

### Scheduling Flexibility

- Programmable for an entire year in advance, by date and time, using our Advanced Scheduler
- Hyper-Alerts™ can be activated based on time of day, by speed, or by both

### Solar Power Output with Hyper-Alert™ Option

- 50 watt solar panel for maximum 4 hour daily operation
- 65 watt for maximum 10 hour daily operation
- 90 watt for 24/7 operation
- 120 watt for high volume traffic and cold temperatures

### Weight

- TC-600S with Hyper-Alerts™: 47 lbs., (73 w/ batteries)
- TC-600A (AC Powered) with Hyper-Alerts™: 47 lbs.

*The Hyper-Alert™ option is available on a new TC-600 sign, or as a retrofit of an existing sign; Existing sign must be returned to Radarsign for the retrofit.*





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

**AGENDA LOCATION:**

Unfinished Business

**MEETING DATE:**

July 14, 2020

**ITEM #: 10a**

**ITEM TITLE:** Updates

**DESCRIPTION:**

Staff will follow up with Council on projects and other items:

- a. **English Trail Overlook**
- b. **Shreve Park Bridge**
- c. **Transient Occupancy (Hotel/Motel) Tax**
  - Staff was asked to do a peer review of Transient Occupancy (Hotel/Motel) tax rates, which is attached. In addition, the FY2021 budget includes \$80,000 of revenue in this category that is used for General Fund budget purposes, based on a 5.5% tax rate. In order to generate this revenue our businesses, subject to this tax, must generate a total of \$1,500,000 in receipts, this allows for a 3% discount from the tax amount to the business for collecting the tax. At the \$1,500,000 level, the Town generates approximately \$7,300 of revenue per .5% of tax rate or \$14,600 for each percent (1%).

**RECOMMENDATION:**

Per Council's discussion.

**BUDGET/FUNDING:**

Unknown at this time, per discussion.

**POTENTIAL ACTION:**

- Unknown at this time.

**ATTACHMENTS:**

- *Transient Occupancy Tax Peer Review*



Transient Occupancy (Hotel/Motel) Tax Peer Analysis

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



## Manager's Report for July 14, 2020 Council Meeting

RED indicates updates since last meeting.



### **PROJECTS/ITEMS**

#### **COVID-19 Pandemic response**

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

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

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

**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 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) in regard to items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7<sup>th</sup> and the bids are due Thursday, July 2<sup>nd</sup>. **Bids were received on July 2<sup>nd</sup> and consideration of award is on tonight's agenda.**

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

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

**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 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8<sup>th</sup>. **For additional information, see the attached Hurt & Proffitt Update. (LINK)**

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

**WWTP (All Phases) Electrical Design** Notice to Proceed Issued with a start date of January 15, 2020; Substantial Completion is 120 days and Readiness for Final Payment is 150 days. For the status of this project, see Attached Weekly Peed & Bortz Project Status Report. **For additional information on Phase I see page1; Phase II see page 6 and for Phase III see page 7 of Peed & Bortz’s update (LINK)**

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

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

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

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

**SolSmart Solar Community Designation:** Council approved staff to proceed with seeking SolSmart community designation. Staff has a consultation call with a SolSmart representative on Thursday, September

5<sup>th</sup>. Staff is working on submitting information for the designation process. The SolSmart application for “Bronze Designation” has been submitted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **VDOT PROJECTS (Non Town Funds)**

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

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

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

## **On-going Items with No New Updates:**

- Southern Virginia Multi-modal Park – Utility Review

## **COMPLETED PROJECT:**

**Downtown Public Parking Signs and Banners**  
**Pavilion (English Park) Roof Replacement**



**Hand Rail Replacement Projects (Library and Train Station)**

**Washington Street Sidewalk Project**

**Meals Tax Audits Notification**

**Personnel Policies Manual (Employee Handbook) Update**

**Utility Standard Details & Specifications**

**RFQ/P Engineering Services**

**Economic Development Strategic Plan (Camoin)**

**7<sup>th</sup> Street Utility Project**

**Ridgeway Avenue Drainage Evaluation**

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

**Main Street Speed Study**

**English Park Gazebo Roof Replacement**

**Main Street Coordinator Hired**

**Spring 2020 Paving Completed**

**English Park Gazebo Roof Replacement**

**Town of Altavista  
Hurt and Proffitt Projects  
Status Report**



Date: July 2, 2020

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. Received information from Tom F. for rehabilitation of structures that we will review for applicability

Anticipated Work Over the Next two Weeks

1. Waiting on review comments from internal QA/QC review
2. Waiting on comments from railroad on permit review

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:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$17,888
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

9 July 2020

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

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**Recent Activities:** Due to generator shop dwg revisions and other minor revisions, the Engineer will pull together a change order for all of the work associated with the revised generator pad. This change order is anticipated to be a minor net increase or decrease change order price. All parties have agreed to forego the excavation meeting. Electrical subcontractor has mobilized to the site.  
Met with contractors and staff on-site on 6 May to discuss conduit installation and excavations.  
Contractor is continuing with the installation of conduit ductbanks. Contractor has installed the vault and is almost complete with backfill. Building footers have been poured. Contractor has started laying block for the building.

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

**Upcoming Tasks:** Continue with construction.

**Outstanding Issues:** Contractor to submit shop dwgs for review.  
Testing services will be performed by H&P as necessary.

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#### Design Schedule:

#### Schedule Constraints:

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

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#### Town Input Required:

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

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

9 July 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:** Categorical exclusion request letter was approved by DEQ on 20 April 2020. Progress plan set submitted to Town staff on 17 April. Town staff has reviewed and responded with comments. Town staff and Engineer reviewed the progress plans in an on-line meeting 14 May. Schedule revised as noted below. Plans submitted to DEQ on 26 June. Awaiting DEQ review and comments

**Anticipated work over the next two weeks:**

**Upcoming Tasks:** Bid the project as noted below

**Outstanding Issues:**

---

**Design Schedule:** 26 June 2020 Submit plans and specs to Town staff and DEQ for review  
20 July 2020 Receive comments from DEQ  
25 July 2020 Advertise for bids  
September 2020 Receive bids  
October 2020 Award contract

**Schedule Constraints:**

**Projected Completion:** March 2022

**Approved Budget:** \$81,000

**Invoiced To Date:** \$52,095

**Balance to Complete:** \$28,905

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**Town Input Required:**

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

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

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



## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

9 July 2020

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

---

**Recent Activities:** Categorical exclusion request letter was approved by DEQ on 20 April 2020. Progress plan set submitted to Town staff on 17 April. Town staff has reviewed and responded with comments. Town staff and Engineer reviewed the progress plans in an on-line meeting 14 May. Schedule revised as noted below  
Engineer has sent a request for additional information regarding SCADA to Town staff for review. Plans submitted to DEQ on 26 June. Awaiting DEQ review and comments

**Anticipated work over the next two weeks:**

**Upcoming Tasks:** Bid the project as noted below

**Outstanding Issues:**

---

**Design Schedule:** 26 June 2020 Submit plans and specs to Town staff and DEQ for review  
20 July 2020 Receive comments from DEQ  
25 July 2020 Advertise for bids  
September 2020 Receive bids  
October 2020 Award contract

**Schedule Constraints:**

**Projected Completion:** March 2022

**Approved Budget:** \$303,000-\$81,000 (Phase II)

**Invoiced To Date:** \$

**Balance to Complete:** \$

---

**Town Input Required:**

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

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

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

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

9 July 2020

**Project Name:** WTP Filter Rehabilitation  
**Project Manager:** Russell Jackson, PE  
**Sub-Consultant**  
**P&B Job Number** 19-76

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**Recent Activities:** Met w/ Town staff on 13 May to review plans  
**Anticipated work over the next two weeks:** Revise plans to incorporate comments from previous plan review. Revisions will include adding replacement of existing filter effluent and backwash pump electric actuators, as existing units are 21 years old.  
**Upcoming Tasks:** Submit revised documents to Town staff for review.

**Outstanding Issues:**

---

**Design Schedule:** July 2020 Documents to VDH for review  
September 2020 (60 days) Receive VDH approval  
October 2020 Advertise for Bids (if Town desires)  
**Schedule Constraints:** Town staff may desire to schedule bidding/construction for a certain time of year  
**Projected Completion:** TBD  
**Approved Budget:** \$56,000  
**Invoiced To Date:** \$4950  
**Balance to Complete:** \$51,050

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**Town Input Required:**

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

9 July 2020

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

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**Recent Activities:** Continued coordination with vendors to develop equipment alternatives and obtain budgetary pricing. Coordinated with Town staff related to one of the Basin #2 aerators that is now out of service. Engineers sent a draft technical memo related to major equipment options and recommendations. Engineer has requested additional information regarding alternatives and a short meeting to discuss. Engineer and staff are planning for a site meeting later in June. Engineer will meet w/ staff on 9 July to discuss details of the project.

**Anticipated work over the next two weeks:**

**Upcoming Tasks:**

**Outstanding Issues:**

---

**Design Schedule:** TBD Complete design plans and specs  
TBD Advertise for Bids (if Town desires)

**Schedule Constraints:** Town staff has indicated this project bid may slip in order to coincide with WWTP Electrical upgrades  
See note below regarding potential schedule adjustment.

**Projected Completion:** 31 October 2021

**Approved Budget:** \$198,000

**Invoiced To Date:** \$0

**Balance to Complete:** \$198,000

---

**Town Input Required:**

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

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

**Town of Altavista  
Hurt and Proffitt Projects  
Status Report**



Date: July 2, 2020

This memo is a status report of Hurt & Proffitt Team's efforts for the McMinnis Water Project

Completed Work Over the Last Week

1. Received comments from VDOT on submittal
2. Updating cost estimate
3. Received information from Tom F. regarding internal pipe turbine and will review for applicability

Anticipated Work Over the Next two Weeks

1. Respond to internal QC/QA comments
2. Respond to VDOT comments
3. Await railroad comments on crossing submittal
4. Await comments from VDH

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

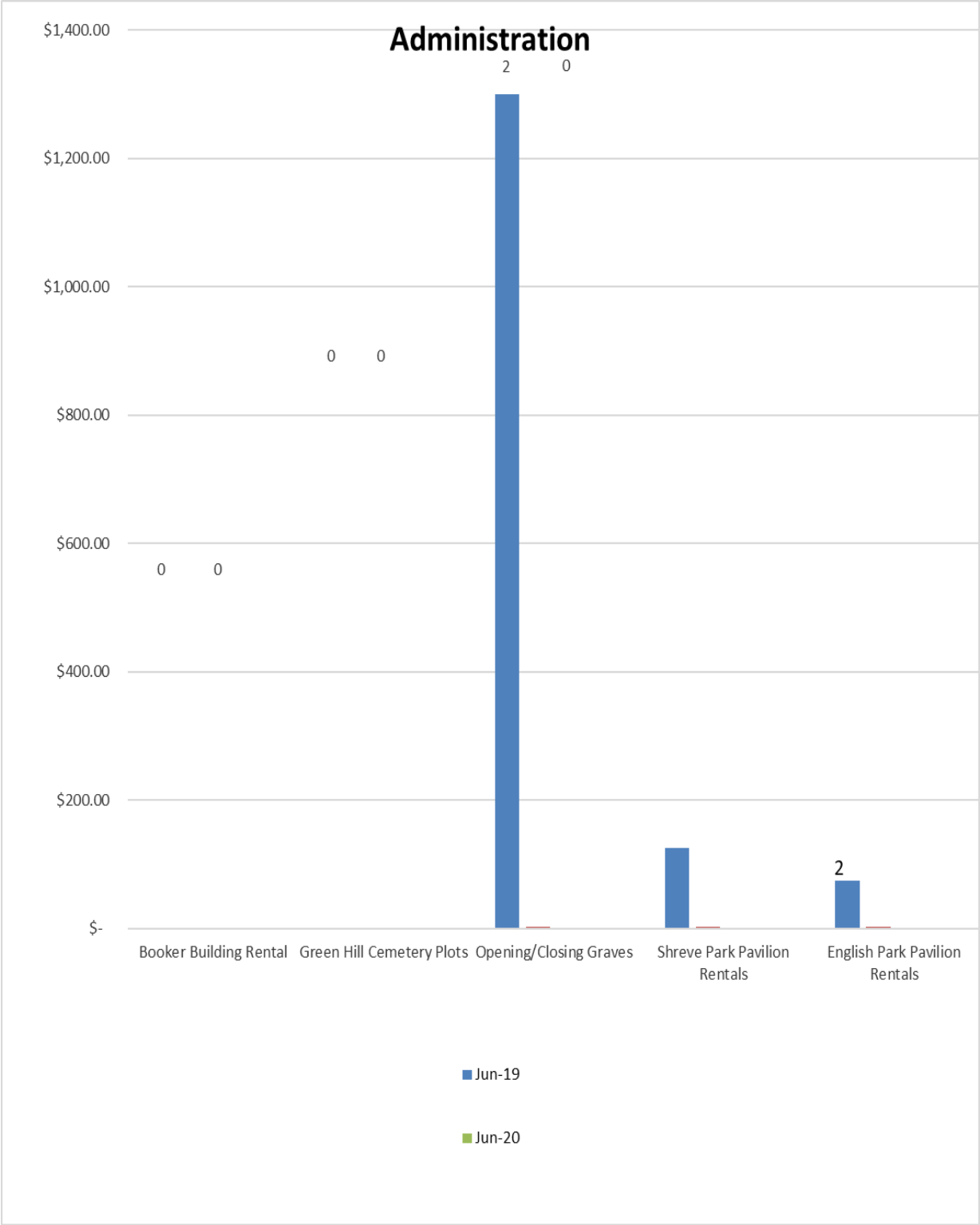
Budget Summary

1. Spring Site Survey	Contract:	\$1,750	JTD:	\$1,750
2. Bedford Tank Site Survey	Contract:	\$1,750	JTD:	\$1,750
3. Water Line Route Survey	Contract:	\$18,000	JTD:	\$18,000
4. Water Line Design	Contract:	\$51,250	JTD:	\$20,500
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$0
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$24,100	JTD:	\$0
8. Easement Plats (4 to date)			JTD:	\$2,400

Submitted by:

Bif Johnson, PE  
Project Manager

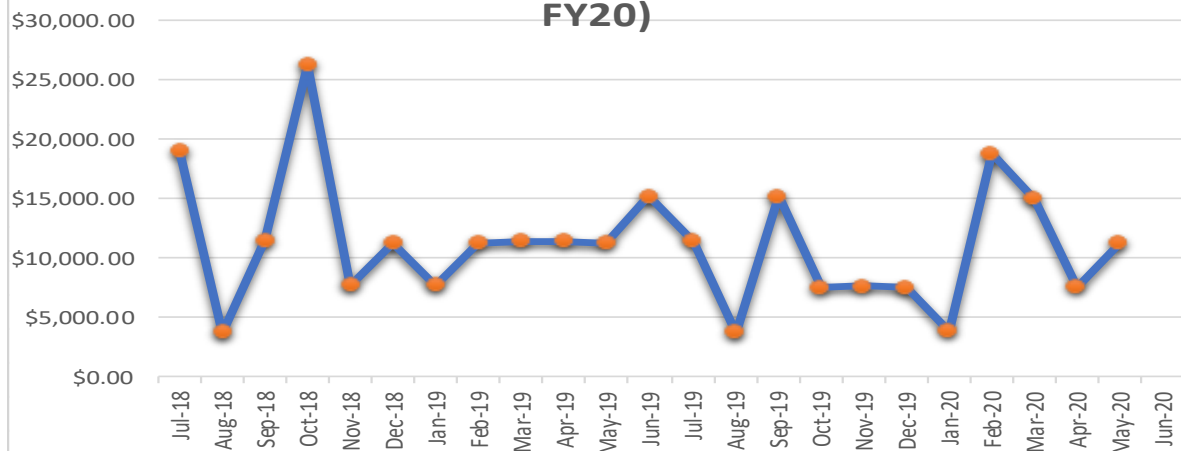




**Town of Altavista  
Local Cigarette Tax**

Jul-17	\$7,826		<b>FISCAL YEAR</b>
Aug-17	\$22,706		<b>TOTAL</b>
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		<b>MTD TOTAL (FY)</b>
Mar-18	\$11,250	FY2019	\$117,600
Apr-18	\$7,688	FY2020	\$124,684
May-18	\$11,419	+/-	\$7,084
Jun-18	\$15,206		
Jul-18	\$7,725	<b>Budgeted:</b>	<b>\$144,000</b>
Aug-18	\$18,994	+/-	-\$19,316
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		
Feb-20	\$3,881		
Mar-20	\$18,750		
Apr-20	\$15,000		
May-20	\$7,545		
Jun-20	\$11,299		

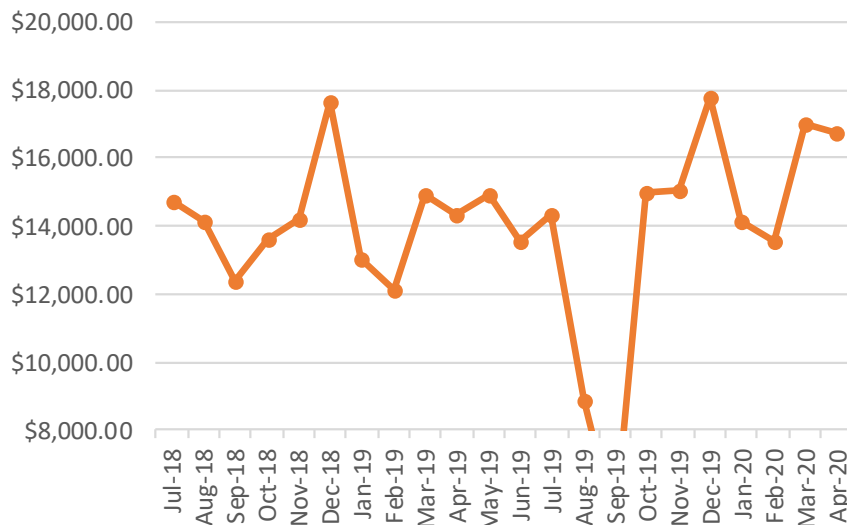
**Cigarette Stamp Revenue (monthly FY 19 & FY20)**



**Town of Altavista  
Local Sales Tax**

Jul-18	\$14,695		
Aug-18	\$14,171		<b><u>YTD TOTAL (FY)</u></b>
Sep-18	\$12,414	FY2017	\$166,834
Oct-18	\$13,631	FY2018	\$171,886
Nov-18	\$14,233	FY2019	\$169,649
Dec-18	\$17,632		
Jan-19	\$13,018		
Feb-19	\$12,098		<b><u>MTD TOTAL (FY)</u></b>
Mar-19	\$14,950		
Apr-19	\$14,324	FY2019	\$141,166
May-19	\$14,943	FY2020	\$137,681
Jun-19	\$13,540	+/-	-\$3,485
Jul-19	\$14,308		
Aug-19	\$8,868	Budgeted:	\$165,000
Sep-19	\$5,261	+/-	-\$27,319
Oct-19	\$14,965	Two Months Remaining	
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		
Mar-20	\$17,023		
Apr-20	\$16,735		

**Local Sales Tax (Monthly FY19 & FY20)**



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

## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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

	<b>PREVIOUS</b>
	<b>YTD TOTAL (FY)</b>
<b>FY2017</b>	<b>\$951,518.71</b>
<b>FY2018</b>	<b>\$936,848.19</b>
<b>FY2019</b>	<b>\$986,050.18</b>
	<b>MTD TOTAL (FY)</b>
<b>FY2019</b>	<b>\$897,557.45</b>
<b>FY2020</b>	<b>\$886,225.65</b>
+/-	-\$11,331.80
<b>Budgeted:</b>	<b>\$955,000</b>





2020

	January	February	March	April	May	June	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	1	43
Criminal Arrests "Misdemeanor"	18	10	13	15	18	5	79
Warrant Executed	13	18	15	16	12	8	82
Uniform Traffic Summons Issued	97	55	30	6	12	44	244
# Traffic Stops	189	127	64	10	23	42	455
BOLO'S (Be on Look Out)	15	9	15	9	12	7	67
DUI	4	1	2	0	0	0	7
IBR	29	24	19	43	54	23	192
MVA	5	4	6	4	7	8	34
Assist Motorist	6	11	6	13	13	17	66
Calls for Service	248	214	189	261	185	164	1261
Investigation Hours	2	5	3	30	47	6	93
Alarm Responses	29	11	8	8	11	10	77
ECO/TDO	3	1	1	3	0	1	9
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	67
Training Hours	0	0	1	0	0	0.5	1.5
School Check	104	56	67	83	71	13	394
Court Hours	35.5	24.5	18	1	0	2.5	81.5
Community Events	1	0	0	0	1	1	3
Special Assignment Hours	0	1	8	1	0	4	14
# Hrs Directed Patrol	233	199	186	181	81	96.5	976.5
Bike Patrol Hours	0	0	0	0	0	0	0
Citizen Contacts	2048	880	800	515	488	416	5147
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	5162
Follow Ups	10	18	10	32	55	36	161

Patrol on 29-June 2020

7-Jun	29 NB/Main	1200-1225	Weaver	Check Welfare/Courtesy Ride
10-Jun	Clarion Rd @ 29NB Exit	0125-0220	Osborne	Check Welfare/EMS Checked Out
11-Jun	29 SB	2130-2140	Osborne	BOL/Possible DUI/Unable to locate
17-Jun	29 NB/Bedford Ave	1516-1532	Harmon	Traffic Stop/Summons x 2
19-Jun	29 NB/Bedford Ave	1220-1235	Weaver	Disabled Vehicle
20-Jun	Rt 29/Clarion	2300-2330	Yeaman	Radar/1 Citation
20-Jun	Rt 29/Otter Creek	0240-0255	Yeaman	Assist Campbell/Disable Vehicle GOA
21-Jun	Otter River Bridge	2357-0115	Osborne	MVC/Vehicle vs Bear-Assisted VSP
23-Jun	29 NB	1146-1200	Harmon	Disabled Vehicle
24-Jun	29 SB/43 Exit	1415-0450	Osborne	Assist 1404 w/Disabled Vehicle-Towed



## MEMORANDUM

**To: J. Waverly Coggsdale, III – Town Manager**

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

**Date: July 1, 2020**

**Re: June 2020 Monthly Report**

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### Permits

There were three (3) Zoning Permits issued during the month of May:

Home Occupations: 0  
New Business: 0  
Signs: 0  
Accessory Structures: 3  
New Homes or Additions:  
Zoning Confirmation Letters: 0  
Plats: 1

### Violations

Staff is working on 21 active code enforcement complaints. There were 14 new code violations reported. There were 11 violations abated in June. Most of the new complaints this month were tall grass.

One trash violation was reopened on 15<sup>th</sup> Street due to the occupants placing loose trash in and outside the container. After repeated calls, letters, and in-person meetings, the town has sent a certified letter to the tenant and property owner stating that a fine and administrative fee would be issued the next time a violation is found. Staff has spent approximately 3 hours this month picking up litter in one block.

Staff has scheduled a public nuisance hearing for the July 14, 2020 Town Council meeting for 1004 10<sup>th</sup> St. Staff has tried unsuccessfully since May 18, 2018, to have the property owner relocate or remove a shed located in the front yard setback, an inoperable vehicle, and general property nuisances (junk) around the property.

### Planning Commission:

The Planning Commission met on June 1, 2020. At the meeting a public hearing was held on request of Altavista Area-Campbell County Habitat for Humanity (contract purchaser) to conditionally rezone 8 parcels along 3<sup>rd</sup> St and Hughes Ave from Industrial (M) to Medium Density Residential (R-2). The Planning Commission recommended an approval of the request by a vote of 4-0.

The Planning Commission continued discussing its work plan, which included a discussion on derelict structures and property maintenance issues. The Planning Commission will have an informational session with the Director of State Building Codes Office on August 3, 2020 at 5:00 pm in Council Chambers.

### Board of Zoning Appeals:

The Board of Zoning Appeals held its organizational meeting on June 16, 2020. During the meeting Wilson Dickerson was elected as Chair and Charles Eubanks was elected as Vice Chair. The BZA adopted its Annual Report and requested it be submitted to Town Council.

### Recreation Committee

The Recreation Committee did not meet in June.

### Staff Projects/Meetings:

Work continues on the FEMA Regional Hazard Mitigation Plan. Staff has submitted updates to the Central Virginia Planning District Commission (CVPDC). A public meeting was held on June 25, 2020 at 5:30 p.m. via Zoom.

The Community Development Director continues to work with UDSA on the Rural Business Development Grant for equipment, furniture and fixtures for the Incubator, Accelerator, and Coworking (IAC) space in the vacant fire station adjacent to Town Hall. The town has requested \$60,000 and no match is required.

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

Administration finished code enforcement flyers to help educate citizens about various town codes and have posted them to the town website. They are updating a previously used "Courtesy Notice" that can be used by all employees in the field.

The Community Development Director worked with the Central Virginia Planning District Commission to create a map showing the location of each park and the amenities offered. This was posted to the website and will be included in AOT welcome packets.

Staff had a kickoff meeting with Summit Partners on the feasibility study and market analysis for the Incubator, Accelerator, and Coworking Project in the vacant fire station next to Town Hall. The study is being funded by a grant obtained by Altavista on Track (AOT) from the Virginia Department of Housing and Community Development (DHCD).

Community Development and Administration applied to SolSmart to be designated as a bronze community. The town has been asked to complete 2 training classes before its application can be approved. Staff will take those classes during the first week of July.

The Community Development Director met with Virginia Housing (formerly VHDA) to discuss funding for a senior housing project. They also discussed a possible planning grant targeted to affordable housing.

Work continues with the Complete Count for the US Census. The response rate for Campbell County as of June 30, 2020, was 61.8%. The response rate for Virginia was 66.6%, which is ranked 7<sup>th</sup> in the country with 2,500,000 Virginians responding. Nationally, the response rate is 64.8%.

Staff worked with Campbell County to obtain a Resolution of Support for the town's Tobacco Region Revitalization Commission (TRRC) Southside Economic Development Grant application for the Incubator, Accelerator, and Coworking space.

The Community Development Director participated in the monthly CVTPO Transportation Technical Committee Meeting. The Technical Committee made a recommendation to the Policy Board to approve the Central Virginia Transportation Improvement Program (TIP) for Fiscal Years 2021-2024. There was a discussion on Long Range Transportation Plan (LRTP) Phase 2 Project Evaluation. The Technical Committee discussed LRTP Virtual Public Workshop on June 30, 2020

The Department of Rail and Public Transit (DRPT) provided an update on the status of the Virginia Breeze Bus System. It is scheduled to launch on August 7, 2020. The pickup/drop off location will be at Walmart.

The Community Development Director has reached out to USDA to discuss opportunities for loans for Single Family Housing and their housing repair loans and grants program.

The Community Development Director contacted the Virginia Department of Conservation and Recreation (DCR) to seek assistance with the shoreline erosion problem along Staunton River at English Park. Mike Vanlandingham, Shoreline Engineer with the Division of Soil and Water Conservation, will conduct a site evaluation of the eroding riverbanks, recommend stabilization strategies, and work with the town on permitting and inspections process.

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

The Town Manager, Community Development Director, and Campbell County Administrator met to discuss broadband opportunities throughout the county.

CVPDC hosted a Virtual Town Hall on June 30, 2020 which included a presentation of the region's transportation planning process and overview of transportation projects.



# Main Street Coordinator June 2020 Monthly Report



## Meetings and Conferences

- Attended June Town Council Meeting and Work Session.
- Attended VMS webinar, Basic Principles of Main Street Promotion
- Attended National Main Street Institute course, Advanced Principles of Leadership
- Met with Stephanie Keener of the SBDC to get familiar with what services SBDC offers.
- Met with VMS representative Zachary Whitlow to discuss facilitating the 2020-2021 AOT work plan discussion with the AOT board.
- Met with Ed Soto, Zachary Whitlow (VMS) and Cindy Colson (Center for Non-profit Excellence) to discuss AOT board development.
- Attended a VMS director's check-in call for the southern region.
- Attended a VMS director's call hosted by the Center for Non-profit Excellence, about board engagement related to the COVID-19 situation.
- Attended a VMS director's call about Small Business and Supplier Diversity.
- Met with Evelyn Vaden, AOT's accountant, to make sure categories and budget in QuickBooks is accurate.
- Attended a webinar hosted by VMS and The Brookings Institute titled, Mitigating the economic impacts of COVID-19 in rural areas.
- Met with Lauren Odessa of the Altavista Area Chamber of Commerce to discuss ways for AOT and The Chamber to Partner. Discussed hosting a virtual business meeting/networking event.
- Meeting with Ed Soto (upcoming board president) to discuss AOT's upcoming year, and his expectations of the Main Street Coordinator.
- Conversation with Diana Schwartz about how Danville has accomplished revitalization.

## Business Updates

- Altavista Alarm Co. Moving to Lynch Station
- Main Street Trading Company moving to former Bittersweet location on 29
- Blum Skin Care will be moving to 617 Broad Street in August.
- Parker Productions will be moving to 509 Main Street (current Blum Skin Care office).
- The New York Pizza building is being worked on by Todd Mattox. His sister owns it, he would like to buy it. But it is for sale and being shown to other potential buyers.

## Businesses visited:

Visited 13 downtown businesses to begin to build relationships. Will be visiting businesses weekly, with the intent of visiting each business in the district once a month.

## Businesses called

Called 11 businesses downtown and further along Main Street. Downtown businesses were contacted to collect news or updates for the AOT monthly newsletter. Businesses along Main Street were contacted to find out if they had heard of AOT and if they were interested in seeing the Main Street district expanded to incorporate more of Main Street.

## AOT Activities

- Held monthly board meeting
- Created new board member orientation packets
- Created board composition matrix
- Promoted, launched, and created a report on the consumer confidence survey created with the Altavista Area Chamber of Commerce.
- Wrote TRRC commission letter of support for the Town's grant proposal
- Wrote a memo to the Town Manager and Town Council regarding AOT's proposal expand the Main Street district.
- Created reporting system for Small Business Grants and sent letters and reporting template to all businesses who received the \$500 grants from AOT.
- Updated AOT website with new board member information, and Main Street Coordinator contact information
- Finalized and sent AOT June monthly newsletter, began working on July monthly newsletter.
- Proofread final letter of agreement between the Town of Altavista, and Altavista On Track.
- Sent out Gibley Jog sponsorship letters.
- Assembled new resident welcome packets.

## **June Town Social Media Report**

### Facebook & Social Media

- Page likes increased from 1594 - 1653
- Total page reach for the month – 11,160
- Total post engagement – 3,393
- Highest viewed posts: post about new 7<sup>th</sup> street cross walk, post about job opportunity in the Public Works Department, post about traffic line painting.
- Town Instagram page has 433 followers.
- Town Twitter has 133 followers

## BUILDINGS AND GROUNDS

Thursday, July 8, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: June, 2020

Vacation / Sick Leave Taken		15
Meetings / Data Entry / Work Planning		16
# of Call Duty Hours		
# of Assisting other Crews		17.74
Holiday		
<b>Green Hill Cemetery</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
# of Burials		
# of Cremations		
Cemetery Grounds Maintenance		3
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
<b>Solid Waste Collection</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
Residential Garbage Collected (Tonnage)	95.13	86
# of Curbside Brush Collected (Stops)	241	
Loads of Brush Collected	18	46.2
# of Curbside Bulk Collected (Stops)	118	
Bulk Collection (Tonnage)	10.5	22.50
# of Tires Collected	2	1
# of Residential Garbage Citations Issued		0
<b>Parks</b>		
<b>DESCRIPTION</b>	<b>Month Totals</b>	<b>Labor Hours</b>
Landscaping Buildings		8.0
# of Building Maintenance Hours		45.0
# of Park Cleaning		71.0
# of Parks Ground Maintenance Hours		159.25
# of Acres Mowed by Town	106.88	112.22
# of Acres Mowed by Contractors ****	28.66	91.09
Special Projects - PD Range		0
# of Veh. Maintenance Hours		10.0
*** HOURS NOT ADDED		
<b>Total Labors Hours for the Month</b>		<b>704</b>

## STREET DEPARTMENT MONTHLY REPORT

DATE: Wednesday, July 8, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: June 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	20
Safety Meetings/Data Entry/ Planning Schedule	30
Emergency Call Duty	4
Weekend Trash Truck	12
Street Sweeping	12.5
Street Sweeping (Gretna)	5
Litter Control	35
Assisting Other Crews	74
Town Wide Mowing	165
Contractor Mowing Main & Bedford	2 Times
Sign Maintenance	4
Shoulder Repairs	3
Ditch & Drainage Pipe Maintenance	96
Shoulder Stone	32
Asphalt Paving And Patching	104
Dead Animal Removal	1.0
Decorative Street Light Repairs	0
No. Of LED Decorative Street Light Installed	0
Equipment Maintenance	16
Trees/ Trimming/ Removal	16
Asphalting (Potholes)	3
Storm Drainage	0
Hanging Street Light Banners	0
Weed Control	30
Road Hazards	15
Bags Of Litter	25
Street Lighting Repairs	0
Traffic Control	1.50
Total Labor Hours for the Month	704

## FLEET MAINTENANCE DEPARTMENT

**DATE:** July 8, 2020

**TO:** TOWN MANAGER

**FROM:** DAVID GARRETT

**MONTH:** June 2020

DESCRIPTION	Labor Hours
Vacation	0
Safety Meetings	2
Holiday	0
Daily/ Weekly/ Planning & Scheduling	5
Sick Leave Used	0
CIP / Budgeting	0
Preventive Maintenance	109
Full Services	10
General Repair's	31.5
Troubleshoot and Diagnostic	5.0
Training	0
Tire Changes & Repairs	4
Building & Grounds	4
Picking Up & Delivery	2.5
State Inspections	3
Total Labor Hours for the Month	176



## Monthly Staff Report Water Plant

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

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 17.13 Hours per day which yielded approximately 1,671,500 gallons of water per day.

Rain 9.433 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>16.47</u>	hrs		
Average Hours per day (weekends)	<u>17</u>	hrs		
Average produced (week days)	<u>12.63</u>	gallons per day		
Average produced (weekends)	<u>41.67</u>	gallons per day		
Total Raw Water Pumped:	<u>54.3</u>	million gallons		
Total Drinking Water Produced:	<u>50.89</u>	million gallons		
Average Daily Production: (drinking)	<u>1,700,000</u>	gallons per day		
Average percent of Production Capacity:	<u>56.67</u>	%		
Plant Process Water:	<u>3,798,897</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>73,575</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>4,300</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>6.489</u>	million gallons	average hours per day	<u>15</u>
Average Daily Produced:	<u>263,423.0</u>	gallons per day	Rain at MC	<u>8.17</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>6.272</u>	million gallons	average hours per day	<u>14.1</u>
Average Daily Produced:	<u>261,333</u>	gallons per day	Rain at RE	<u>9.31</u>
Purchased Water from CCUSA	<u>2,297,856</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,573,600</u>	gallons		
Industrial Use	<u>46,552,432</u>	gallons		

Water lost due to leaks none captured

Cross Connection Visits 0

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 Cryptosporidium Sampling was completed for the month on June 2, 2020  
 Melinda High Pressure Zone-Council rejected the only bid received, to rebid in October -December 2020  
 Fire Extinguishers checked and signed off on  
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing  
 Located overflow drain at McMinnis Spring, additional work completed  
 Filter Upgrade design underway. 75% plans were reviewed by plant manager. Onsite meeting to be scheduled.  
 McMinnis water line design underway.Plans at 75%  
 Wased Basin #4 and #5  
 Spoke to Vendors every Monday to verify that Deliveries would not be delayed on chemicals needed for treatment.  
 Reported to Abbott and Health Department each Monday on health of employees and chemcial inventory  
 Emergency Response Plan for the water plant is in the drafting stage. Federally required by July 2021  
 Resiliency Accesement is in the reviewing stage. Also Federally required by July 2021  
 Reviewing the Source Water Protection Draft  
 Reed Creek was excercised in June  
 Clarion SCADA and Clarion flow control valve were damaged by electrical surge. SCADA was repaired and control valve panel was ordered  
 Was down a plant operator during the month of June with understanding because of medical procedure would be back in July  
 Water plant staff was awarded a Gold Award by the Virginia Dept. of Health for excellence in clarification, filtration, and backwash

# Utilities Distribution and Collection

# of Service Connections	1		
# of Service Taps	1	Addresses: 220 Frazier Rd	
# of Meters Read	101 1,724	Monthly Quarterly	
# of Meters Cut Off For Non-Payment	40		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	20 182.90	Tons	
# of Location Marks made for Miss Utility	67		
# of Meters Replaced	4		
# of Water Lines Repaired Locations:	0	# of Sewer Lines Unstopped Locations: 816 Park St 1912 Tabby Lane 1308 Bedford Avenue	
# of PRV Maintenance	1		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	1		
Push Camera Footage	375'	Sewer Main Cleaned	550'
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	2
Sewer (Root Cutting) Main Manholes	0	Sewer Right of Way Clearing Footage	2100'
Sewer Video Footage	600'	Sewer Service Cleaned	100
Sewer Video Manholes	5	Sewer Service Video	150'
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	75'
Water Turn On and Offs	18	Water Right of Way Clearing Footage	800'
		Sewer Manholes Inspected	30
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

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

Water overflow line located - McMinnis Spring  
PRV (Pressure Reducing Valve) Maintenance and Repair  
ARV (Air Relief Valve) Maintenance and Repair  
Sample Station Maintenance

Assited with shooting range

Sewer Manhole repair Dominion Energy Plant

Storm clean up (Flooding)

Asphalted Riverview Rd Bedford Ave 8 th St 9 th St Melinda Dr River Oaks Dr Gibson Rd

DEPARTMENT: Wasterwater Plant  
MONTH: June

Average Daily Flow	2.50	MGD	
TSS Reduction	94	%	
BOD Reduction	94	%	
VPDES Violations	0		
Sludge ( Regional Land Fill)	214	tons	(estimated)
Rain Total	7.71	Inches	
		Snow Total	Inches

Other Wastewater Activities and CIP Projects:

Month: June 2020  
Week: 1st

- Continue Sanitizing procedures for commonly used areas
  - Reset UV Bank A
  - Submitted Monthly DMR
  - Submitted Monthly rain data to National Weather Service
  - Submitted Monthly update to Utility Director
  - Submitted Industrial Billing
  - Cleaned Algae from UV tank and NPW tank
  - Ran All generators 6/2/20
  - Daily staff health check
  - Rechecked New Press Feed Pump
  - Drained condensate from #3 clarifier
  - Cut grass at RVPS
  - Re-marked communication boxes from RVPS to Main Plant
  - Entered Lab data
- Normal Plant Operations

Month: June 2020  
Week: 8th

- Continue Sanitizing procedures for commonly used areas
  - UV Bank B in Lead
  - Setup computers to use New cloud based Naviline
  - Cleaned Blower filters
  - Submitted Weekly update to Utility Director
  - ITG onsite taking inventory of equipment 6/10/20
  - Serviced UV system Bank A
  - Received Semi-Annual Industrial Monitoring containers from Pace Labs
  - Daily staff health check
  - Rechecked New Press Feed Pump
  - Drained condensate from #3 clarifier
  - Entered Lab data
- Normal Plant Operations

Month: June 2020  
Week: 15th

- Continue Sanitizing procedures for commonly used areas
- UV Bank A in Lead
- Reset UV controller after power failure 6/13/20
- Changed oil in basin blowers (1,2,3)
- Reset solids computer and recovered June data from backup
- Abbott spilled 8,000 gallons of product (Jevity) 6/16/20
- Changed oil in Diester blowers
- Cleaned Blower filters
- Submitted Weekly update to Utility Director
- Semi-Annual Industrial Monitoring
- Daily staff health check
- High water (plant flood) 6/17/20
- 6/18/20 plant back to normal operation, flow still elevated. Flooding stopped
- Working with Abbott to slowly bleed in product spill with normal discharge
- Entered Lab data
- Normal Plant Operations

Month: June 2020  
Week: 22nd

- Continue Sanitizing procedures for commonly used areas
- UV Bank A in Lead
- Reviewed timesheets and submitted
- Abbott bypassing pH basin and bleeding approx. 50 gpm of basin with discharge
- Abbott continues pumping product out of pH basin for off-site disposal
- AIC Reset Main PLC from backup (program lost after power outage 6/22/20)
- AIC repair approx. 1hr
- Received Polymer shipment 6/25/20
- End of year tickets submitted
- Submitted Weekly update to Utility Director
- Weed removal from Basin #2
- Daily staff health check
- PMI on vehicles
- Abbott back to normal discharge (basin is online) 6/26/20
- Replaced battery backup for Main Pump Station PLC
- Entered Lab data
- Normal Plant Operations

Month: June 2020  
Week: 29th

- Continue Sanitizing procedures for commonly used areas
- Serviced UV Bank A (7/1/20)
- Safety training DVD
- Abbott product spill 6/30/20 bypassing basin
- Abbott bypassing pH basin and bleeding approx. 100 gpm of basin with discharge
- Staff is running additional COD test to ensure compliance is maintained
- Rebuilt thickener Polymer Pump
- Received Annual PT sample results, all acceptable
- End of year tickets submitted
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

# 2018-19 Water, Sewer & Curbside Refuse Collection Billing History

Printed 9-Jul-20

Customer Class		July-19	August-19	September-19	October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	
WATER	Residential Base-IT	1,251	17	-	1,338	16	9	1,259	18	6	1,265	16	12	Average
	Commercial Base-IT	163	22	24	185	27	41	28	28	27	188	43	44	434
	Residential Base-OT	136	-	-	-	-	-	143	-	-	144	-	-	68
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	38
	Municipal	20	19	16	19	29	30	30	30	30	30	30	30	1
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	26
	Industrial	5	5	5	5	5	5	5	5	5	4	4	4	-
	TOTAL	1,576	64	46	1,548	78	86	1,466	82	69	1,632	94	91	5
														573
														Total
	Residential Use-IT	13,218,593	100,290	-	15,076,285	52,930	58,950	12,323,400	141,148	230	11,903,400	169,120	22,160	53,066,506
	Commercial Use-IT	2,607,291	3,565,808	4,383,800	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	48,818,154
	Residential Use-OT	1,581,092	-	-	2,028,060	-	-	1,703,150	-	-	1,593,550	-	-	6,905,852
	Commercial Use-OT	2,734,400	2,565,000	2,789,900	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	28,484,748
	Municipal	763,850	242,360	293,170	436,830	441,960	555,490	262,680	226,200	186,560	289,680	338,300	350,180	4,387,260
	Industrial	44,283,991	51,056,594	43,610,218	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	499,122,440
	TOTAL WATER SOLD	65,189,217	57,530,052	51,077,088	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	640,784,960
	NET DELIVERED	67,355,737	66,482,101	66,731,183	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	713,292,487
	FRACTION BILLED	97%	87%	77%	158%	58%	86%	108%	79%	70%	117%	91%	70%	90%
	Total ( TOA,sold,hydrnts, etc)	77,400	28,400	52,600	23,600	11,000	7,400	16,600	24,000	24,100	81,900	116,850	73,575	537,425
														Total
	Residential Base & Use-IT	32,989	295	-	65,078	550	351	56,383	815	256	57,244	830	397	215,186
	Commercial Base & Use-IT	18,081	11,420	13,613	32,091	13,457	7,241	12,981	14,583	15,236	20,129	8,427	19,750	187,010
	Residential Base & Use-OT	7,431	-	-	12,722	-	-	17,421	-	-	11,191	-	-	48,765
	Commercial Base & Use-OT	9,652	9,054	9,848	10,511	9,841	8,940	9,017	9,529	8,159	9,862	9,185	9,784	113,384
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	102,296	117,871	100,740	105,948	64,159	102,641	98,419	99,894	84,381	109,049	118,058	103,204	1,206,661
TOTAL	170,450	138,641	124,201	226,350	88,007	119,173	194,221	124,821	108,033	207,474	136,500	133,135	1,771,006	

SEWER	Residential Base-IT	1,086	17	-	1,159	14	5	1,096	13	6	1,129	16	11	Average
	Commercial Base-IT	128	27	21	134	25	40	158	28	26	174	42	42	379
	Commercial Base-OT	1	-	1	1	-	2	1	1	1	8	8	1	70
	Municipal	9	4	7	7	17	8	14	8	8	8	8	8	2
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	4	4	4	4	4	4	3	3	3	3	3	3	4
	TOTAL	1,228	52	33	1,305	60	59	1,272	53	44	1,322	77	65	455
														Total
	Residential Use-IT	9,696,320	185,690	-	10,598,418	44,863	46,283	7,894,954	15,376	230	7,899,210	83,292	16,981	36,481,615
	Commercial Use-IT	1,819,908	805,722	803,285	3,714,590	885,655	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	23,341,170
	Commercial Use-OT	194,064	-	180,000	96,500	-	62,900	230,000	240,000	230,000	741,842	382,900	151,300	2,509,506
	Municipal	165,260	41,050	85,170	9,730	119,560	266,560	94,180	103,720	100,460	106,930	75,130	51,390	-
	Industrial	40,490,000	39,760,000	40,150,000	37,740,000	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	434,250,000
	TOTAL SEWER BILLED	52,365,551	40,792,462	41,218,455	52,159,237	27,880,078	24,554,327	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	43,038,184	496,582,291
	WWTP EFFLUENT	60,775,600	58,494,700	43,737,000	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	74,057,700	709,294,900
	FRACTION BILLED	86%	70%	94%	121%	49%	39%	80%	63%	65%	87%	59%	58%	70%
														Total
	Residential Base & Use-IT	31,276	299	-	35,551	167	158	29,380	22	120	29,706	351	96	10,594
	Commercial Base & Use-IT	5,876	2,570	2,565	11,122	2,832	4,934	6,704	3,334	3,951	10,707	4,803	6,275	5,473
	Commercial Base & Use-OT	619	-	1,177	15,669	-	179	1,662	1,726	1,662	3,375	1,936	502	2,375
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	132,402	130,015	133,056	124,554	88,453	73,346	123,280	124,066	122,124	136,000	134,980	1,978,513	3,300,789
	TOTAL	170,173	132,885	136,798	186,896	91,452	78,616	161,025	129,147	127,857	179,788	142,070	1,985,387	3,319,231

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	221	159	111	168	154	50	53	71	72	304	260	241	155
	Curbside- BULK	109	97	92	77	81	74	57	43	107	89	119	118	85
	TOTAL	330	256	203	245	235	124	110	114	179	393	379	359	240
														Total
	Curbside-IT	101	91	80	85	101	89	95	79	92	101	93	95	1,096
	Curbside-BULK	18	18	21	12	6	10	10	3	15	15	13	10	153
	TOTAL	119	109	101	101	107	99	105	82	107	116	107	105	1,249

# July 2020

Sun	Mon	Tues	Weds	Thurs	Friday	Sat
			1	2	3 <u>Town Offices Closed</u> in observance of 4th of July	4
5	6 <u>Planning Commission</u> 5pm	7	8	9	10	11
12	13	14 <u>Council Meeting</u> 7pm	15	16	17	18
19	20	21	22	23	24	25
26	27	* 28 <u>Council Work Session</u> 5pm	29	30	31	<u>Notes:</u> * AEDA Mtg. 8:15am



# August 2020

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

## Council Regular Meeting June 9, 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 June 9, 2020 at 7:00 p.m.

1. Mayor Mattox called the 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. Tom Fore, Public Utilities Director  
Ms. Sharon Williams, Community Development Director  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

2. Invocation and Pledge of Allegiance

Chief Merricks, Altavista Police Department, gave the invocation.

Mayor Mattox led the meeting in the Pledge of Allegiance.

3. Agenda Adoption

Mayor Mattox informed Council of an amendment to the June 9th Agenda.

- Addition to Section #8 New Business: item d. - Multi-Jurisdictional Mutual Aid Agreement (Law Enforcement)

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed June 9, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

#### Vote:

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

4. Recognitions and Presentations

- a. New Employee: Mrs. Kirsten Aherron

Mr. Coggsdale reminded Council of Mrs. Aherron's previous part-time position with the town as an interim coordinator for Altavista On Track (AOT).

## Council Regular Meeting June 9, 2020

Mr. Coggsdale stated, as of Monday June 8<sup>th</sup>, Mrs. Aherron started full-time employment with the Town of Altavista as Altavista On Track's new Main Street Coordinator.

Mayor Mattox and Council welcomed Mrs. Aherron to her new position with the town.

### b. Town Intern: Mr. George Sandridge

Mr. Coggsdale reminded Council Mr. Sandridge had been working with the Town of Altavista since January 2020 as an Administrative/Policy Intern.

Mr. Coggsdale informed Council that Mr. Sandridge had completed his internship with the town and his last day was that evening after the Council meeting.

Mr. Coggsdale thanked Mr. Sandridge for his time, efforts, and accomplishments while working for the Town of Altavista.

Mayor Mattox and Council also thanked Mr. Sandridge for all the great work he did for the Town of Altavista during his internship with the town.

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

Mayor Mattox asked if there were any citizen(s) present, or that had contacted the town office by email or phone, wishing to address Council with a comment or concern regarding a subject that was not on the June 9, 2020 Council Meeting Agenda.

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

Mayor Mattox stated himself and Council would be glad to speak with citizens at any time regarding an idea or concern they may have.

## 6. Consent Agenda Approval

- a. Approval of Council Meeting(s) Minutes:
  - May 12, 2020 Council Regular Meeting
  - May 26, 2020 Council Work Session
- b. Acceptance of Monthly Financial Reports:
  - May 2020 Revenue and Expenditures
- c. Approval of FY2020 Budget Amendments
- d. Approval of Delinquent Utility Account Write-offs
- e. Approval for Declaration of APD Property as Surplus

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the June 9, 2020 Consent Agenda, to which there were none.

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

Motion carried.

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

## Council Regular Meeting June 9, 2020

### 7. Public Hearing(s)

There were no public hearings scheduled for the June 9<sup>th</sup> Regular Council Meeting.

### 8. New Business

#### a. Proclamation for Tobacco Region Revitalization Commission (TRRC) Southside Economic Development Grant

Mr. Coggsdale reminded Council of the town's desire to seek grant assistance from the TRRC for the purpose of helping to fund Altavista's Innovation, Accelerator, and Co-working Project. He stated Ms. Williams, Altavista Community Development Director, was currently working on this item.

Mr. Coggsdale stated, at that time, staff was recommending Council consider adopting a resolution authorizing staff to submit the required application to the TRRC for the Southside Economic Development Grant Program.

Mr. Coggsdale informed Council, since "tobacco funds" come through the county, Town Staff has also asked Mr. Frank Rogers, Campbell County Administrator, to place this item on their June 16<sup>th</sup> meeting agenda for adopting a resolution in support of the town's application submittal.

Mr. Coggsdale reminded Council, if the town is awarded a grant by the TRRC, a "dollar for dollar" match to the grant would be required by the town.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept staff's recommendation and adopt a resolution authorizing Town Staff to submit an application to the Tobacco Region Revitalization Commission for a grant from the TRRC Southside Economic Development Program.

Motion carried.

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

#### RESOLUTION APPROVING AN APPLICATION TO THE TOBACCO REGION REVITALIZATION COMMISSION SOUTHSIDE ECONOMIC DEVELOPMENT PROGRAM FOR A BUSINESS INCUBATOR, ACCELERATOR, & COWORKING CENTER

*WHEREAS, the Tobacco Region Revitalization Commission's (TRRC) Southside Economic Development Program was created to promote economic growth and development in tobacco-dependent communities throughout the Southside region of the Commonwealth, in order to assist such communities in reducing their dependency on tobacco and tobacco-related business; and*

## Council Regular Meeting June 9, 2020

*WHEREAS, the TRRC provides support in the form of grants to governmental entities to assist in up to 50% of costs to implement projects that measurably expand the local and regional economy and result in job creation and taxable private capital investment;*

*WHEREAS, the Town seeks to pursue efforts to create a Business Incubator, Accelerator, and Co-working Space (IAC) to assist its citizens and businesses; and*

*WHEREAS, the Town desires to apply for a TRRC Southside Economic Development Grant for the aforementioned project; and*

*WHEREAS, the amount requested is \$184,306 and dollar-for-dollar local match is required.*

*NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA, THAT:*

*1. The submittal of an application to Tobacco Region Revitalization Commission by the Town for a Southside Economic Development Grant, in an amount not to exceed \$184,306 to be used to develop the facility, is hereby authorized.*

*2. The Town Manager or his designee is hereby authorized to sign and submit appropriate documents and to take such other actions as he deems necessary, in connection with the proposed TRRC Southside Economic Development Grant.*

*Adopted this 9th day of June 2020.*

### b. Disposable Plastic Bag “Tax” Discussion

The Town Manager informed Council, during the 2020 Session of the Virginia General Assembly, bills were put forth regarding the implementation of a Disposable Bag Tax. He stated the original bills included paper and plastic and indicated that any locality could adopt such a tax, however, the final adopted bill only included plastic, and specifically stated “counties and cities” as the localities which could adopt such a tax.

Mr. Coggsdale stated the (5%) tax would be paid to the State Tax Commissioner, then divided between the state, the pertaining locality, and the retailer (2%).

Mr. Coggsdale stated, based on a review by the Town Attorney, Mr. John Eller, it was found that the town does not have the authority to adopt such a tax.

Mr. Coggsdale stated Council may decide to do one of the following:

- Inquire if the County has an interest in this item.
- Request our local legislators to introduce a bill to include towns, or specifically Altavista, as having the authority to implement such a tax.
- Defer for future discussion.
- Do nothing at this time.

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

Mrs. Dalton asked what the purpose was for the “disposable bag” tax.

Mr. Coggsdale stated the state had indicated “pollution control” was the reasoning behind the bill’s origin.

Mr. Bennett stated he informed staff of the bill recently passed by the Virginia General Assembly that included the Disposable Bag Tax, in hopes that Altavista could benefit from the bill.



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Mr. Bennett stated he has had several different citizens approach him regarding litter in multiple areas of town, the most active sites being the entrance/exit ramps to town from the Route 29 Expressway.

Mr. Bennett stated, in the past, Altavista was unable to enforce such a tax in town due to specific laws that prohibited it, but the new bill gives Altavista the opportunity to be a part of a “county and state wide” initiative for environmental waste reduction.

Mr. Bennett stated the revenue from the disposable bag tax is subject to specific uses, such as helping to fund removal and disposal of litter. He stated he felt the imposed tax would also help deter the distribution of litter.

Mr. Bennett shared his favor with Council allowing Town Staff to inquire from the county if they are interested in pursuing the implementation of a “disposable bag tax”, and if so, letting the county know that Altavista would be on board with the implementation.

Mrs. Dalton asked, if Campbell County decides to implement the tax, were they required to share the revenue from the tax with the localities within the county.

Mr. Bennett answered Mrs. Dalton stating, even though the town receives revenue from “meals” tax, he did not know if the county was required to share revenue from this tax.

Mr. Bennett stated, if Campbell County decides to implement a disposable bag tax, the Town of Altavista could ask the county to adopt a resolution that all localities within the county would receive a portion of the said tax’s revenue. He stated Altavista could then use the revenue towards their own litter removal/control efforts.

Mr. Higginbotham asked if the five cent (\$.05) tax implementation was for every bag that a consumer used to carry their groceries/items.

Mr. Bennett informed Council there were exemptions to the bag tax for such items as ice cream, fruit and vegetables, meats, and medications.

Mr. Mitchell stated the county would be responsible for administering direction to each store regarding requirements and exemptions for the disposable bag tax.

Mr. Higginbotham stated his concern of how much the tax would affect the average citizen.

Mr. Bennett stated it would be up to each individual store whether or not they choose to “absorb” the cost of the tax or pass it along to the consumer.

Mayor Mattox asked Council whether or not they were interested in pursuing a disposable bag tax. And if so, allowing Town Staff to investigate the item further by contacting Campbell County to inquire if they would be pursuing implementation of the tax.

All Council members were in consensus to do so.

There were no additional questions or comments from Council regarding this item.

The Town Manager stated he would report back to Council when he received a response from Campbell County regarding their intent pertaining to this matter.

### c. Scheduling of Public Hearing – Rezoning 3<sup>rd</sup> Street

Mr. Coggsdale informed Council the Altavista Planning Commission held a public hearing on June 1, 2020 to consider a rezoning request submitted by Habitat for Humanity.

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Mr. Coggsdale stated the request was to conditionally rezone eight parcels in the 1300 block of 3rd Street from Industrial (M) to Multi-Family Residential (R-2).

Mr. Coggsdale stated, after the Planning Commission's Public Hearing, it was their recommendation the rezoning request be approved.

Mr. Coggsdale stated, at that time, Town Staff was requesting Town Council set a public hearing for their consideration of the Planning Commission's recommendation of Habitat for Humanity's rezoning request. He stated, if Council approved, staff would add the public hearing to Council's July 14, 2020 Regular Meeting Agenda.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept Town Staff's and the Altavista Planning Commission's recommendation to schedule a public hearing regarding the rezoning request by Habitat for Humanity at their July 14<sup>th</sup> meeting.

Motion carried.

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

### d. Multi-Jurisdictional Mutual Aid Agreement (Law Enforcement)

Mr. Coggsdale referenced the Law Enforcement Mutual Aid Agreement (originating May 1<sup>st</sup>, 2017) the Town of Altavista is currently a part of, effective until April 30, 2022.

Mr. Coggsdale informed Council the Mutual Aid Agreement had been recently amended to include the Appomattox, Bedford, and Campbell County Sheriffs elected in 2019. He stated the Virginia Commonwealth's Attorney advised staff the Town of Altavista would need to resign the document as amended.

Mr. Coggsdale stated, at that time, Town Staff was seeking authorization to allow the Town Manager to sign the amended agreement.

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

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve staff's request and authorize the Town Manager to execute, on behalf of the Town of Altavista, signing the amended Law Enforcement Mutual Aid Agreement.

Motion carried.

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

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### 9. Unfinished Business

- a. Adoption of the FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), and New Utility Rates

An “Adopted Budget” is considered the *Operations Guide* and *Financial Policy* document for a locality.

The Town Manager, Waverly Coggsdale, referenced Council’s previous request for staff to give them a “projected” budget outlook for the end of fiscal year 2020, in regards to any impact COVID-19 may have on town revenue, such as Meals, Sales, and Lodging Taxes.

Mr. Coggsdale informed Council that Meals and Sales Tax revenue had been affected, but Lodging Tax revenue had not. He stated, if all three tax revenues stayed on the projected course, the effects of COVID-19 to the FY2020 Budget would be minimal and the town would end its 2020 fiscal year with revenue slightly above what was originally budgeted.

Mr. Coggsdale stated it was Town Staff’s recommendation that Council Approve the appropriate resolutions relating to the FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), Water & Sewer rate increases and all other taxes, fees and charges.

Mayor Mattox asked Council if they had any questions or concerns regarding these items.

Mr. Higginbotham asked what “year to date” timeframe was used for the fore-mentioned projected budget analysis.

Mr. Coggsdale stated the Sales Tax revenue used for the projected analysis was through March, and the Meals and Lodging Tax revenue used for the analysis was through April.

Mr. Coggsdale reminded Council there were two months, May and June, remaining in fiscal year 2020. He stated the projected analysis was an “estimated forecast” staff compiled by using the recent “trends” of all three revenue sources.

Mayor Mattox asked the Town Manager, if the current trends continue, would it be safe to say the town may not have to make any “cuts” to the upcoming FY2021 Budget in order to have a “balanced budget” for that fiscal year.

Mr. Coggsdale stated it was too early to predict whether or not the FY2021 Budget would end the fiscal year balanced, but the “trends” were in the town’s favor to do so.

Mr. Coggsdale reminded Council of their decision to take July, August, and September to evaluate the potential effects of COVID-19 to the FY2021 Budget before making any decisions regarding cuts to the budget. He also reminded them of the plans they already had in place to mitigate the effects of COVID-19 for the FY2021 Budget if necessary.

Mayor Mattox asked Council if they had any additional questions or concerns regarding the proposed FY2021 Budget, FY2021-2025 Capital Improvement Program (CIP), and new utility rate increases, to which there were none.

- i. Adoption of the FY2021 Budget and Appropriation Resolution

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to adopt the FY2021 Budget and Appropriation Resolution as presented.

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Motion carried.

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

ii. Adoption of the FY2021 Utility (Water & Sewer) Rate Increase Resolution

Mr. Higginbotham stated he disapproved of the proposed utility rate increases.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the FY2021 Utility (Water & Sewer) Rate Increase Resolution.

Motion carried.

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

iii. Adoption of the Resolution to Approve the FY2021-2025 CIP.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the resolution approving the FY2021-2025 Capital Improvement Program (CIP).

Motion carried.

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

iv. Adoption of Ordinance – Adopting and Re-ordaining the Town’s Tax Rates, Water and Sewer Rates, Fees and Other Charges.

Mrs. Dalton, seconded by Mr. George, motioned to adopt the Town Ordinance which indicates the adoption and re-ordaining of the town’s tax rates, water and sewer rates, fees and other charges.

Motion carried.

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

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Mr. Coggsdale referenced a discussion Council previously had regarding town revenue, specifically Sales Tax Revenue. He stated it had been Council's desire to investigate whether or not the town could raise the State Sales Tax.

Mr. Coggsdale informed Council that Mr. Sandridge, Town Administrative Intern, had investigated the matter and found, the only way State Sales Tax could be raised was for temporary use towards "specific purposes", such as building a new school.

Mr. Coggsdale also referenced Council's inquiry regarding whether or not Lodging Tax could be raised.

Mr. Coggsdale informed Council there were provisions in the VA State Code allowing "counties and cities" to raise their Lodging Tax, but only for the sole purpose of promoting tourism in their locality. He stated, however, Mr. Sandridge found that "towns" were able to do so without designating the revenue to specific projects or purposes.

Mr. Coggsdale stated, if Council desired, staff could investigate the matter further and bring the results back to Council at a later date for their consideration.

Mayor Mattox asked what Altavista's current Lodging Tax percentage was.

Mr. Sandridge, confirmed by the Town Manager, stated Altavista's current Lodging Tax was five and one half (5 ½) percent.

Mayor Mattox asked Council if they had any questions for the Town Manager regarding the subject of raising taxes.

Mr. Bennett asked the Town Manager, in regards to Lodging Tax, how Altavista compares with other surrounding localities.

Mr. Coggsdale stated he did not have the information available with him that evening, but would gather the information for Council if they desired.

Mr. Coggsdale stated a county's Lodging Tax would most likely be lower, because counties have a "ceiling" on how much they are allowed to charge for Lodging Tax. He stated the comparison for Altavista would only include other towns.

Mayor Mattox asked, if Council decided to consider increasing the Lodging Tax, would they need to have a plan in place for where the town would use the revenue generated from said tax increase.

Mr. Coggsdale encouraged Council to do so. He stated he felt it would be beneficial for Council to have a purpose realized for the potential revenue. He stated, for example, the revenue could be used to promote tourism for Altavista.

Mr. George shared his favor in using any additional revenue from the potential fore-mentioned tax increase for promoting Altavista/tourism.

Mr. Mitchell asked if the potential funds could be used to market "economic development".

Mr. Coggsdale answered Mr. Mitchell stating, based on the initial information Mr. Sandridge gathered regarding the matter, the revenue generated from the (possible) Lodging Tax increase could be used any way the town deemed necessary.

Mayor Mattox asked Council for their input on whether or not they wanted Town Staff to continue investigating Altavista's options for potentially increasing their Lodging Tax.



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All Council members were in consensus to allow Town Staff to do so.

Mr. Coggsdale asked Council if they had particular information they were looking for.

Mayor Mattox suggested a “peer analysis” and a potential “revenue forecast”.

Mr. Bennett suggested the study revolve around the “general area” of Altavista (surrounding localities), such as Lynchburg, Gretna, and Danville.

Mr. Coggsdale stated staff would gather the requested information for Council’s review in further consideration of this matter (potential Lodging Tax increase).

### b. Melinda Tank High Pressure Zone Project Discussion

Only one bid was received for this project, and it was substantially higher than the funds the town had allocated to the project. Last month, Town Staff discussed the matter with Council for their consideration. At that time, Council requested staff further review the project and offer Council a recommendation for possible ways to offset the cost difference.

Mr. Coggsdale reminded Council this item was a follow-up from their previous discussion. He stated Mr. Fore was in attendance to share his recommendation with Council regarding the matter and to answer any questions Council may have.

Mr. Fore informed Council, as his due diligence to the Town of Altavista, he collaborated with one of the town’s on-call engineers to review this project. He stated he had also evaluated alternative options for funding the project if the current (and only) bid was accepted.

Mr. Fore stated he was not in favor of the submitted bid. He stated the on-call engineer also estimated the cost of the project to be lower than his original estimate, which was (\$500,000) less than the submitted bid.

Mr. Fore stated, at that time, it was his recommendation Council reject the one (1) submitted bid for this project and postpone “re-bidding” the project for six to eight months, allowing other contractors time to catch up on their existing work load, which would enable them the flexibility to potentially bid this project.

Mayor Mattox stated he valued Mr. Fore’s expertise on this matter and he shared his appreciation for Mr. Fore offering Council his “honest opinion” pertaining to the estimated cost of this project; and his intent to save the taxpayers money by recommending the rejection of the only bid submitted for the project.

Mayor Mattox asked Council if they had any comments or questions concerning this item.

Mr. Higginbotham referenced three recommendations made by Mattern & Craig to help reduce the cost of this project: (1) Pump Station “Package”, (2) reduce pump station’s building size, and (3) placing water lines under the street verses under the sidewalk. He asked Mr. Fore if he had evaluated those options with Counts & Dobyns to determine if they were viable for this project and whether they could potentially lower the project’s cost.

Mr. Fore stated there was some discussion between Counts & Dobyns and the contractor regarding those suggestions, resulting in a \$50,000 reduction of the original estimate, but the total estimate was still higher than he felt was feasible for the town.

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Mr. Fore stated, if Council decided to reject the first (and only) bid and rebid the project at a later date, he intended to conduct “Classified Soil Testing” to determine whether or not there would be rock in the area of this project that contractors would be contending with. He stated this would help contractors estimate the scope of work needed when bidding.

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

Mr. Mitchell, seconded by Mr. Bennett, motioned to accept Town Staff’s recommendation and “reject” the one bid submitted/received for the Melinda Tank Pressure Zone Project.

Motion carried.

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

### c. Altavista On Track (AOT) / Town of Altavista Letter of Agreement

Mr. Coggsdale stated last month Town Staff provided Council with proposed amendments submitted by Altavista On Track pertaining to the draft Letter of Agreement. He stated, following that discussion, Council decided to place this item on the June 9th Agenda for additional discussion and consideration.

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

Mr. Bennett thanked both Town Staff and the AOT Board for working diligently for the past few months on the agreement.

Mr. Bennett stated, as an ex officio member of the AOT Board, he felt there were “good things” happening for AOT and in the Town of Altavista.

Mr. Bennett shared his favor with the proposed amendments/latest draft of the agreement.

Mrs. Dalton referenced the draft Letter of Agreement and how the verbiage was color coded for easy reference between the town and AOT’s proposed amendments. She referenced item number one (#1) of the agreement and stated she felt the “red” verbiage should remain in the agreement in order to memorialize the agreement’s intent.

Reverend. Soto, AOT Vice-President, assured Mrs. Dalton the “red” verbiage was part of the original agreement and would remain as such. He stated the only change AOT suggested to #1 was for the word “employee” to be removed, for redundancy purposes.

Mrs. Dalton then referenced item number sixteen (#16) of the agreement. She referenced the requirement for AOT to “communicate with the Town Manager or his/her designee when planning events/activities that would affect or require assistance from other Town Departments”.

Mrs. Dalton stated she felt the requirement for “communication” should remain in the agreement as a “practical matter” (Best Practice).

The Town Manager, Waverly Coggsdale, confirmed to Mrs. Dalton the said verbiage would remain in the agreement as such.

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Mrs. Dalton also referenced item number nineteen (#19) of the agreement. She stated she felt the requirement for AOT to “provide the Town Manager, or his/her designee, its budget request” should also remain in the agreement as a “practical matter”.

Mrs. Dalton informed AOT that Council works with the Town Manager to put said budget together and stated her favor in keeping the Town Manager as part of AOT’s budget process, along with Town Council.

Mrs. Dalton concluded her concerns/suggestions by referencing item number twenty-one (#21), the requirement for AOT to “establish a goal for 50% of the AOT Board to somehow be connected to the district AOT (mostly) serves in town, which is “Downtown Altavista”.

Mrs. Dalton stated, with the assumption that AOT continues to conduct a periodic “self-assessment” for such purposes, she favored the requirement remaining in the agreement.

Mr. Bennett requested Reverend Soto to explain the reasoning behind why the fore-mentioned selections by Mrs. Dalton should or should not be in the Letter of Agreement.

Reverend Soto referenced Mrs. Dalton’s mention of item number twenty-one in the Letter of Agreement, stating AOT would be required to have its board 50% occupied by members associated with the downtown district, such as business or property ownership, or being an employee of a business or organization in the district.

Reverend Soto stated, while it was a personal goal of the AOT Board to have at least 50% of its board members be “stakeholders” in the downtown district, it would limit the board’s ability to maintain an adequate number of board members.

Reverend Soto stated AOT would continue to encourage all Downtown Altavista stakeholders to participate in their district’s events, activities, and the consideration of becoming an Altavista On Track Board Member.

Reverend Soto stated the AOT Board felt it would have greater success by enabling a much broader scope of diversity for its board members. He stated it would be more beneficial for the Town of Altavista to allow the AOT Board to recruit board members such as bankers, lawyers, clergy, business owners, and town residents, even if they lived or worked outside of the downtown district, along with the district’s stakeholders.

Mrs. Dalton stated she could see how the desired diversity would be an asset to the AOT organization, and therefore the town.

Mrs. Dalton motioned, seconded by Mr. Higginbotham, to amend the draft Letter of Agreement to include a requirement for AOT to annually report its percentage of AOT Board Members that are directly connected to the downtown district, for analysis purposes.

Reverend Soto stated he felt the AOT Board would agree to Mrs. Dalton’s suggested amendment to the draft Letter of Agreement regarding AOT Board membership diversity.

Mr. Higginbotham asked what the current percentage of AOT’s Board Members were from or associated with Altavista’s Downtown District.

Reverend Soto, confirmed by Mrs. Aherron, AOT Main Street Coordinator, stated the AOT Board was currently “just under” the proposed required threshold at 40%.

Reverend Soto also referenced the other two agreement items for Mrs. Dalton’s concerns of AOT not consulting with the Town Manager when scheduling events and when reporting their annual budget to Council.

Reverend Soto conveyed his apologies for AOT not being clear in the draft agreement regarding communications between both parties. He stated it would be AOT’s intent to continue maintaining an open line of communication with the Town Manager in regards to their annual budget and with regards to all events and activities that would potentially affect any town departments or staff.

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

Mrs. Dalton, seconded by Mr. Higginbotham, motioned to approve the Letter of Agreement between Altavista On Track and the Town of Altavista as amended.

Motion carried.

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

Mayor Mattox stated he felt the Letter of Agreement between the Town of Altavista and Altavista On Track would be a “work in progress”. He stated the document could be reviewed annually for consideration of any potential amendments for improvement.

d. COVID-19 Update

Mr. Coggsdale stated, based on ongoing COVID-19 developments and, as of Friday, June 5<sup>th</sup>, the transition from Phase One to Phase Two of the Virginia Commonwealth’s “Reopening Blueprint”, Town Staff continues to review and evaluate the town’s next steps.

Mr. Coggsdale shared with Council an overview of Altavista’s Parks & Recreation and Facility “Reopening Plan”. He stated the town’s reopening phases are anticipated to align with the VA Governor’s “Forward Virginia” blueprint, but was subject to change.

Parks & Recreation / Town Facilities	Phase One	Phase Two	Phase Three
	Current	June 5th	Date: TBD
PARKS: OPEN SPACES/TRAILS	Open	Open	Open
PARKS: TENNIS COURTS	Closed	Open with signage/restrictions	Open with signage
PARKS: PUBLIC RESTROOMS	Closed	Open with signage	Open with signage
PARKS: PLAYGROUNDS	Closed	Open with signage/restrictions	Open with signage
PARKS: PAVILION RENTALS	Closed	Open with signage/restrictions (NO Rentals)	Open with restrictions
PARKS: ATHLETIC FIELDS	Closed	Open with signage/restrictions	Open with restrictions
PARKS: BASKETBALL	Closed	Closed (?)	Open with signage
PARKS: SPLASH PAD	Closed	Closed	Closed
FACILITY: TRAIN STATION	Closed	Open to Groups up to 50 people	Open with VA Guidelines/Restrictions
FACILITY: AVOCA MUSEUM	Closed	Open with signage/restrictions (No Rentals)	Open with VA Guidelines/Restrictions
FACILITY: BOOKER BUILDING	Closed	Open to Groups up to 50 people	Open with VA Guidelines/Restrictions
THIRD PARTY EVENTS (RACES, WALKS, ETC.)	Closed	Closed	Supported with VA Guidelines

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Mr. Coggsdale went through each item on the reopening plan with Council. He asked for Council's input and direction regarding the projected reopening plan.

Mr. Coggsdale asked Council, regarding areas that will have restrictions when reopened and accordingly will require signage, please note, it will take Town Staff a few days to complete the signs with the "adequate" verbiage required.

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

Mrs. Dalton asked, regarding "rental facilities" such as the Altavista Train Station, how many occupants would be allowed in the space at one time.

Mr. Coggsdale stated the most recent guidelines/restrictions added to the Governor's latest Executive Order would only allow approximately 15-20 people to occupy the train station at one given time.

Mrs. Dalton stated, even with the restrictive limitations, the facility could be used for small gatherings, which she felt was better than none.

Mrs. Dalton stated the decision before Council would be to reopen the train station with a capacity limit (restriction), or not to reopen the facility at all.

Mr. Mitchell referenced the areas mentioned in the proposed plan that would require "restriction signage". He suggested the town not post any signs with restrictions that would be hard to enforce.

Mr. Mitchell stated there were multiple ways to safely maintain the requirements set forth by the Governor's Executive Order. He stated the responsibility should, not only fall on the town, but the citizens as well.

Mr. Mitchell shared his favor in reopening all of the park amenities in town, and posting signs that include the verbiage "Use at Your Own Risk".

Mr. George referenced Wayside Park, which is located nearby in Pittsylvania County. He informed Council the park had been recently reopened with requirements and restrictions posted as you enter the park.

Mr. Bennett shared his favor in reopening the public restrooms located at both English Park and Shreve Park. He stated he felt it should be up to an individual whether or not they choose to use the facilities.

Mr. Bennett stated, with the parks and trails remaining open, it would be an asset to have the restrooms open as well. He stated his favor in posting "Use at Your Own Risk".

Mrs. Dalton stated, she as an individual, wore a mask and used hand sanitizer as recommended in order to protect herself against the Coronavirus. She stated, however, the Town Council was a "governing body" and she felt it was their responsibility to help the town reduce the potential spread of the COVID-19 virus in any way possible.

Mrs. Dalton reminded Council it was their responsibility to decide what "degree of reopening" to allow. She shared her favor in allowing town facilities to be reopened, but suggested using the Governor's guidelines, as well as what was currently known about the COVID-19 virus, to steer Council's decision.

Mayor Mattox also shared his favor in opening up as many of the town's facilities as possible, while abiding by state guidelines.



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Mayor Mattox referenced the splash pad in English Park. He stated he did not feel it was safe to open the attraction at that time.

Mr. Emerson asked if the splash pad water attraction was chlorinated.

Mr. Coggsdale informed Council the Governor's current Executive Order did not allow for such attractions (as the splash pad) to be open at that time.

Mayor Mattox asked the Town Manager what he needed from Council in order to move forward with the proposed Reopening Plan.

Mr. Coggsdale stated he would need direction from Council on which items in the plan to open and which ones to leave closed. He also stated he would like Council's input on what verbiage they wished to be on the signs for the areas that would be reopened.

Mr. Bennett referenced the Governor's recent mention for Phase III of the Commonwealth's Reopening Blueprint possibly being implemented in a few weeks. He shared his favor with the Town of Altavista opening up as many of its facilities as possible within the limits of the Governor's Executive Order.

Mayor Mattox stated he agreed with Mr. Bennett.

Mayor Mattox referenced the responsibility of the town to have adequate signage at all areas/facilities the town decides to reopen, in regards to safety rules/restrictions. He stated he had confidence in the Town Manager and Town Staff to comply with that requirement.

Mr. Bennett suggested reviewing what other surrounding localities are doing in this matter.

Mr. Coggsdale stated he noticed the decisions of other localities to close their offices and/or parks varied depending on the situation. He stated it was up to each locality to assess its own "risk factors" for operations and for reopening its parks and facilities.

Mayor Mattox stated, if an individual chooses to visit a town park or use a town facility, they are doing so at their own risk, as with any other public place they visit.

Mayor Mattox stated he did not think the Governor would be sending police to inspect every sign posted for reopening. He stated he felt, as long as the town gave an "honest effort" to abide by the guidelines given in consideration for the safety of its citizens, that was all that is expected and the best anyone could ask for.

Mr. Higginbotham asked what Council felt about reopening the basketball courts.

Mr. Emerson stated he felt the game of basketball was a "high contact sport" and was not in favor of opening the basketball courts at that time.

Mrs. Dalton agreed with Mr. Emerson and stated she felt reopening the basketball courts would put the players at a higher risk of catching and /or spreading the coronavirus.

All Council members were in consensus to keep the basketball courts closed at that time.

Mr. Coggsdale referenced the Altavista Train Station and the Booker Building. He asked Council for their thoughts on reopening the two facilities.

All Council members were in consensus to reopen the Train Station and the Booker Building, but under an "occupancy restriction" that follows the most recent Executive Order guidelines.

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Mr. Higginbotham referenced the “rules and restrictions” signs that will be posted at all facilities the town reopens. He stated, with Phase III of the Commonwealth’s Reopening Plan potentially happening in a few weeks, he suggested Town Staff make the signs themselves, instead of paying for a sign company to make them, only to be unnecessary in a short period of time.

Mr. Coggsdale informed Council that staff had printed the signs for town offices and parks as required for the “social distancing” rule. He confirmed with Council’s request that staff would continue to make any signs needed to abide with the requirements and restrictions set forth by the Governor’s Executive Order.

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

All Council members were in consensus with the following:

### Remain Closed

- English Park Splash Pad
- All Town Basketball Courts

### Reopen – with Proper Signage for Executive Order (Phase II) Guidelines and Restrictions

- Public Restrooms
- Playgrounds
- Tennis Courts
- Pavilions (no rentals at this time)
- Booker Building & Train Station
  - with occupancy restrictions

Mayor Mattox asked the Town Attorney, Mr. Eller, for his thoughts on this matter.

Mr. Eller stated Council was doing “the best they could do” in the current circumstances.

## 10. Reports and Communications

### **Town Manager’s Report for the June 9, 2020 Council Meeting**

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

### **PROJECTS/ITEMS**

**COVID-19 Pandemic response:** Staff continues to participate in a variety of responses; including monthly Lynchburg Regional Business Alliance (LRBA) Taskforce ZOOM meetings; and periodic briefings on relative topics and concerns. Staff is analyzing the current and potential impact on town revenues. Town Staff has issued the BPOL (Business License) abatement based on Town Council’s recent direction. AOT has issued “relief checks” to businesses that applied and were eligible.

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

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

**Dalton's Landing Canoe Launch Project Update:** The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents.

DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. *The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd.*

**Personnel Recruitment:**

**Main Street Coordinator:** Staff is working with AOT representatives to move this process forward to the interview stage. *Kirsten Aherron has accepted the position and begins full time on Monday, June 8th.*

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

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

**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 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. *Work continues on this project. Substantial Completion Inspection scheduled for Friday May 8<sup>th</sup>. For additional information, see the current Hurt & Proffitt Update.*

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

## Council Regular Meeting June 9, 2020

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

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

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

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

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

Town was notified they have received the Virginia Brownfield Assistance Fund Planning Grant. Town was also notified it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. *Staff is currently completing the required paperwork associated with receiving the two grants.*

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

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

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

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

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

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

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

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

**Streetlight (Decorative) LED Head Conversion Project:** Town Council approved the first year of a five year project in the FY2019 budget, which will replace all the existing heads on our decorative streetlights in town with LED lights. The plan will replace approximately 25 heads each year.

## Council Regular Meeting June 9, 2020

**Streetlight Project continued...** 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. *Staff has completed tree and stump removal for the area and grading has resumed.*

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

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

**Spring Paving:** The Spring Paving List was presented to Council at the workshop meeting on January 28, 2020. This was placed on the consent agenda to be considered for approval at the February 11<sup>th</sup> Council meeting. If approved, the Engineer will be meeting with the Public Works Director on Wednesday, February 12<sup>th</sup> to start working on the bidding documents. The Engineer has completed the bid documents for this project. This project has been posted on the Town Website and will be advertised in the Altavista Journal and Lynchburg News & Advance. We will be having a non-mandatory pre-bid meeting on March 11<sup>th</sup> and the bid opening will be on March 16<sup>th</sup> at 2:00 PM at the Town Hall. Town Council rejected the recent bids and directed staff to re-bid due to recent low gas/oil prices. Staff has re-bid this item and will present a recommendation to Council at the May 12, 2020 meeting. *Paving is scheduled to begin on Monday, June 8<sup>th</sup>.*

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

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

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

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

**English Park Passive Area (Large Field Trail):** Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail.



**English Park Passive Area continued...** The Engineers are collecting and putting together information on the options that will be reviewed by staff and the Town Manager before presenting to Council. This item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information.

**VDOT PROJECTS (Non-Town Funds)**

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

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

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

Mr. Coggsdale gave Council a brief update on a couple of items in his June report:

- Dalton's Landing / Canoe Launch

Mr. Coggsdale informed Council an article advertising the town was accepting bids for this project was in the Altavista Journal newspaper last week. He stated the deadline for the "receipt of bids" is Thursday July 2<sup>nd</sup>.

Mayor Mattox asked if there was an estimated completion date for this project.

Mr. Coggsdale stated the contractors should be able to "break ground" in the fall of this year, with an estimated completion date enabling use of the canoe launch in spring 2021.

- Booker Building – Floor Restoration

Mr. Coggsdale stated Mr. Garrett, Public Works Director, was currently working on retrieving quotes for the Booker Building floor restoration project. He stated staff would bring the quotes before Council for review and consideration when they are received.

Mr. Coggsdale stated he and/or Town Staff would be glad to answer any other questions Council may have regarding their presented "monthly reports", to which there were none.

## 11. Matters from Council

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

- Mr. Bennett thanked the Town Manager, Waverly Coggsdale, and the Public Works Director, David Garrett, for their work pertaining to the new "vendor stand" for the Farmers Market, located at the Altavista Trade Lot.

Mr. Bennett stated he recently visited the Farmers Market and the vender he spoke with was very pleased with the new vendor stand and the shade it provided himself and his product.

Mr. Coggsdale stated the vendor stand had been erected by Altavista's Public Works Department, but he was happy to be a part of moving this project forward.

## Council Regular Meeting June 9, 2020

- Mr. George referenced the property previously known as the Lane Company. He stated the current owner has had an ample amount of time (10 years) to “cleanup” the property, but has not completed the task.

Mr. George suggested the town contact the property owner to discuss the matter, and give him a timeframe in which to complete the cleanup.

Mayor Mattox referenced the original deadline of July 2019 given to the current owner of the old Lane Company property for cleanup. He stated he also felt it was time for the town to revisit this issue and work with the property owner to find a solution.

Mr. George stated there were structures on the property that were run down and/or decaying. He stated the structures are considered a “hazard”, not to mention an eye-sore for the town.

Mr. Mitchell asked the Town Manager what the town could expect from the Brownfields Grant in regards to the remediation of the said property.

Mr. Coggsdale reminded Council that Town Staff had been working with Cardno Engineering to acquire a Brownfields Assessment Grant and was successful in receiving the grant. He stated, at that time, the town was in the “study stage” of the process.

Mr. Coggsdale stated he contacted the “old Lane Company” property owner to discuss whether or not he would be interested in participating in the Brownfields Study. He stated the property owner had questions regarding the study, so he directed him to contact Cardno for the answers to those questions. He stated, to date, there had not been a confirmed response from the property owner whether he would be participating in the study or not.

Mr. Coggsdale stated, if the property owner agrees to participate in the study, the town would compile an “assessment report” of the property to submit as part of a “remediation grant” application.

Mr. Mitchell stated, since Town Staff has put forth their time and effort in obtaining a Brownfields Grant, he felt the property owner of the old Lane Company should show responsibility and some effort to continue cleaning up the property as originally directed.

Mayor Mattox asked Mr. Eller, Town Attorney, since the property owner’s first deadline for completing cleanup had passed without completion, what options the town has in regards to enforcing the cleanup of the fore-mentioned property.

Mr. Eller reminded Council the original “agreement” was verbal and not part of a written contract. He stated the town could force the cleanup of the property under law by way of the property being a “hazard” and/or “public nuisance”. He stated the town would (first) need to identify what areas/items on the property were hazardous and/or a nuisance.

Mayor Mattox asked Council if they were interested in pursuing the action for declaring the old Lane Company property a “nuisance” to the town, in hopes of moving the cleanup of this property forward.

Mr. Higginbotham suggested Council allow staff to investigate the matter further.

Mr. Eller stated, if the town decides to declare the fore-mentioned property a nuisance, they would need to set a timeframe for completing the cleanup. He stated, if the property owner did not meet the completion deadline, the town would have the right to complete the task themselves and charge the property owner for the cleanup.

## Council Regular Meeting June 9, 2020

Mr. Eller then stated, if the property owner did not pay the town for the cleanup of his property, the town could place a “lien” on the said property.

Mrs. Dalton referenced the Brownfields Grant/Study. She suggested Council wait to see if the property owner agrees to participate in the proposed study on his property, before moving forward with any other actions, such as “declaring it a nuisance”.

Mayor Mattox asked if the town could implement both options.

Mr. Coggsdale informed Council he has given the property owner until Monday, June 22nd as the deadline to respond to the town’s offer of conducting an assessment study on his property through the Brownfields Grant.

Mr. Coggsdale stated, if the property owner does not wish to participate in the Brownfields Study, the town could then move forward with the process of declaring the old Lane Company property a “nuisance”.

Mayor Mattox suggested giving staff time to receive a response from the property owner and placing this item on the July Work Session Agenda to review their options at that time.

All Council members were in consensus to do so.

Mr. Mitchell suggested, while waiting on the results from the Brownfields Study, Council allow staff to evaluate the town’s current Town Ordinance to determine what items on the fore-mentioned property would be considered nuisances.

All Council members were in consensus to do so.

- Mr. Higginbotham referenced the pedestrian bridge that crosses the creek at the playground area of Shreve Park. He stated he was not in favor of replacing the bridge with a vehicle bridge.

Mr. Higginbotham asked Council, in order to move this project forward, to consider replacing the decaying bridge with another pedestrian bridge, but with the towns needs of ADA accessibility and wide enough for Public Works lawnmowers to cross over.

Mr. Higginbotham stated the placement where the bridge currently stands was such a small area, he felt a pedestrian bridge would be more esthetically pleasing for the park.

Mr. Higginbotham stated he would be happy to gather the information and estimated cost pertaining to another wooden pedestrian bridge similar to what is currently there, but including the width needed for ADA accessibility.

All Council members were in consensus to allow Mr. Higginbotham to do so.

Mr. George stated the spot where town trucks cross the creek was also in need of “repair”. He suggested pouring new concrete to repair that area.

- Mr. Emerson thanked the Town Manager, Waverly Coggsdale, and the APD Chief, Tommie Merricks, for their part in orchestrating the recent parade held for the Altavista High School 2020 Graduates.

Mr. Emerson also recognized Chief Merricks for his recent act of kindness towards the 2020 Altavista Graduates in the form of a “hand written” card to each one living in town.

Mr. Emerson stated he felt the act was an outstanding show of caring for his community.

## Council Regular Meeting June 9, 2020

- Mr. Mitchell commended Town Staff and Town Personnel for their service and continued efforts to maintain a safe environment during the COVID-19 pandemic.
- Mayor Mattox informed the Town Attorney, John Eller, there was a consensus of Council to change their regular Council meeting start time from 7PM to 6PM. He asked Mr. Eller what Council needed to do to make that happen.

Mr. Eller informed Council they would need to amend the Town Ordinance as such.

Mrs. Dalton suggested not specifying a time, but stating “as Council desired”.

Mr. Higginbotham stated he felt the ordinance, for consistency purposes, should state a specific time designated to start the work sessions/meetings. He stated this Council wants their regular meeting to start at 6PM, but the next Council may want a different start time.

All Council members were in consensus to allow the Town Attorney to update the Town Ordinance to show Council’s request to change their regular monthly Council meeting start time from 7PM to 6PM accordingly.

Mr. Coggsdale stated he would place this item on Council’s June 23<sup>rd</sup> Work Session Agenda for final approval.

Mr. Coggsdale stated, once approved, staff would advertise the approval in order to inform the public of the meeting’s time change.

There were no additional comments or concerns from Council.

Mayor Mattox thanked his fellow Council Members, Town Staff, and Town Employees for their continued hard work for the Town of Altavista.

Mayor Mattox stated he felt the citizens of Altavista were doing an excellent job of “looking out for one another”. And he applauded the community for doing the best they can under the current (COVID-19) circumstances.

Mayor Mattox thanked all citizens attending the June 9, 2020 Council Meeting through the electronic means. He encouraged citizens to call or email the town office if they had any questions or comments they would like to share with Council.

## 12. Closed Session

### CLOSED SESSION

DATE: Tuesday June 9th, 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.

Council Regular Meeting June 9, 2020

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

Motion carried.

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

Council went into Closed Session at 8:40PM.  
Notice was given that Council was back in Regular Session at 8:50PM.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

Following Council’s Closed Session, notice was given to staff by the Town Manager regarding the following...

Mr. George, seconded by Mr. Emerson, motioned to approve the Town of Altavista to purchase the property located at the corner of 7<sup>th</sup> Street and Campbell Avenue, formally owned by Shelton & Hailey Holding Company, for the price of \$65,000.

Motion carried.

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



## Council Regular Meeting June 9, 2020

### 13. 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 8:51 PM.

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Michael Mattox, Mayor

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J. Waverly Coggsdale III, Clerk

## Town Council Joint Meeting with AEDA June 11, 2020

A joint meeting of the Altavista Town Council and the Altavista Economic Development Authority (AEDA) was held at the Altavista Train Station on June 11, 2020 at 5:00 p.m.

### 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

### AEDA Members

Present: Mrs. Beverley Dalton  
Mr. C.W. Gillespie  
Mr. Todd Hall  
Mr. Scott Lowman  
Mr. Wayne Mitchell

Absent: Mr. Dennis Janiak

Town Staff present: Mr. J. Waverly Coggsdale III, Town Manager  
Ms. Sharon Williams, Community Development Director

Also present: Mr. Walter Maddy, AEDA Consultant  
Mr. Jeffrey Westbrook, Altavista Journal

Mr. Walter Maddy facilitated the meeting. He stated it was important, and also fun, to talk about the future of Altavista's economic development and he felt the Town of Altavista has as many possibilities as any town in the region.

Mr. Maddy stated, not everyone he talked to had the same idea(s) of how to accomplish the town's desired economic growth, but everyone always agreed the potential outcome would be worth the effort. He stated the town and its leaders have an undeniable "passion" for the community and great "visions" regarding its future.

Mr. Maddy referenced a scope of work given to him by the AEDA in March (2020). He stated the majority of the requested work pertained to Altavista's Economic Development Strategic Plan:

- Touch base with Altavista Industries – inquire of their needs in future plans
- Condense data & recommendations in the AEDA Strategic Plan for easier review
- Evaluate recommendations for "structured execution"
- Review Peer Examples
- Narrow down a "short term" plan
- Present to AEDA Board and Town Council

Mr. Maddy stated, during his time evaluating Altavista's Economic Development Strategic Plan, per the AEDA's request, he inquired information from individuals in fields related to economic development, such as Mike Davidson, Campbell County Economic Development Director, Megan Lucas and Jamie Glass, Lynchburg Regional Business Alliance (LRBA), and Matthew Rowe, Pittsylvania County's Economic Development Executive Director.

Mr. Maddy stated his meeting with Mike Davidson had been very informative. He stated Mr. Davidson was up-to-date on local industry issues and also knowledgeable regarding the current needs of local "industry", as well as, the projected needs in their futures.

## Town Council Joint Meeting with AEDA June 11, 2020

Mr. Maddy informed Council, during a meeting with Megan Lucas, she informed him and the Town Manager of an asset the Lynchburg Regional Business Alliance (LRBA) offers localities to use as leverage for industrial recruitment.

Mr. Maddy referenced the several Workforce Development Meetings that Mayor Mattox has held with Mike Davidson, Dennis Janiak (AEDA), and others. He stated these meetings are very important in the efforts to grow Altavista's economic and community development.

Mr. Maddy stated, when reviewing strategic plans from several different localities, he has noticed they all have a "common thread", the desire for (economic and community) growth. He shared the main components for a successful plan:

- Visioning
- Planning
- Building and Maintaining Support
- Gathering Resources
- Communication
- Executing the Plan
- Plan "Measurement"

Mr. Maddy stated he felt Altavista had done a good job at accomplishing the first few components in their Economic Development Strategic Plan, and it was now time to move forward with the "next steps": resources, communication, and execution of the vision/plan.

### ■ Resources

Mr. Maddy stated "resources and communication" go hand in hand. He stated by keeping open communication with local resources, it allows the town to draw from those resources when needed.

Mr. Maddy suggested Altavista investigate what new resources the Lynchburg Regional Business Alliance has for industry recruitment.

### ■ Communication

Mr. Maddy expressed how important "communication" is to any plan, not only during the planning stage, but all through the process. He stated it would be effective to communicate progress during a plan's execution, because it helps maintain favorable support of the plan.

Mr. Maddy stated the communication between Town Council, Town Staff, and the AEDA seemed to be adequately maintained, but suggested the town needed to increase its communication with the community.

Mr. Maddy stated, most citizens are interested in knowing about current town improvements and/or additions, and are happy to see growth in their community. He stated, if citizens feel connected to their community, they are more likely to invest time and money in their own locality, rather than going elsewhere.

Mr. Maddy stated, by offering information to the public on a regular basis, it allows the town to demonstrate how important their citizens are to the town and to the overall wellbeing and growth of the community.

Mr. Maddy also suggested Town Council have more "regular" interactions with the town organizations that directly contribute to the economic plan. He stated, not only the AEDA, but also Altavista On Track and the Altavista Chamber of Commerce.

## Town Council Joint Meeting with AEDA June 11, 2020

Mr. Maddy stated, even though these organizations operate independently, they should always be working collectively towards the goals set forth in the town's strategic plan.

Mr. Maddy stated, when communicating with the public, the town and organizations within, should all be telling the same "story". He suggested the story include" a reference to the town's past, a little about the present, and a whole lot about its future.

Mr. Maddy shared with Council what he felt were some of Altavista's greatest assets and considered the past and present part of the town's "story":

- |                            |                               |
|----------------------------|-------------------------------|
| ○ Friendly Community       | Avoca Museum                  |
| ○ Altavista Area YMCA      | Pedestrian Cross Walks        |
| ○ River access – boat ramp | Two Community Parks           |
| ○ ACTS Local Bus Service   | Multiple Neighborhood Parks   |
| ○ Splash Pad Attraction    | Available "Vacant" Properties |

Mr. Maddy also shared some of Altavista's upcoming projects for reference:

- Park Expansions
- New Gateway Bridge
- Dalton's Canoe Launch
- Renovation/Repurpose of Booker Building
- Industrial Park (Brownfields site)
- Continued Focus on Downtown Revitalization
- Innovation Center /Co-worker Space

Mr. Maddy suggested Altavista share the plans and projects they are focusing on for the "future". He stated, by doing so, it gives citizens and potential investors an assurance the town continues to work on economic development and overall community growth, which makes everyone more comfortable investing in the town.

### ■ Execution

Mr. Maddy stated executing a vision/plan always holds the biggest challenges for any locality. He applauded the Town of Altavista for creating its Economic Development Strategic Plan, and stated it was important for a locality to implement a strategic plan in order to build and maintain a strong foundation for economic growth and progress.

Mr. Maddy referenced AOT, the AEDA, and the Altavista Chamber of Commerce. He said all of these organizations were relative to Altavista's Economic Development Strategic Plan and each holds a responsibility to help the town accomplish that plan.

Mr. Maddy stated there had been concerns regarding leadership among the fore-mentioned organizations, and even though the AEDA was currently without an Economic Development Director, AOT and the Chamber of Commerce had recently filled their lead positions.

Mr. Maddy suggested the town determine its "next steps" of execution in order to keep their strategic plan moving forward. He stated there were multiple resources the town could utilize that were available through their county (Campbell County) and the Lynchburg Regional Business Alliance.

### ■ Measurement

Mr. Maddy stated there should be "measurements of accountability" for a locality's organizations, such as Altavista's AOT, EDA, and Chamber of Commerce.

## Town Council Joint Meeting with AEDA June 11, 2020

He stated the measurables should be precise, but kept simple and easy to understand and report. He stated it would be easy for an organization to report the “numbers” of the following:

- Jobs added
- Businesses opened
- Businesses expanded
- Businesses assisted
- Vacant buildings revitalized

Mr. Maddy stated, ultimately, there should be a designated party responsible for holding everyone accountable and making sure the strategic plan is being executed as the town desires in order to keep the plan moving forward. He referenced the Town Manager, Waverly Coggsdale, as currently holding that position for Altavista.

Mr. Maddy continued his presentation by referencing another item Council asked him to work on: narrowing the town’s strategic plan down to a manageable “short-term plan”. He offered Council a few items for their consideration, as items of most importance:

### Community Development/Downtown Revitalization

- Vacant Property Initiatives
- “A” property/project
- Housing Initiatives

### Industrial Development

- Business Retention
- Business Expansion
- Workforce Development

Mr. Maddy stated, regarding both categories, it would be beneficial for the town to develop and/or maintain strong county, region, and state partnerships to assist with their strategic plan.

Mr. Maddy asked Council if they had any questions regarding the two presented categories.

Mrs. Dalton stated the town was already maintaining contact with its local industry in order to keep up-to-date on what their needs were.

Mr. Maddy suggested the town leverage their relationships with Campbell County and the LRBA to assist with increasing the contact they have with their local industries.

Mr. George referenced the Community Development category Mr. Maddy presented and ask if the AEDA had an opinion on whether or not the town should consider investing and/or acquiring properties for community development.

Mr. Maddy stated the AEDA Board had not yet addressed the “housing” portion of the item at that time, but there were several commercial opportunities available and worth considering.

Mr. Maddy reminded Council there were grants and funding available through county, state, and regional resources the town could leverage as housing initiatives.

Mr. Maddy continued by addressing the connection and importance of downtown revitalization to community development and how it can be the biggest incentive for business recruitment.

Mr. Maddy informed Council that Altavista’s 2016 Comprehensive Plan (53 references) and their 2019 AEDA Strategic Plan (22 references) both referenced downtown revitalization and community development extensively.

Mr. Maddy stated that a community might not ever get the chance to show off its industrial park or offer incentives to a potential new industry, if it does not (first) “make the cut” by scoring high on its “quality of life” amenities, which includes a vibrant downtown.

## Town Council Joint Meeting with AEDA June 11, 2020

Mr. Maddy stated revitalization has a direct effect on local economies, with such benefits as job creation, highlighting local commodities, increasing property values, and attracting tourism. He stated, by using existing vacant spaces/buildings, it not only saves green spaces (as prioritized in the town's comprehensive plan), but also converts negative properties into revenue producers.

Mr. Maddy stated, when a locality has multiple small businesses, it provides diversity and portrays a sense of stability and sustainability. He stated a vibrant downtown can be the cornerstone of a locality's economic development.

Mr. Maddy informed Council that many localities form an "advisory committee" to develop a list of potential incentives for use towards industry recruitment and revitalization efforts. He stated the incentives should be easy to understand and easy to acquire.

Mr. Maddy suggested the town align its available resources (town organizations, LRBA, and Campbell County EDA) with its priorities stated in the Altavista Economic Strategic Plan. He stated this would allow the town to optimize resources for efficiency and measurable results.

Mr. Maddy stated the town could also consider using a portion of the AEDA's funds that were currently not being used as a resource, and accordingly, develop a plan to replenish those funds, either through town funding or with fundraising efforts.

Mr. Maddy stated, in addition, the town could offer "non-financial" incentives that would benefit businesses, as well as the community, such as:

- Workforce Preparedness and Sufficiency
- Customized Workforce Development  
(Altavista has specialized industries and needs)
- Expedited Permitting Process and Permit Assistance
- Research and Data Analysis Services
- Networking & Promotion (connecting businesses)

Mr. Maddy continued his presentation by referencing options recently discussed by the AEDA Board regarding their vacant Economic Development Director position.

Option 1: continue to recommend a full-time Economic Development Director to Council as a Town Staff Member in order to effectively govern relationships with the Chamber of Commerce and Altavista On Track, as well as, with the LRBA & Campbell County EDA.

Option 2: Elimination of the full-time Economic Development Director position; and rely on Campbell County's EDA for industrial recruitment and business retention and expansion.

Mr. Maddy stated the AEDA Board was still evaluating which option would be the most viable for the Town of Altavista.

Mr. Maddy also referenced the town's current "organization structure". He stated they were currently working as separate entities and that type of structure can potentially cause issues such as:

- Competition for board members
- Duplication of fixed cost related to facilities, staff, marketing and leadership
- Competition for public contributions when needed
- Lack of role clarity regarding downtown activities and business retention and expansion (BRE)

Mr. Maddy stated all of the town's EDA related organizations (AOT, AEDA, and the Chamber of Commerce) need to be working collectively to accomplish the vision and goals of Altavista's Economic Development Strategic Plan.



## Town Council Joint Meeting with AEDA June 11, 2020

Mr. Maddy suggested Council consider a “consolidated approach” with the fore-mentioned organizations. He stated, by doing so, the impact on desired goals could be multiplied.

Mr. Maddy offered Council an approach to consider for consolidation:

- Shared board appointments
- Collective guidelines and priorities
- Develop matrix of current activities
- Juxtapose with strategic objectives
- Require groups meet and develop a proposal to consolidate efforts
- Create a formal agreement for services desired by the town

Mr. Maddy concluded his presentation by covering with Council some of the “next steps” for their consideration. He stated Council may choose to reject his proposed concept and move forward with a plan of their own, but, if Council chose to accept the concept he presented, the unity should be “highly visible” to the town and community.

Mr. Maddy stated, if accepted, Council would need to issue a request to AOT, AEDA, and the Chamber of Commerce for a “proposal” to consolidate services, to include downtown revitalization and economic development. He stated the proposal/agreement should also include a regular meeting schedule to update Town Council and the lead organizations.

Mr. Maddy stated, at that point, AOT, AEDA, the Chamber, and town representatives (Town Staff) would need to meet and develop a consolidated approach to present to Council.

Mr. Maddy stated the Town of Altavista had a “solid” Economic Development Strategic Plan and all related parties agreed on its direction, but he felt the town still had work to do in a few areas pertaining to moving its strategic plan forward:

- Building and maintaining support
- Communication with Council, participating organizations, and the community
- Organizing for execution
- Reporting regular “measurements” for accountability & inspiration
- Aligning resources to the town’s stated goals to improve effectiveness
- Considering aggressive ideas for organization to improve leverage
- Involving related/affected organizations to determine possible structures of execution

Mr. Maddy stated he would be happy to answer any questions Council may have regarding his presentation or the information and suggestions within.

Mayor Mattox asked Council if they had any questions or comments for Mr. Maddy.

Mr. Bennett asked Mr. Maddy what he felt would help Altavista the most to achieve its desired economic development and growth.

Mr. Maddy stated he felt Altavista would benefit the most by having aggressive and persistent leadership of its planned objectives (goals). He stated that position could be held by the Town Manager, or any person Council elects to hold all related organizations accountable for achieving the goals set forth in the town’s strategic plan or by Town Council.

Mr. Bennett referenced the AEDA currently not having an EDA Director and asked if that was something the town needed to focus on before moving forward with its strategic plan.

Mr. Maddy stated, in the early stages of collaborating with EDA related town organizations, there would be a lot of meetings involved with outlining plans to ensure all parties were collectively pursuing the same guidelines and priorities. He stated there may also need to be contracts developed between the said parties.

Mr. Maddy stated, whether the town elected to hire a new EDA Director, or the responsibilities of that position were taken on by an existing Town Staff member, Council would need to decide, as soon as possible, which option would potentially work best for Altavista.

## Town Council Joint Meeting with AEDA June 11, 2020

Mr. Bennett stated “Opportunities pass by those who are not prepared to receive them”. He stated he would like to see Altavista be prepared for any opportunity that arises and favored Council making a decision soon regarding whether to have an EDA Director on not.

Mr. Mitchell thanked the AEDA for allowing Mr. Maddy to put together a presentation for Council’s consideration. He stated he agreed that Town Council was the “driving force” behind Altavista’s Economic Development Strategic Plan, but felt all of the town’s related organizations had a responsibility to also help the town accomplish the strategic plan.

Mr. Mitchell shared his favor with Mr. Maddy’s concept that AOT, AEDA, the Altavista Chamber of Commerce, and Town Staff representatives all work collectively to achieve the goals set forth in the town’s strategic plan; and also collaborating with the LRBA and Campbell County EDA to start moving the plan forward.

Mr. Mitchell suggested having a monthly “EDA Action Committee” to include, not only AOT, AEDA, and the Altavista Chamber of Commerce, but also a representative from Town Council, Town Staff, Altavista’s Planning Commission, and potentially the Lynchburg Regional Business Alliance (LRBA).

Mr. Mitchell stated, by having all related parties in one place, it would allow them to determine (collectively) what each group would be responsible to focus on in order to accomplish the town’s economic goals. He also stated, by conducting the meeting monthly, it would conform to the accountability of each groups “measurables” as mentioned by Mr. Maddy.

Mr. Mitchell suggested the AEDA Board be the “pass through” for offering/implementing town incentives, such as tax relief for industry tools and machinery.

Mayor Mattox referenced previous conversations had by Council pertaining to whether or not the Town of Altavista was getting an adequate “return on investment” from the town organizations/groups it funds annually.

Mayor Mattox shared his favor with Town Council having an agreement with each of the town’s funded organizations specifying each group’s roles and responsibilities for the town (economic or community development and/or growth, etc.) and outlining direct “measurables” for accountability.

Mayor Mattox also shared his favor with the Altavista Economic Development Authority (AEDA) being the “go to” leader for encouraging, supporting, and assisting each of the fore-mentioned groups with accomplishing its designated roles and ultimately holding them accountable to their responsibilities.

Mayor Mattox stated the main objective for the town was to use its available resources “at the right place and at the right time” in order to accomplish its desired goals for the betterment of the community.

Mrs. Dalton also referenced previous discussions by Council whereas they asked town groups/organizations to produce measurable results to justify annual funding from the town.

Mrs. Dalton suggested, instead of Council asking the groups to produce their own plans, that Council give the groups a “general” direction of what they want to see executed/implemented pertaining to the goals set forth in the Altavista Economic Strategic Plan. She stated the new approach may produce more favorable, and “measurable”, results.

Mrs. Dalton stated the Town Manager, Waverly Coggsdale, and the Community Development Director, Sharon Williams, have a direct link to Town Council and stated they have played a major role with communication efforts between Council and the fore-mentioned town groups in the past and suggested they continue to be a part of the process.

Mrs. Dalton applauded Mr. Maddy for his extensive time and “leg-work” in preparing his presentation for Council’s consideration. She stated she felt the data would be a great asset in Council’s decision making towards moving forward with the town’s strategic plan.

## Town Council Joint Meeting with AEDA June 11, 2020

Mr. George referenced the town's incentive package offered to industries wanting to relocate or expand their business to Altavista. He stated available housing was a big attraction for industries looking to invest in a community and suggested Altavista also needs to have an incentive package formulated for "real estate development".

Mayor Mattox agreed with Mr. George and stated the town needs to share how reasonably inexpensive it is to live and work in Altavista in regards to real estate and utility rates; and also how Altavista offers a good quality of life for its community in terms of recreation.

Mr. Mitchell referenced a Tobacco Commission Grant available to college graduates as an incentive to return back to their hometown to live after graduating. He stated the grant offers up to \$10,000 in funds to use towards their educational loans if they do so.

Mr. Mitchell stated he would like to see Altavista consider offering a similar incentive. He stated an incentive package could be offered to college (or high school) students that choose to return (or remain) in their hometown of Altavista. He stated the incentive could be made conditional of them purchasing an existing home within the town, that may need to be restored, for them to live in.

Mr. Mitchell stated that was only one incentive idea, but there were multiple ways the town could consider as incentives for retaining the next generation of citizens. He stated improving existing housing was one small step, but any step forward was a step in the right direction for community betterment and subsequently community growth.

Mr. Emerson stated a locality having a good "quality of life" to offer businesses looking to potentially relocate or new home owners looking for a community to start or raise their family was a key part in a community's growth, and likewise, its economic stability.

Mr. Emerson stated Altavista has a lot to offer and he felt the town was moving in the right direction in striving to maintain and improve on its community's "quality of life".

Mr. Emerson stated, with Liberty University (LU) being so close in proximity (20 minutes away) to Altavista, he felt the town needed to work on "capitalizing" on that fact by offering the students of LU, and even the residents of Lynchburg, a reason to visit, and possibly an incentive to live, in the Town of Altavista.

Mr. Emerson shared his favor in focusing on improving the availability of housing in town.

Mr. George agreed with Mr. Emerson and stated he felt Altavista loses a portion of its residents every year due to elderly individuals that desire to live in a retirement community, where they do not have to worry about going down the stairs to their basement to do laundry, or being able to cut their own grass.

Mr. Higginbotham shared his favor with having all of the fore-mentioned groups working collectively to achieve the goals set forth in the town's strategic plan. He stated it was a waste of resources to have multiple groups visiting the town's industry executives, but felt one "leader" could develop a strong relationship and accomplish a viable outcome for both the industry and the town.

Mr. Bennett stated he appreciated having Todd Hall on the AEDA Board as a representative from one of Altavista's hometown banks (First National Bank). He stated having a strong financial foundation was also an attraction/incentive for newcomers and also retention of existing citizenship.

Mayor Mattox asked if there was a consensus of Council to ask the AEDA Board to develop a proposal of ideas for potential "next steps", so the town can start to move the Altavista Economic Development Strategic Plan forward. He suggested the proposal also include a request for the town to consider moving forward with hiring an AEDA Director.

Mr. Mitchell shared his favor with the Mayor's proposal idea, but suggested Council give the AEDA "clear direction" on what they are asking of them.

## Town Council Joint Meeting with AEDA June 11, 2020

Mrs. Dalton shared her favor in the Mayor's AEDA proposal request. She stated she appreciated Mr. Maddy's presentation and the concepts he proposed. She reminded Council the town did not have to choose Mr. Maddy's ideas, or any proposed by the AEDA, but the town did need to be open to new possibilities and find a way to move the town forward with its Economic Development Strategic Plan.

Mrs. Dalton stated she felt there was a duplication of efforts with the town's AEDA and related groups and she would like to see those efforts and resources better coordinated. She suggested the town capitalize on its many available resources and consider redirecting what the town is already doing to obtain a more favorable and viable outcome regarding its economic and community development efforts.

Mr. Todd Hall, AEDA Board Member, asked Council if they would be open to a "single entity or leader" that would be responsible for bringing all of the town's economic development related groups together to work collectively towards the town's desired goals in the strategic plan. He stated that individual would also be responsible for holding those groups accountable to their roles.

Mr. Hall stated, by doing so, would help cut out the overlap (duplication) of efforts and resources that Mrs. Dalton referred to.

Mr. Hall also shared his favor with Mr. Maddy's suggestion of advertising and marketing progress the town makes in their efforts towards economic and community growth and development. He stated, by doing so, it helps promote interest, which results in support by town citizens.

Mr. Hall stated marketing a specific effort, like housing development, also attracts, first-time home buyers, individuals looking to relocate, and businesses looking for available housing options in a quality community.

Mayor Mattox asked Mr. Hall, with the recent COVID-19 pandemic affecting cities harder than towns, what his thoughts were regarding individuals and/or businesses that may be looking to locate or relocate in smaller communities, such as Altavista.

Mr. Hall stated he felt the repercussions of the pandemic "plays" to Altavista's advantage, because people living "right beside each other" in larger cities are now seeing the advantages of living in a small town, such as Altavista.

Mr. Hall stated, in order to capitalize on the recent increase of people desiring to live in a small hometown rather than a city, he felt "housing development" would be a good place for Altavista to focus as a "next step" in its efforts towards economic and community growth.

Mr. Hall stated the ability to offer high quality internet service was also key in promoting small town living.

Mayor Mattox stated Altavista's Community Development Director, Sharon Williams, and the Town Manager, Waverly Coggsdale, were overseeing that item for the town.

Mayor Mattox stated Council will need to consider and decide whether or not they would be willing to fund an AEDA Director, or if its desired goals could be accomplished by the town's existing groups/organizations, if given more specific direction.

Mr. Higginbotham referenced Mr. Maddy's presentation and his proposed concept to allow the AOT, AEDA, and the Chamber of Commerce to continue what is currently doing, and the town to have, or hire, a "leader" to oversee all of the groups.

Mrs. Dalton stated she felt the AEDA does great work for the Town of Altavista and shared her favor again in the Mayor's suggestion to allow the AEDA to offer Council a proposal on how to move forward.

## Town Council Joint Meeting with AEDA June 11, 2020

Mayor Mattox asked the AEDA Board Members present at the meeting for their input on the matter.

Mr. Scott Lowman stated he supported Mr. Maddy's presentation and concept proposal for collective strategic planning. He stated, due to the fact that the fore-mentioned groups have their own specific agendas along with the goals of the town, it will be important how they are approached regarding the concept of working under one directed leader.

Mr. Lowman stated, with that being said, he felt the concept could work for the Town of Altavista if approached and executed in the right way. He stated the consolidation could have a more viable result for the town's desired economic and community growth.

Mr. Lowman referenced the town's desire to implement housing development. He stated that type of project usually requires investment from the locality to accomplish the desired goals.

Mr. Lowman stated "marketing" the project and the town's desired goals regarding the project, would be the key to its success. He stated Altavista should consider marketing its assets to strategic areas/locations that would have the most beneficial impact.

Mr. Bill Gillespie, AEDA Chair, referenced Council's request for a proposal from the AEDA. He stated he felt the AEDA was only "a spoke in the wheel of an overall hub", and that he considered Town Council as that hub.

Mr. Gillespie stated, if AOT, the AEDA, or the Chamber offer Council a proposal or project for consideration, the decision/approval ultimately lies with Council. He stated he considers Council the "driving force" behind the town's future economic and community growth.

Mr. Mitchell reminded Council and the AEDA Board that Altavista On Track and the Altavista Chamber of Commerce were separate entities from the Town of Altavista. He stated, even though the town partially funds both of those groups, they do not "tell them what to do", they can only encourage them to participate in the direction they would like them to go.

Mr. George referenced the previous mention of AOT, the AEDA, and the Altavista Chamber of Commerce overlapping their resources within their economic and community development efforts. He stated he did not feel the groups currently have any overlap in that regard.

Mayor Mattox stated, taking in to consideration the proposed concept of collectively working together for overall economic and community growth, now would be a good time for the town to specify what each group's designated role would be in that plan.

Mayor Mattox asked Council and the AEDA Board if they had any additional questions, comments, or concerns regarding this matter, to which there were none.

At that time, all members of the Altavista Economic Development Authority (AEDA) that attended the joint meeting were dismissed by the Mayor and left the meeting.

Council Members Beverley Dalton, Tracy Emerson, and Timothy George, as well as Ms. Williams, Mr. Maddy, and Mr. Westbrook also left the joint meeting at that time.

Council Members Jay Higginbotham, Reggie Bennett, and Wayne Mitchell stayed and attended a "Closed Meeting" among Council.

Mayor Mike Mattox also stayed to maintain a quorum for closed the Closed Session, as well as the Town Manager, Waverly Coggsdale, as witnessing clerk.

Town Council Joint Meeting with AEDA June 11, 2020

CLOSED SESSION

DATE: Thursday June 11, 2020

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

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

A motion was made by Mr. Higginbotham, and seconded by Mr. Bennett.

Motion carried.

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Michael Mattox	Yes
	Mr. Wayne Mitchell	Yes

Mr. Higginbotham, Mr. Bennett, and Mr. Mitchell went into closed session at 6:46 P.M.  
Mayor Mattox and the Town Manager did not attend the closed session.  
The Council members that attended closed session were back in regular session 6:57 P.M.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

VOTE:	Mr. Reggie Bennett	Yes
	Mr. Jay Higginbotham	Yes
	Mayor Mike Mattox	Yes
	Mr. Wayne Mitchell	Yes

Mayor Mattox asked if there were any additional questions, comments, or concerns from Council, to which there were none.

Mayor Mattox adjourned the meeting at 7:02 p.m.

\_\_\_\_\_  
Michael Mattox, Mayor

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



Council Work Session June 23, 2020

The Altavista Town Council’s June 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on June 23, 2020 at 5:00 p.m.

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

Council members

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

Absent: Mr. Tracy Emerson

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. Kirsten Aherron, AOT/Main Street Coordinator  
Mrs. Crystal Hailey, Administration

- 2. Agenda Approval

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed June 23rd, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

- 3. Recognitions and Presentations

- a. Altavista Community Transit System (ACTS) - Transit Plan

Mrs. Tobie Shelton, Altavista’s Finance Director, addressed Council regarding this item.

Mrs. Shelton informed Council the Virginia Department of Rail and Public Transportation (DRPT) had recently contracted Connetics Transportation Group (CTG) to update the Town of Altavista’s five-year comprehensive Transportation Development Plan (TDP). She stated the plan document is updated every six years.

Mrs. Shelton reminded Council the document was a requirement of the town by the Department of Rail and Public Transportation, as it contains important information for the DRPT’s process for programming, planning, and budgeting.

Mrs. Shelton informed Council that Mr. Sean McTague, with Connetics Transportation Group (CTG), would be presenting, by phone, a brief overview of the updated TDP.

## Council Work Session June 23, 2020

Mr. McTague started his presentation by stating he admired Altavista for continuing to commit to providing a transit system to its residents. He stated, by doing so, it not only helps the local workforce that have no other means of transportation, but also offers them the ability to patron the many restaurants and businesses the community has to offer.

Mr. McTague referenced the updated TDP and shared with Council how its analysis of ACT's past, present, and future helps the DRPT plan for future grant funding and budgets.

Mr. McTague referenced the portion of the plan that specifies "future" plans for ACTS, such as more detailed data collection, the addition of two-way radios, and route adjustments (street removals and additions).

Mr. McTague stated all of the proposed updates were suggested to improve the services offered by Altavista's transit system.

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

Mr. Higginbotham referenced the TDP item, "adding two-way radios" in FY2021. He stated most everyone has cell phones now, and asked if the town office was able to communicate with the drivers through their cell phones in case of an emergency.

Mr. Coggsdale informed Council the town does not supply the transit drivers with a cell phone, therefore, they would be using their personal phones for work calls.

Mrs. Shelton stated the transit drivers had been directed "not" to use their cell phones while operating the town's transit bus. She stated, if there was an emergency situation, the driver is allowed to pull the bus over to the side of the road and make an emergency phone call.

Mrs. Shelton reminded Council funds for the two-way radio system mentioned in the TDP had been allocated for ACTS in the FY2021 approved budget.

Mrs. Shelton stated, for the town office to communicate with a transit driver, they have to wait until the bus returns to the office, which is only once per hour.

Mrs. Dalton asked if the items in the Transportation Development Plan (TDP) were only suggestions that could be modified by Council if they desired to do so.

Mrs. Shelton answered Mrs. Dalton's question by confirming "Yes", the items in the TDP were suggested based on data gathered by CTG over the past year regarding ACTS.

Mrs. Dalton stated the \$3,500 to add a two-way radio system to ACTS was much greater than purchasing a cell phone that could accomplish the same purpose.

Mrs. Shelton stated the cost given in the TDP for the radio system was higher than her estimated cost of the item. She stated the town's portion of the system would be much less.

Mr. McTague confirmed the town's cost for the two-way radio addition to ACTS would only be a portion (4%) of the total cost.

There were no additional questions regarding the two-way radio system.

Mayor Mattox referenced the item, "Inner-City Bus (ICB) Coordinating", in the TDP. He stated, with Liberty University being so close, and the possibility of some students choosing to live and commute from Altavista, who would be the advocate for the town to contact regarding implementing the ICB Transit System to and from Altavista.

Mr. Matt Orenchuk, also on the conference call representing CTG, stated he would be glad to reach out to the appropriate contact and convey Altavista's interest in the ICB Transit System including the Town of Altavista in its route.

## Council Work Session June 23, 2020

Mayor Mattox asked, when received, the information regarding the ICB be given to Altavista's Town Manager, Waverly Coggsdale, as the town's point of contact.

Mayor Mattox asked Council if they had any additional questions or concerns regarding the Transportation Development Plan presented by Connetics Transportation Group, to which there were none.

Mayor Mattox thanked Mr. McTague and Mr. Orenchuk for their work and presentation.

The Town Manager asked for Council's direction on how they wished to move forward with this item.

Mrs. Dalton recommended placing the item on the next regular meeting consent agenda.

Mr. Higginbotham asked, if Council approved the TDP, were all of the items in the plan also being approved with that motion/action.

Mrs. Shelton stated the Transportation Development Plan was a "planning document" only and Council could decide whether or not to implement all or some of the items in the TDP as they are scheduled in the plan by fiscal year.

Mrs. Shelton asked Council to keep in mind the Virginia Department of Rail and Public Transportation requires the Town of Altavista to adopt a TDP "planning document" in order for the town to be considered for state (and federal) funding/grants.

All Council members were in consensus to place the adoption of the proposed Transportation Development Plan on the July 14<sup>th</sup> Council Meeting Consent Agenda.

### 4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they had questions or concerns regarding the town. He stated Council welcomes any involvement citizens wish to have with their community.

### 5. Items Referred from Previous Meetings

There were no items referred from previous meetings on this date.

### 6. New Items for Discussion / Unfinished Items

#### a. Mid-Atlantic Printers – Request to Waive Penalty on Delinquent Taxes

The Town Manager informed Council that Mrs. Shelton, Altavista's Finance Director, would be addressing them regarding this matter.

Mrs. Shelton informed Council that Town Staff had been working with Mr. Jason Edwards, owner of Mid-Atlantic Printers, regarding the delinquent 2018 & 2019 taxes for the business.

Mrs. Shelton stated the only taxes due for Mid-Atlantic at that time was their 2019 "Machinery & Tools Taxes", along with the penalties (and interest) accrued during the delinquency timeframe, which totaled \$31,800.

## Council Work Session June 23, 2020

Mrs. Shelton stated, during negotiations, staff agreed to a payment plan with Mr. Edwards that would bring Mid-Atlantic's account current prior to the 2020 Taxes coming due.

Mrs. Shelton stated Mr. Edwards had since reached out to Town Staff requesting Council's consideration to waive the "penalties" applied to the account for years 2018 and 2019.

Mrs. Shelton stated that Mr. Edwards had planned to attend the meeting that evening but called to say he had a "last minute" business meeting and would not be able to attend.

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

Mr. Mitchell asked what the penalties totaled for 2018 & 2029 on that account.

Mrs. Shelton stated Mid-Atlantic's "penalties" (not interest) for the past two years totaled approximately \$6,600.

Mr. Mitchell asked if the \$6,600 in penalties was above the \$31,800 currently due.

Mrs. Shelton stated the total amount due (\$31,800) included the \$6,600 penalty amount.

Mrs. Dalton asked when/why a penalty is attached to a tax account.

Mrs. Shelton explained that a business has until December 5<sup>th</sup> of each calendar year to pay their taxes due for that year. She stated, if taxes are not paid, a 10% penalty of the owed amount is applied to the account on the 6<sup>th</sup> day of December.

Mrs. Shelton continued to explain stating the penalty added to an account on December 6<sup>th</sup> for non-payment was a "one time" assessment. She stated interest occurs every month after that (starting in January the following year) until the account is paid in full.

Mrs. Dalton asked was the penalty "treatment" to Mid-Atlantic Printers any different than any other business in the Town of Altavista.

Mrs. Shelton stated all businesses are treated the same when referring to penalties and interest charges.

Mrs. Shelton stated the town, as far as she was aware, had never been asked to waive any tax penalties or interest charges for a business.

Mrs. Dalton asked if Mr. Edwards offered staff a plan of how he would pay the remaining tax balance due on Mid-Atlantic Printers' business account.

Mrs. Shelton stated, whether the request to waive the penalties was granted or not, staff had worked with Mr. Edwards to contract an agreement for the remaining account balance. She stated the balance would be divided into five monthly payments, to be paid in full before the next tax year was due on December 5<sup>th</sup>, 2020. She stated the payments would be lower if Council decided to waive the penalties as requested.

Mr. Bennett asked if there would be an additional "penalty" added to the account if a payment was missed from said agreement.

Mrs. Shelton stated, no additional penalties, but interest would continue to accrue on the account until the agreement was satisfied by paying the balance in full.

Mr. Eller, Town Attorney, suggested Council, as an incentive for the business owner to complete the payments as agreed upon, place a contingency on the agreement conditional of the delinquent balance due being paid by the December 5<sup>th</sup> deadline, or the penalty would be placed back on the account.

Mr. Mitchell shared his favor in Mr. Eller's suggestion.

## Council Work Session June 23, 2020

Mr. Higginbotham referenced the said business, Mid-Atlantic Printers, stating it was one of the oldest businesses (111 years) in the Town of Altavista. He stated, with new technology, the “printing business/trade” was not what it used to be. He stated he felt Mr. Edwards would not be asking for such a request if they were not struggling to stay relevant in the printing business.

Mr. Higginbotham stated, under an economic development stand point, the Town of Altavista was trying to bring in new business. He stated he felt the town should also do its best to help keep its existing businesses as well.

Mr. Higginbotham shared his favor in approving Mr. Edwards’ penalty waiver request.

Mr. Bennett shared his favor in approving Mr. Edwards’ penalty waiver request, with the condition the delinquent tax payments were paid on time and by the agreement’s stated deadline of December 5<sup>th</sup>, 2020.

Mr. Bennett stated, if approved, the agreement should be revised to also include a statement saying the approved waiver would be a “one time” abatement for this business.

Mr. George stated, under circumstances such as this, the town should try its best to be an “ally” to its local businesses and help them out the best they can. He shared his favor in approving the penalty waiver request by Mr. Edwards.

Mayor Mattox stated, from the time he was elected to Town Council and now Mayor of Altavista, there were three things that seemed to best show the strength of a local government: 1) policy, 2) procedure, and 3) precedence.

Mayor Mattox stated, whatever decision Council made that evening pertaining to this matter, would set a “precedence” for any similar situations in the future.

Mayor Mattox suggested Council consider adopting a “policy” to govern such situations. He stated, if it was the consensus of Council, the Town Attorney could draft a policy for Council’s consideration.

Mr. Eller, Town Attorney, stated these types of situations/requests do not occur often. He informed Council they did not have to adopt a policy regarding this and/or similar matters, but could instead, consider each situation separately under their own circumstances.

Mr. Bennett referenced previous instances when citizens had come before Council requesting a relief on their utility bill, each one for different reasons. He reminded Council they had considered each of those cases individually, depending on the circumstance.

Mr. Bennett stated he felt requests, such as Mr. Edwards’ request, should also be considered on an individual basis, and did not feel that Council needed a policy to do so.

Mayor Mattox stated he felt Council would benefit from establishing a policy pertaining to such matters, in order to have guidelines to follow moving forward.

Mr. Higginbotham stated the request by Mr. Edwards was due to a unique situation that does not occur often enough to justify needing a policy for such matters.

Mr. Higginbotham stated the industries in Altavista were the town’s “heartbeat” and he felt the town should do everything it can to assist its industry owners, specifically family-owned businesses, as much as possible.

Mr. Higginbotham also recommended the town return a portion of the interest Mr. Edwards had paid on Mid-Atlantic Printers’ tax account that had accrued until this date.

Mr. Higginbotham made a “motion” to do so, without a “second” from another Council member at that time.

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Mr. Mitchell stated he would be in favor of approving Mr. Edwards request to waive his company's tax penalties for 2018 and 2019, but not to waive a portion of the interest.

Mr. Eller stated he would need to investigate whether or not Council has the authority to abate accrued interest of a tax account.

Mr. Higginbotham withdrew his motion regarding waiving a portion of the interest for Mid-Atlantic Printers' tax account.

Mrs. Dalton, seconded by Mr. George, motioned to approve the request by Jason Edwards, owner of Mid-Atlantic Printers, to waive the penalty (not the interest) on the business's 2018 & 2019 delinquent taxes.

Mayor Mattox asked Council if they had any additional concerns regarding this matter.

Mr. Mitchell reminded Mayor Mattox that Council had been in consensus, if the request was approved, for the waiver to be a "one time" abatement.

Mrs. Dalton amended her motion to include the approval to be a "one-time waiver" of said penalties, and conditional of Mid-Atlantic Printers' delinquent taxes being paid by December 5, 2020, or the penalties would be reapplied to the account.

Motion carried:

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

### b. Town Code Amendment Consideration-Change Start Time of Council's Regular Meetings

Background:

- At the June 9, 2020 Town Council Regular Meeting, Mayor Mattox inquired of Town Council if they would like to consider changing the start time of Town Council's Regular Meetings (second Tuesday of each month) from 7:00 p.m. to 6:00 p.m.
- It was the consensus of Town Council to proceed with this item.
- Mayor Mattox inquired of Town Attorney, John Eller, as to the proper procedure to make this change.
- Mr. Eller indicated there was a section in the Altavista Town Code that states the time of the meetings, thus this would need to be changed.
- Mr. Eller further suggested the actual time be removed and the code section be amended to allow Council to establish meeting times annually.
- Mayor Mattox asked that this be prepared and presented to Town Council at their June 23, 2020 Work Session for review, consideration, and possible approval.
- NOTE: Town Council Work Sessions, held on the fourth Tuesday of each month, would retain their starting time of 5:00 p.m.

Mr. Coggsdale stated, in collaboration with the Town Attorney, John Eller, he comprised three options for Council's consideration in regards to their desire to change their regular meeting start time from 7:00 p.m. to 6:00 p.m..

Mr. Coggsdale referenced Section 2-31 of the Town Code, Regular Council Meetings. He stated all three options include the removal of the word "regular" in that section's title to then read "Council Meetings".

Mr. Coggsdale stated Option I would only amend the existing said ordinance to change Council's regular meeting time from 7:00 p.m. to 6:00 p.m.



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Mr. Coggsdale stated Option II would amend the existing ordinance to change the meeting time, and also include a reference to Council Work Sessions, which are held on the fourth Tuesday of every month at 5:00 p.m., as the Town Code did not previously include specific mention of those meetings.

Mr. Coggsdale stated Option III would require Council to adopt a new ordinance regarding this matter.

Mr. Higginbotham asked if it would be easier if Council adopted a resolution to change their regular meeting time in December, along with adopting the next year's schedule.

Mr. Coggsdale stated, even though Council typically adopts their annual schedule for the next calendar year in December, Council can choose to change the starting time of their regular meetings at any point during the year, if they so desired.

Mayor Mattox asked Council which one of the proposed three options did they wish to implement in order to move this item forward.

Mr. Higginbotham, seconded by Mr. Mitchell, motioned to approve Option II of the three presented options in this matter. Accordingly, Mr. Eller, Town Attorney, will amend the Town Code, Section 2-31 by removing the word "Regular" in the section's title to read "Council Meetings". Mr. Eller will also change the regular meetings' start time from 7:00 p.m. to 6:00 p.m. and also add mention of Council Work Sessions, held on the fourth Tuesday of each month at 5:00 p.m.

Motion Carried.

VOTE:

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

### c. Select Air – Armory Lease Agreement / Purchase Option

Mr. Coggsdale gave a brief description of the background on this item. He reminded Council the Town of Altavista had entered into a lease agreement with Select Air Mechanical, Inc. (Select Air) in 2015. He stated the agreement allowed Select Air to use the Altavista Armory from August 1, 2015 through July 31, 2020.

Mr. Coggsdale stated the lease agreement offers Select Air the option to purchase the property at the end of that timeframe, but must exercise their option to do so before July 1, 2020, or a mutually agreeable extension may be made in writing prior to July 31, 2020.

Mr. Coggsdale also reminded Council, although rent was set at \$5,000 monthly in the agreement, Select Air agreed to take care of certain improvements at the facility, in exchange for a \$4,000 monthly reduction in rent, leaving them with a \$1,000 monthly payment for the five year term of the agreement. He stated the total estimated cost of improvements set forth in the agreement was \$264,274.

Mr. Coggsdale informed Council, in a letter received from Select Air, dated June 17, 2020, they indicated they would like to pursue the "purchase option" as outlined in their lease agreement, and their total cost to date for property improvements was \$217,050. He stated the lower cost of improvements from the original estimate in the lease agreement was due to Select Air repairing the existing roof instead of replacing it.

Mr. Coggsdale stated there were two representatives of Select Air Mechanical, Inc., Jeremy Shelton and David Curling, present that evening to update Council on the fore-mentioned property improvements and to answer any questions Council may have.

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Mr. Shelton addressed Council first and informed them he had been with Select Air for two years and was now one of the owners of the company.

Mr. Shelton stated he would be glad to answer any questions Council may have regarding Select Air's request to purchase the Altavista Armory property or regarding any of the improvements Select Air made during the timeframe of the lease agreement.

Mr. Higginbotham referenced the "roof replacement" item in the agreement. He stated even though Select Air chose to repair the roof instead of replace it at that time, he commended them for extending the life of the roof until such time as it was deemed necessary to replace. He stated he felt it was a smart business decision to do so.

Mr. Bennett agreed with Mr. Higginbotham regarding the roof. He stated there had been no issues with Select Air during their occupancy at the armory or with the lease agreement, so he felt they had been good tenants and was in favor of their purchase request.

Mr. George stated, if Council approved the purchase request and the said property belonged to Select Air, the decision whether or not to fix the roof was ultimately theirs.

Mr. Curling informed Council the reason Select Air chose to repair the roof rather than replace it was due to the fact the existing roof was still in good condition, with only the edging (flashing) being damaged and in need of repair at that time.

Mr. Curling went through some of the repairs Select Air had accomplished while occupying the facility, such as new windows, electrical replacement, and the addition of three new heat pump systems.

Mr. Curling stated there were a few more upgrades Select Air would like to do to the old armory, but they have been extremely busy with their "regular work" that they hadn't had a chance to finish all of their desired repairs to the building yet.

Mrs. Dalton stated she was happy to see Select Air's business doing so well.

Mr. Bennett asked how many employees Select Air employs.

Mr. Shelton stated the company currently employs sixteen people, with one additional person starting the next week.

Mr. Mitchell referenced the original proposed selling price of the Altavista Armory as \$537,100. He asked, since the roof was repaired and not replaced, did Select Air's repairs total the \$264,274 as agreed upon in the lease agreement.

Mr. Curling referenced the purchase request letter sent to Town Staff and stated the repairs mentioned totaled \$217,050.

Mr. Mitchell asked, with the \$217,050 improvements and the \$1,000 monthly lease payment for each month occupied being subtracted from the purchase price, what the remaining balance would be that Select Air would owe the Town of Altavista for the Altavista Armory property, if purchase was approved.

Mr. Eller, Town Attorney, referenced the list of items/repairs Select Air completed while occupying the old Altavista Armory property. He stated "property taxes" were not mentioned in the original agreement and could not be turned in with the other items.

Mr. Eller stated, if all Council members were in consensus to approve the Select Air's purchase request of the old Altavista Armory property, Council would need to decide whether to use the repair costs submitted by Select Air to reach the final balance due at closing, or to use the original numbers given in the agreement.

Mr. Higginbotham asked Mr. Shelton and Mr. Curling if Select Air was content with the property and with the building they were in.

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Mr. Curling stated they were. He informed Council they had been offered a location to operate their business in another area, but were in hopes they could negotiate an agreement with Altavista to stay in their current location.

Mr. George shared his favor in approving Select Air's request and stated he would rather see them there than someone else, since they had put so much work into the building.

Mr. Mitchell stated he also favored selling the property to Select Air, but reminded Council they needed to address which selling price to use at closing.

Mrs. Dalton asked, if all repairs had been implemented as designated in the original agreement, what price would remain to be owed.

Mr. Eller stated, if Council offered Select Air a "relief" on the difference between the original cost estimated for improvements and the actual cost Select Air paid in improvements, the total balance due at closing would be \$212,826. He stated if they did not, the total cost due at closing would be \$274,600.

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

Mr. Higginbotham asked Mr. Shelton if they would be ready to close on the said property within the next 30-60 days.

Mr. Curling stated Select Air had spoken with their preferred financial institution and would be ready to start the closing process within that timeframe.

Mr. Eller informed Council the agreement also requires Select Air to send the town a Certified Letter exercising their option to purchase the said property. He stated, if Council approved, the agreement would be amended to reflect the \$212,826 remaining sell price.

Mr. Higginbotham, seconded by Mr. George, motioned to approve Select Air Mechanical, Inc.'s request to purchase the old Altavista Armory property, located at 1502 Avondale Drive, from the Town of Altavista for the purchase price of \$212,826 due at closing. The motion also includes the requirement for Select Air to send the Town of Altavista a Certified Letter stating they are "exercising their option" stated in the agreement to purchase said property. The letter is required to include a statement from Select Air stating they concur with Council to close on said property by August 31, 2020; and to continue paying their \$1,000 lease payment until such time as closing can occur, not to be refunded.

Motion carried:

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

### 7. Public Comments (Non-Agenda Items)

There were no town citizens present at the June 23<sup>rd</sup>, 2020 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

8. Matters from Council

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

- Mr. George referenced a previous conversation when Council discussed whether or not to increase the town's Lodging Tax. He asked if Council would consider allowing Town Staff to investigate the item further.

Mayor Mattox asked Council for their input on this matter.

Mrs. Dalton asked what Altavista's current Lodging Tax was.

Mrs. Shelton, Town Finance Director, confirmed the current Lodging Tax was 5.5%.

Mrs. Dalton stated she was in favor of investigating the suggested increase, but if approved, preferred the increase be implemented in the next fiscal year.

Mr. George asked if any monies received above the current Lodging Tax Revenue would have to be used towards promoting tourism.

Mr. Coggsdale informed Council that counties are required to use revenue from Lodging Tax increases for marketing/promoting tourism, but towns were not required to do so.

Mayor Mattox suggested allowing staff to investigate what the process would be, if the town did decide to implement an increase, and place this item on a future work session for Council's consideration when staff had the information available for Council to review.

Mr. Coggsdale asked what specific areas did Council want staff to investigate pertaining to the suggested increase.

Mayor Mattox stated he would like to know the "process" the town would have to go through to implement such an increase.

Mrs. Dalton suggested staff compile a "peer analysis" of the surrounding localities with what their current Lodging Tax is.

Mr. Higginbotham and Mr. Mitchell both suggested investigating what economic impact a Lodging Tax might have.

Mr. Coggsdale stated he would be glad to investigate the process for increasing the Town of Altavista's Lodging Tax, which may only comprise of changing the Town Code. He stated he would also compile a peer analysis of surrounding cities/counties pertaining to their current Lodging Tax Rates; and also provide Council with the potential economic impact would be for a few different rate increase (1%, 1.5%, etc.).

All Council members were in consensus to allow the Town Manager, Waverly Coggsdale to do so.

- Mr. George also referenced Altavista's Meals Tax. He referenced Council's previous approval to hire an "outside" financial firm to review, and possibly audit, the information submitted by the town's (food) businesses each month regarding Meals Tax Revenue.

Mr. George asked when the review and audit process would begin and be completed.

Mr. Coggsdale informed Council that Town Staff has met with the fore-mentioned financial firm and provided them with the Meals Tax data they needed for the review.

Mr. Coggsdale stated the information provided to the financial firm was "numbers only" and no names had been provided in order to insure security and fairness during the review.

Mr. Coggsdale stated the review process of submitted data is due to begin in August 2020.

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Mr. Mitchell asked if the affiliated businesses had been notified accordingly.

Mr. Coggsdale stated a letter had been sent to each appropriate business to inform them of the upcoming review and the potential for random Meals Tax audits.

There were no additional questions or comments regarding this matter.

- Mr. Higginbotham referenced the “creek crossing” at Shreve Park previously discussed by Council. He stated he and Mr. Garrett, Altavista’s Public Works Director, had recently looked at the area and he has come up with a few “simple” bridge options that would include all of the town’s needs for the crossing.

Mr. Higginbotham stated he would have sketches ready for Council’s review at a future meeting.

- Mr. Higginbotham also referenced the English Park Trail Overlook Project. He informed Council that he had conversations with the Town Manager, the Utilities Director, and the Public Works Director they all agreed it would be beneficial to investigate whether there were “voids” in the existing concrete slab, and if so, they needed to be filled before the project could move forward.
- Mr. Higginbotham stated he had also been looking into what the best material would be to use for “foot bridges” along that trail. He stated he would have the information for Council’s review by their next work session.
- Mr. Higginbotham requested Council consider allowing staff to collaborate with the AEDA to investigate what options (grants, loans, etc.) were available to help local businesses that are struggling to maintain their business operations due to COVID-19, or any other unforeseen circumstance.

Mayor Mattox stated there were federal resources available to businesses for such cases.

- Mr. Bennett referenced a previous discussion by Council regarding the General Assembly’s new bill allowing counties the option of implementing a Disposable Bag Tax. He stated the Town Manager sent an email to Frank Rogers, Campbell County Board of Supervisors, to inquire whether or not the county would be opting to pursue the option, to which he replied “not at that time”.

Mr. Bennett asked for Council to consider allowing the Town Manager to reach out to Matt Farris, Altavista’s District Representative in the Virginia House of Delegates, for help during the 2021 General Assembly in changing the wording on the bill to also include “towns” having their own option to implement the bag tax.

Mayor Mattox suggested the item be placed on a future work session agenda in order for Council to have more time to deliberate on the matter before contacting Delegate Farris.

Mr. Mitchell stated he thought the bill already included towns.

Mr. Bennett stated the original proposal of the Disposable Bag Tax did include towns, but was removed before the bill was passed in order not to have a “double” tax on consumers.

Mr. Bennett stated his suggestion was to contact Delegate Farris to inquire whether he would be willing to collaborate with the Town of Altavista by addressing the 2021 General Assembly to change the current bill to include the town’s ability to implement a bag tax if they so desired.

Mr. Bennett stated, if the General Assembly approved the request, it would be up to Council to determine whether the town would implement the tax or not. He stated he felt it would be beneficial for the town to, at least, have the option if they so desired to do so.

All Council members were in consensus to move forward with Mr. Bennett’s suggestion.

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- Mr. Bennett referenced local Realtor, Mrs. Karen Walker Hall. He stated she recently informed him there was a shortage of housing in the area, including Altavista, Lynchburg, and Campbell County.

Mr. Bennett stated he felt the current housing shortage was an opportunity for Altavista to expand its housing and build on its desired economic development and growth.

There were no further comments or concerns from Council.

Mayor Mattox stated he felt Altavista was a great place to “work and play”, and he enjoyed seeing citizens back at work and children playing at the playgrounds once again. He stated Council was very proud of its community for continuing to look out for one another.

Mayor Mattox thanked everyone for attending the Council Meeting, in person and online.

### 9. Closed Session

There was no closed session scheduled for Council on this date.

### 10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 6:30 PM.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk



CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40484	103	BEACON CREDIT UNION	06/12/2020	280.00		00	OUTSTANDING	
40485	16	CAMPBELL COUNTY UTILITIES & SE	06/12/2020	4,632.39		00	OUTSTANDING	
40486	934	SEAN CAMPBELL'S CUSTOM EXTERIO	06/12/2020	6,000.00		00	OUTSTANDING	
40487	32	CONTROL EQUIPMENT CO INC	06/12/2020	11,990.40		00	OUTSTANDING	
40488	874	CORPORATE MEDICAL SERVICES	06/12/2020	48.00		00	OUTSTANDING	
40489	164	DMV	06/12/2020	775.00		00	OUTSTANDING	
40490	36	DOMINION VIRGINIA POWER	06/12/2020	47,601.05		00	OUTSTANDING	
40491	9999997	DRV CONSTRUCTION, LLC	06/12/2020	13.75		00	OUTSTANDING	
40492	20	J JOHNSON ELLER JR	06/12/2020	2,000.00		00	OUTSTANDING	
40493	122	FEREBEE-JOHNSON COMPANY INC	06/12/2020	1,208.02		00	OUTSTANDING	
40494	43	FOSTER FUELS INC	06/12/2020	10,224.84		00	OUTSTANDING	
40495	916	GRANITE TELECOMMUNICATIONS	06/12/2020	621.67		00	OUTSTANDING	
40496	50	GRETNA TIRE INC	06/12/2020	1,123.50		00	OUTSTANDING	
40497	9999997	HENDRICKS, ANGELICA SHYANNE	06/12/2020	88.75		00	OUTSTANDING	
40498	57	ICMA RETIREMENT TRUST-457 #304	06/12/2020	295.00		00	OUTSTANDING	
40499	440	INDIAN RIVER EQUIPMENT COMPANY	06/12/2020	1,089.08		00	OUTSTANDING	
40500	566	INTEGRATED TECHNOLOGY GROUP IN	06/12/2020	5,472.25		00	OUTSTANDING	
40501	1	JESSICA SUNDBLOM	06/12/2020	500.00		00	OUTSTANDING	
40502	871	L&A'S LAWN CARE & CLEANING SER	06/12/2020	4,527.00		00	OUTSTANDING	
40503	133	MYERS & RHODES EQUIP CO INC	06/12/2020	53.40		00	OUTSTANDING	
40504	816	PACE ANAYLTICAL SERVICES LLC	06/12/2020	2,636.72		00	OUTSTANDING	
40505	798	PEED & BORTZ LLC	06/12/2020	19,200.00		00	OUTSTANDING	
40506	843	BETTY PICKERAL	06/12/2020	1,150.00		00	OUTSTANDING	
40507	588	PITNEY BOWES GLOBAL FINANCIAL	06/12/2020	169.08		00	OUTSTANDING	
40508	857	RIVERSTREET NETWORKS	06/12/2020	363.95		00	OUTSTANDING	
40509	625	SAM GREEN VAULT	06/12/2020	500.00		00	OUTSTANDING	
40510	932	JOSEPH SANDMAN	06/12/2020	2,730.00		00	OUTSTANDING	
40511	1	SHELTON & HAILEY HOLDING CO LL	06/12/2020	1,000.00		00	OUTSTANDING	
40512	211	E WAYNE SLOOP PHD PC	06/12/2020	60.00		00	OUTSTANDING	
40513	467	SONNY MERRYMAN INC	06/12/2020	360.06		00	OUTSTANDING	
40514	78	SUPERION LLC/CENRALSQUARE CO	06/12/2020	7,647.48		00	OUTSTANDING	
40515	186	THE NEWS & ADVANCE	06/12/2020	918.00		00	OUTSTANDING	
40516	85	TREASURER OF VA /CHILD SUPPORT	06/12/2020	253.15		00	OUTSTANDING	
40517	9999997	TRIPLETT, REBECCA STOLL	06/12/2020	62.60		00	OUTSTANDING	
40518	900	US BANK EQUIPEMENT FINANCE	06/12/2020	232.66		00	OUTSTANDING	
40519	601	VACORP	06/12/2020	299.50		00	OUTSTANDING	
40520	110	VUPS INC	06/12/2020	107.10		00	OUTSTANDING	
40521	756	WAGeworks INC	06/12/2020	128.92		00	OUTSTANDING	
40522	658	WKDE-FM	06/12/2020	110.00		00	OUTSTANDING	
40523	793	XEROX FINANCIAL SERVICES	06/12/2020	382.00		00	OUTSTANDING	
40524	128	ADAMS CONSTRUCTION CO	06/19/2020	891.60		00	OUTSTANDING	
40525	84	ALTAVISTA JOURNAL	06/19/2020	493.50		00	OUTSTANDING	
40526	4	BOXLEY AGGREGATES	06/19/2020	1,216.72		00	OUTSTANDING	
40527	12	BRENNTAG MID-SOUTH INC	06/19/2020	1,497.60		00	OUTSTANDING	
40528	294	BUSINESS CARD	06/19/2020	6,622.77		00	OUTSTANDING	
40529	797	CAMPBELL COUNTY CIRCUIT COURT	06/19/2020	10.00		00	OUTSTANDING	
40530	736	MARVIN CLEMENTS	06/19/2020	150.00		00	OUTSTANDING	
40531	9999999	CORELOGIC	06/19/2020	539.92		00	OUTSTANDING	
40532	881	DUNCAN-PARNELL INC	06/19/2020	1,525.00		00	OUTSTANDING	
40533	40	FEDERAL EXPRESS CORPORATION	06/19/2020	168.32		00	OUTSTANDING	
40534	118	FERGUSON ENTERPRISES LLC	06/19/2020	3,787.06		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40535	676	TIMOTHY GEORGE	06/19/2020	150.00		00	OUTSTANDING	
40536	564	JOHN JORDAN	06/19/2020	150.00		00	OUTSTANDING	
40537	225	KUSTOM SIGNALS INC	06/19/2020	71.00		00	OUTSTANDING	
40538	927	MALLORY SAFETY AND SUPPLY LLC	06/19/2020	302.00		00	OUTSTANDING	
40539	829	MARIE MITCHELL	06/19/2020	150.00		00	OUTSTANDING	
40540	154	MUNICIPAL CODE CORPORATION	06/19/2020	250.00		00	OUTSTANDING	
40541	300	NAPA AUTO PARTS	06/19/2020	1,508.45		00	OUTSTANDING	
40542	867	NUTRIEN AG SOLUTIONS INC	06/19/2020	1,144.60		00	OUTSTANDING	
40543	67	ORKIN PEST CONTROL LLC	06/19/2020	318.65		00	OUTSTANDING	
40544	884	RESERVE ACCOUNT	06/19/2020	1,500.00		00	OUTSTANDING	
40545	35	TREASURER OF VA/VITA	06/19/2020	7.91		00	OUTSTANDING	
40546	92	UNIFIRST CORP	06/19/2020	1,969.01		00	OUTSTANDING	
40547	147	US POSTAL SERVICE/POSTMASTER	06/19/2020	150.00		00	OUTSTANDING	
40548	9999999	WARD CYNTHIA WEST	06/19/2020	96.48		00	OUTSTANDING	
40549	115	JOHN WOODSON	06/19/2020	150.00		00	OUTSTANDING	
40550	128	ADAMS CONSTRUCTION CO	06/25/2020	810.36		00	OUTSTANDING	
40551	9	AFLAC	06/25/2020	3,135.20		00	OUTSTANDING	
40552	1	ARON DILLARD	06/25/2020	5.22		00	OUTSTANDING	
40553	103	BEACON CREDIT UNION	06/25/2020	280.00		00	OUTSTANDING	
40554	933	BOSS INNOVATION & MARKETING	06/25/2020	999.00		00	OUTSTANDING	
40555	4	BOXLEY AGGREGATES	06/25/2020	4,273.40		00	OUTSTANDING	
40556	934	CAMPBELL, SEAN AIKEN	06/25/2020	6,000.00		00	OUTSTANDING	
40557	427	CENTURYLINK	06/25/2020	583.07		00	OUTSTANDING	
40558	145	CHANDLER CONCRETE CO INC	06/25/2020	370.00		00	OUTSTANDING	
40559	28	COLUMBIA GAS	06/25/2020	187.37		00	OUTSTANDING	
40560	754	D L BRYANT HEATING & COOLING	06/25/2020	3,735.38		00	OUTSTANDING	
40561	284	DEWBERRY ENGINEERS INC	06/25/2020	3,180.00		00	OUTSTANDING	
40562	924	ENGINEERING CONCEPTS INC	06/25/2020	625.00		00	OUTSTANDING	
40563	301	ENGLISH'S LLC	06/25/2020	756.72		00	OUTSTANDING	
40564	41	FISHER SCIENTIFIC	06/25/2020	808.89		00	OUTSTANDING	
40565	46	GENTRY LOCKE ATTORNEYS	06/25/2020	840.00		00	OUTSTANDING	
40566	49	GERALDINE KAUFFMAN	06/25/2020	3,978.25		00	OUTSTANDING	
40567	111	GRAINGER INC	06/25/2020	198.09		00	OUTSTANDING	
40568	50	GRETNA TIRE INC	06/25/2020	1,952.80		00	OUTSTANDING	
40569	305	HAWKINS-GRAVES INC	06/25/2020	894.06		00	OUTSTANDING	
40570	332	HURT & PROFFITT INC	06/25/2020	5,675.00		00	OUTSTANDING	
40571	57	ICMA RETIREMENT TRUST-457 #304	06/25/2020	295.00		00	OUTSTANDING	
40572	440	INDIAN RIVER EQUIPMENT COMPANY	06/25/2020	432.89		00	OUTSTANDING	
40573	1	JASON SIMMONS	06/25/2020	100.00		00	OUTSTANDING	
40574	531	MAGIC CITY SPRINKLER INC	06/25/2020	600.00		00	OUTSTANDING	
40575	218	MINNESOTA LIFE	06/25/2020	99.06		00	OUTSTANDING	
40576	860	MUNICIPAL EMERGENCY SERV DEPOS	06/25/2020	969.25		00	OUTSTANDING	
40577	816	PACE ANAYLTICAL SERVICES LLC	06/25/2020	2,037.14		00	OUTSTANDING	
40578	734	PEARSON EQUIPMENT CO INC	06/25/2020	505.00		00	OUTSTANDING	
40579	358	PHILLIPS EQUIPMENT CORPORATION	06/25/2020	335.60		00	OUTSTANDING	
40580	843	BETTY PICKERAL	06/25/2020	1,150.00		00	OUTSTANDING	
40581	921	PRICE BUILDINGS INC	06/25/2020	21,508.95		00	OUTSTANDING	
40582	211	E WAYNE SLOOP PHD PC	06/25/2020	60.00		00	OUTSTANDING	
40583	80	SOUTHSIDE ELECTRIC COOP	06/25/2020	929.42		00	OUTSTANDING	
40584	778	SPRINT	06/25/2020	1,120.21		00	OUTSTANDING	
40585	533	STIMULUS, LLC	06/25/2020	340.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40586	1	SVETLA WEAVER	06/25/2020	380.60		00	OUTSTANDING	
40587	872	TIAA COMMERCIAL FINANCE INC	06/25/2020	153.00		00	OUTSTANDING	
40588	85	TREASURER OF VA /CHILD SUPPORT	06/25/2020	253.15		00	OUTSTANDING	
40589	95	UNITED WAY OF CENTRAL VA	06/25/2020	112.00		00	OUTSTANDING	
40590	271	VIRGINIA CAROLINA PAVING & GRA	06/25/2020	38,906.00		00	OUTSTANDING	
40591	921	PRICE BUILDINGS INC	06/29/2020	33,470.40		00	OUTSTANDING	

BANK: 00 \*\*\*\*\*

NO. OF CHECKS:	108	CHECKS OUTSTANDING	304,721.39 ***	
OUTSTANDING CHECKS:	108	RECONCILED CHECKS:	VOID CHECKS:	
	304,721.39	.00	.00	.00

PREPARED 07/01/2020, 8:30:29

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 \*\*\*\*\*

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 06/01/2020 TO: 06/30/2020

PAGE 4

ACCOUNTING PERIOD 12/2020

REPORT NUMBER 49

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	108	TOTAL CHECKS	304,721.39	***				
OUTSTANDING CHECKS:	108	RECONCILED CHECKS:						
	304,721.39		.00	.00				.00

Town of Altavista  
FY 2020 Revenue Report  
100% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	215,000	215,000	636	0	212,918	99	215,000
Public Service - Real & Personal	97,000	97,000	0	0	98,699	102	97,000
Personal Property	230,000	230,000	1,684	1	254,678	111	230,000
Personal Property - PPTRA	100,000	100,000	-4	0	95,536	96	100,000
Machinery & Tools	1,794,000	1,794,000	8,000	0	1,837,890	102	1,794,000
Mobile Homes - Current	150	150	0	1	186	124	150
Penalties - All Taxes	4,500	4,500	860	19	7,132	158	4,500
Interest - All Taxes	1,700	1,700	445	26	4,562	268	1,700
Local Sales & Use Taxes	165,000	165,000	16,735	10	137,681	83	165,000
Local Electric and Gas Taxes	112,000	112,000	972	1	95,701	85	112,000
Local Motor Vehicle License Tax	43,000	43,000	586	1	47,382	110	43,000
Local Bank Stock Taxes	159,000	159,000	0	0	177,516	112	159,000
Local Hotel & Motel Taxes	75,000	75,000	0	0	76,290	102	75,000
Local Meal Taxes	955,000	955,000	30,714	3	833,390	87	955,000
Container Rental Fees	1,300	1,300	0	0	1,397	107	1,300
Communications Tax	35,000	35,000	2,736	8	28,160	80	35,000
Transit Passenger Revenue	5,000	5,000	25	1	4,701	94	5,000
Local Cigarette Tax	144,000	144,000	7,549	5	120,934	84	144,000
Mobile Restaurant Permit	150	150	0		150		150
Business License Fees/Contractors	4,500	4,500	0	0	2,291	51	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	37,526	65	58,000
Business License Fees/Financial/RE/Prof.	4,000	4,000	0	0	2,195	55	4,000
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	5,912	59	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  
100% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	0	0	84	10	850
Vending - Coin Operated			0		73		
Permits - Sign	1,100	1,100	60	5	1,960	178	1,100
Fines & Forfeitures - Court	15,000	15,000	1,647	11	26,849	179	15,000
Parking Fines	200	200	0	0	660	330	200
Interest and Interest Income	285,600	285,600	157	0	229,073	80	285,600
Rents - Rental of General Property	1,200	1,200	150	13	1,137	95	1,200
Rents - Pavilion Rentals	3,000	3,000	0	0	1,363	45	3,000
Rents - Booker Building Rentals	3,000	3,000	0	0	3,800	127	3,000
Rents - Rental of Real Property	80,000	80,000	3,053	4	81,976	102	80,000
Property Maintenance Enforcement	0	0	280	0	2,520	0	0
Railroad Rolling Stock Taxes	16,500	16,500	0	0	16,450	100	16,500
State DCJS Grant	85,700	85,700	22,284	26	89,136	104	85,700
State Rental Taxes	1,000	1,000	0	0	529	53	1,000
State/Misc. Grants (Fire Grant & Others)	11,900	12,570	0	0	12,565	100	12,570
State/VDOT Contract Services	3,000	3,000	0	0	1,875	63	3,000
VDOT Police Grant for Overtime	5,000	12,880	875	0	8,768	68	12,880
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	799	4	15,643	87	18,000
VDOT TEA 21 Grant	0	0	9,025	0	705,290	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	55,800	55,800	0	0	41,196	74	55,800
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	347	5	19,867	265	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0



Town of Altavista  
FY 2020 Revenue Report  
100% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Cash Discounts	100	100	0	0		0	100
Miscellaneous	25,000	29,000	1,905	7	68,130	235	29,000
Misc / Canoe Launch Project	0	2,300	0	0	2,303	100	2,300
Reimbursement of Insurance Claim	0	40,600	0	0	49,451	122	40,600
Misc. - State Forfeiture Fund	0	200	2,998	0	3,195	1,597	200
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	0
Transfer In from General Fund Design. Reserves	0	468,270	0	0	299,520	0	468,270
Transfer In Designated	30,300	1,480,300	0		0		1,480,300
Transfer from CIF			0		17,500		
	<b><u>4,883,450</u></b>	<b><u>6,857,370</u></b>	<b><u>114,516</u></b>	<b><u>2</u></b>	<b><u>5,812,662</u></b>	<b><u>85</u></b>	<b><u>6,857,370</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
100% of Year Lapsed

	<b>FY 2020 Adopted <u>Budget</u></b>	<b>FY 2020 Amended <u>Budget</u></b>	<b>FY 2020 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2020 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,726,090	8,272,080	245,533	3	6,475,094	78	8,272,080
Debt Service	445,400	445,400	0	0	464,372	0	445,400
CIP	1,676,100	3,436,480	34,970	1	4,026,409	117	3,436,480
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>
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>10,175,000</u>	<u>12,481,370</u>	<u>280,503</u>	<u>2</u>	<u>11,030,874</u>	<u>88</u>	<u>12,481,370</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
100% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	33,600	33,600	750	2	23,820	71	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>750</u>	<u>2</u>	<u>23,820</u>	<u>71</u>	<u>33,600</u>
Administration							
Operations	835,730	855,580	30,054	4	753,963	88	855,580
Debt Service	0	0	0	0	0	0	0
CIP	75,000	1,075,000	8,647	1	1,041,865	97	1,075,000
Administration - TOTAL:	<u>910,730</u>	<u>1,930,580</u>	<u>38,702</u>	<u>2</u>	<u>1,795,828</u>	<u>93</u>	<u>1,930,580</u>
Non-Departmental							
Operations	793,710	1,286,310	1,419	0	800,835	62	1,286,310
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.)	-65,000	-65,000	0	0	65,000	-100	-65,000
Operations w/o Transfers Out	<u>559,000</u>	<u>1,051,600</u>	<u>1,419</u>	<u>0</u>	<u>865,835</u>	<u>82</u>	<u>1,051,600</u>
Non-Departmental - TOTAL:	<u>559,000</u>	<u>1,051,600</u>	<u>1,419</u>	<u>0</u>	<u>865,835</u>	<u>82</u>	<u>1,051,600</u>
Public Safety							
Operations	1,098,280	1,106,360	35,237	3	960,707	87	1,106,360
Debt Service	0	0	0	0	0	0	0
CIP	111,000	105,350	150	0	39,119	37	105,350
Public Safety - TOTAL:	<u>1,209,280</u>	<u>1,211,710</u>	<u>35,387</u>	<u>3</u>	<u>999,826</u>	<u>83</u>	<u>1,211,710</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
100% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,010,230	1,011,430	30,586	3	821,166	81	1,011,430
Debt Service	23,150	23,150	0	0	324,900	0	23,150
CIP	479,300	933,930	0	0	1,523,845	163	933,930
Public Works - TOTAL:	<u>1,512,680</u>	<u>1,968,510</u>	<u>30,586</u>	<u>2</u>	<u>2,669,912</u>	<u>136</u>	<u>1,968,510</u>
Economic Development							
Operations	234,700	234,700	956	0	17,546	7	234,700
CIP	0	0	0	0	0	0	0
Economic Development - TOTAL:	<u>234,700</u>	<u>234,700</u>	<u>956</u>	<u>0</u>	<u>17,546</u>	<u>7</u>	<u>234,700</u>
Transit System							
Operations	105,050	105,050	3,858	4	86,725	83	105,050
Debt Service	0	0	0	0	0	0	0
CIP	7,000	7,000	0	0	5,500	79	7,000
Transit System - TOTAL:	<u>112,050</u>	<u>112,050</u>	<u>3,858</u>	<u>3</u>	<u>92,225</u>	<u>82</u>	<u>112,050</u>
Avoca Museum							
Operations	68,500	68,300	2,218	3	62,009	91	68,300
Debt Service	0	0	0	0	0	0	0
CIP	8,200	8,200	6,000	73	12,842	157	8,200
Avoca Museum - TOTAL	<u>76,700</u>	<u>76,500</u>	<u>8,218</u>	<u>11</u>	<u>74,851</u>	<u>98</u>	<u>76,500</u>
<b>GENERAL FUND TOTALS</b>							
Operations	3,945,090	4,466,620	105,078	2	3,591,772	80	4,466,620
Debt Service	23,150	23,150	0	0	324,900	0	23,150
CIP	680,500	2,129,480	14,797	1	2,623,171	123	2,129,480
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,648,740</u>	<u>6,619,250</u>	<u>119,875</u>	<u>2</u>	<u>6,539,843</u>	<u>99</u>	<u>6,619,250</u>

Town of Altavista  
Council / Planning Commission  
FY 2020 Expenditure Report  
100% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	21,000	21,000	0	0	19,243	92	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	750	10	4,577	60	7,600
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>33,600</b>	<b>33,600</b>	<b>750</b>	<b>2</b>	<b>23,820</b>	<b>71</b>	<b>33,600</b>

Town of Altavista  
Administration  
FY 2020 Expenditure Report  
100% of year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b><u>ADMINISTRATION - FUND 10</u></b>							
Wages & Benefits	489,650	489,650	16,492	3	419,030	86	489,650
Other Employee Benefits	36,330	19,090	300	2	13,484	71	19,090
Services	189,500	202,510	7,923	4	189,633	94	202,510
Other Charges	74,250	91,170	3,679	4	85,442	94	91,170
Materials & Supplies	46,000	53,160	1,661	3	46,374	87	53,160
Capital Outlay	75,000	1,075,000	8,647	1	1,041,865	97	1,075,000
<b>Total Expenditures</b>	<b>910,730</b>	<b>1,930,580</b>	<b>38,702</b>	<b>2</b>	<b>1,795,828</b>	<b>93</b>	<b>1,930,580</b>



Town of Altavista  
Non-Departmental  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	126,950	126,950	0	0	115,220	91	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	1,000	100	1,000
Economic Development Incentives	296,150	296,150	0	0	52,625	18	296,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	100,000	100	100,000
Contribution - Altavista Fire Co.	11,900	444,570	0	0	444,565	100	444,570
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	25,000	500	2	22,500	90	25,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>541,000</b>	<b>993,670</b>	<b>500</b>	<b>0</b>	<b>735,910</b>	<b>74</b>	<b>993,670</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	40,600	0	0	46,602	115	40,600
Fuel - Fire Company	18,000	18,000	919	5	18,323	102	18,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>18,000</b>	<b>58,600</b>	<b>919</b>	<b>2</b>	<b>64,925</b>	<b>111</b>	<b>58,600</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>559,000</b>	<b>1,052,270</b>	<b>1,419</b>	<b>0</b>	<b>800,835</b>	<b>76</b>	<b>1,052,270</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	46,050	46,050	0	0	0	0	46,050

Town of Altavista  
Non-Departmental  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>NON-DEPARTMENTAL - FUND 10</u></b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	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
<b>TRANSFER OUT - TOTAL</b>	<b>234,710</b>	<b>234,710</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>234,710</b>
<b>DEBT SERVICE</b>							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL</b>	<b>793,710</b>	<b>1,286,980</b>	<b>1,419</b>	<b>0</b>	<b>800,835</b>	<b>62</b>	<b>1,286,980</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>559,000</b>	<b>1,052,270</b>	<b>1,419</b>	<b>0</b>	<b>800,835</b>	<b>76</b>	<b>1,052,270</b>

Town of Altavista  
Public Safety  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	957,000	964,880	27,932	3	832,048	86	964,880
Other Employee Benefits	0	0	0	0	0	0	0
Services	31,430	31,430	1,603	5	27,165	86	31,430
Other Charges	53,900	52,730	3,292	6	47,231	90	52,730
Materials & Supplies	55,950	57,320	2,410	4	54,264	95	57,320
Capital Outlay	111,000	105,350	150	0	39,119	37	105,350
<b>Total Expenditures</b>	<b>1,209,280</b>	<b>1,211,710</b>	<b>35,387</b>	<b>3</b>	<b>999,826</b>	<b>83</b>	<b>1,211,710</b>

Town of Altavista  
Public Works  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	576,650	576,650	18,759	3	511,573	89	576,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	56,260	56,260	1,766	3	35,739	64	56,260
Other Charges	40,350	42,960	1,411	3	40,617	95	42,960
Materials & Supplies	336,970	335,560	8,651	3	233,237	70	335,560
Debt Service	23,150	23,150	0	0	324,900	1,403	23,150
Capital Outlay	479,300	933,930	0	0	1,523,845	163	933,930
<b>Total Expenditures</b>	<b>1,512,680</b>	<b>1,968,510</b>	<b>30,586</b>	<b>2</b>	<b>2,669,912</b>	<b>136</b>	<b>1,968,510</b>

Town of Altavista  
Economic Development  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	148,550	148,550	810	1	9,951	7	148,550
Other Employee Benefits	0	0	0	0	0	0	0
Services	50,000	50,000	0	0	3,847	8	50,000
Other Charges	27,550	27,550	0	0	3,353	12	27,550
Materials & Supplies	8,600	8,600	146	2	395	5	8,600
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>234,700</b>	<b>234,700</b>	<b>956</b>	<b>0</b>	<b>17,546</b>	<b>7</b>	<b>234,700</b>

Town of Altavista  
Transit System  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	79,750	79,750	2,774	3	68,948	86	79,750
Services	2,050	2,050	48	2	233	11	2,050
Other Charges	3,650	3,650	0	0	1,940	53	3,650
Materials & Supplies	19,600	19,600	1,035	5	15,603	80	19,600
Capital Outlay	7,000	7,000	0	0	5,500	79	7,000
<b>Total Expenditures</b>	<b>112,050</b>	<b>112,050</b>	<b>3,858</b>	<b>3</b>	<b>92,225</b>	<b>82</b>	<b>112,050</b>

Town of Altavista  
Avoca Museum  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2020 Adopted Budget</u></b>	<b><u>FY 2020 Amended Budget</u></b>	<b><u>FY 2020 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2020 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	68,050	67,660	2,200	3	61,167	90	67,660
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	640	0	0	623	97	640
Materials & Supplies	0	0	17	0	219	0	0
Capital Outlay	8,200	8,200	6,000	73	12,842	157	8,200
<b>Total Expenditures</b>	<b>76,700</b>	<b>76,500</b>	<b>8,218</b>	<b>11</b>	<b>74,851</b>	<b>98</b>	<b>76,500</b>



Town of Altavista  
FY 2020 Revenue Report  
100% 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	0	0	19,738	110	18,000
Water Charges - Industrial	1,520,800	1,520,800	115,680	8	1,151,420	76	1,520,800
Water Charges - Business/Residential	260,000	260,000	8,052	3	201,945	78	260,000
Water Charges - Outside Community	160,600	160,600	9,622	6	138,991	87	160,600
Water Charges - Water Connection Fees	1,500	1,500	0	0	2,100	140	1,500
Bulk Water Purchase	2,500	2,500	246	0	3,830	0	2,500
Sewer Charges - Industrial	1,440,000	1,440,000	139,400	10	1,396,501	97	1,440,000
Sewer Charges - Business/Residential	238,900	238,900	8,004	3	192,565	81	238,900
Sewer Charges - Outside Community	3,000	3,000	0	0	1,998	67	3,000
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	16,500	275	6,000
Sewer Charges - Sewer Surcharges	150,000	150,000	10,431	7	143,622	96	150,000
Charges for Service - Water/Sewer Penalties	5,500	5,500	-6	0	5,059	92	5,500
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,423	9	48,149	96	50,000
Charges for Service- Base Rate Fee/Quarterly	120,000	120,000	0	0	109,428	91	120,000
Misc. Cash Discounts	0	0	0	0	15	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	1,150	5	27,372	109	25,000
State Fluoride Grant	0	24,460	0	0	24,455	100	24,460
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	5,600	317,000	0	0	0	0	317,000
Transfer in From General Fund	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,007,400</u></b>	<b><u>4,343,260</u></b>	<b><u>297,002</u></b>	<b><u>7</u></b>	<b><u>3,483,688</u></b>	<b><u>80</u></b>	<b><u>4,343,260</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
100% of Year Lapsed

	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,390,150	1,414,610	60,434	4	1,189,989	84	1,414,610
Debt Service	422,250	422,250	0	0	139,472	0	422,250
CIP	355,900	492,890	0	0	397,933	81	492,890
Transfer Out	56,900	56,900	0	0	0	0	56,900
Water Department - TOTAL:	<u>2,225,200</u>	<u>2,386,650</u>	<u>60,434</u>	<u>3</u>	<u>1,727,393</u>	<u>72</u>	<u>2,386,650</u>
Wastewater Department							
Operations	1,469,800	1,469,800	69,647	5	1,431,355	97	1,469,800
Debt Service	0	0	0	0	0	0	0
CIP	255,550	429,960	18,950	4	620,500	144	429,960
Transfer Out	56,850	56,850	0	0	0	0	56,850
Wastewater Department - TOTAL:	<u>1,782,200</u>	<u>1,956,610</u>	<u>88,597</u>	<u>5</u>	<u>2,051,855</u>	<u>105</u>	<u>1,956,610</u>
ENTERPRISE FUND TOTAL							
Operations	2,859,950	2,884,410	130,081	5	2,621,344	91	2,884,410
Debt Service	422,250	422,250	0	0	139,472	0	422,250
CIP	611,450	922,850	18,950	2	1,018,433	110	922,850
Transfer Out	113,750	113,750	0	0	0	0	113,750
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,007,400</u>	<u>4,343,260</u>	<u>149,031</u>	<u>3</u>	<u>3,779,249</u>	<u>87</u>	<u>4,343,260</u>

Town of Altavista  
Water Department  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	682,650	682,650	25,201	4	589,702	86	682,650
Other Employee Benefits	0	0	0	0	0	0	0
Services	167,100	167,100	6,427	4	62,466	37	167,100
Other Charges	247,750	272,210	12,053	4	287,774	106	272,210
Materials & Supplies	292,650	292,650	16,753	6	250,047	85	292,650
Debt Service	422,250	422,250	0	0	139,472	0	422,250
Capital Outlay	355,900	492,890	0	0	397,933	81	492,890
Transfer Out to Reserves	56,900	56,900	0	0	0	0	56,900
<b>Total Expenditures</b>	<b>2,225,200</b>	<b>2,386,650</b>	<b>60,434</b>	<b>3</b>	<b>1,727,393</b>	<b>72</b>	<b>2,386,650</b>

Town of Altavista  
Wastewater Department  
FY 2020 Expenditure Report  
100% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2020 Adopted Budget</b>	<b>FY 2020 Amended Budget</b>	<b>FY 2020 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2020 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	800,400	800,400	30,408	4	733,139	92	800,400
Other Employee Benefits	0	0	0	0	0	0	0
Services	46,800	46,800	1,130	2	16,688	36	46,800
Other Charges	372,450	372,450	32,530	9	494,662	133	372,450
Materials & Supplies	250,150	250,150	5,578	2	186,866	75	250,150
Debt Service	0	0	0	0	0	0	0
Capital Outlay	255,550	429,960	18,950	4	620,500	144	429,960
Transfer Out	56,850	56,850	0		0		56,850
<b>Total Expenditures</b>	<b>1,782,200</b>	<b>1,956,610</b>	<b>88,597</b>	<b>5</b>	<b>2,051,855</b>	<b>105</b>	<b>1,956,610</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2020  
100% of Year Lapsed

	<b>FY 2020 Adopted <u>Budget</u></b>	<b>FY 2020 Amended <u>Budget</u></b>	<b>FY 2020 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2020 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	870,500	870,500	7,702	1	228,580	26	870,500
CIP	384,150	384,150	1,222	0	384,805	100	384,150
State/Hwy Water Department - TOTAL:	<u>1,254,650</u>	<u>1,254,650</u>	<u>8,925</u>	<u>1</u>	<u>613,384</u>	<u>49</u>	<u>1,254,650</u>

	<b>FY 2020 Adopted <u>Budget</u></b>	<b>FY 2020 Amended <u>Budget</u></b>	<b>FY 2020 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2020 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	50,550	50,550	2,671	5	33,398	66	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>2,671</u>	<u>4</u>	<u>33,398</u>	<u>44</u>	<u>75,550</u>

Town of Altavista  
FY 2020 State/Highway Fund  
100% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2020 Adopted Budget	FY 2020 Amended Budget	FY 2020 MTD	MTD % of Budget	FY 2020 YTD	YTD % of Budget	YTD Projections
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	0	0	15,757	0	0
Street & Highway Maintenance	730,000	730,000	0	0	549,306	75	730,000
Street & Highway Maintenance/Carry Over	524,650	524,650	0	0	0	0	524,650
Street & Highway Maintenance/Cash Discount	0	0	5	0	21	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL</b>	<b>1,254,650</b>	<b>1,254,650</b>	<b>5</b>	<b>0</b>	<b>565,084</b>	<b>45</b>	<b>1,254,650</b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	795	2	20,887	43	48,200
Maintenance - Pavement	565,500	565,500	0	0	47,894	8	565,500
Maintenance - Traffic Control Devices	56,800	56,800	4,021	7	48,507	85	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	4,021	40	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	0	0	6,110	10	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	2,252	5	43,583	87	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	634	1	57,578	72	80,000
State/Highway Reimb. Fund - Subtotal:	<u>870,500</u>	<u>870,500</u>	<u>7,702</u>	<u>1</u>	<u>228,580</u>	<u>26</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	14,632	41	35,550
Machinery & Equip. - New	0	0	0	0	0	0	0
Improvements Other Than Buildings - New	300,000	300,000	1,222	0	370,172	123	300,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal</b>	<b>384,150</b>	<b>384,150</b>	<b>1,222</b>	<b>0</b>	<b>384,805</b>	<b>100</b>	<b>384,150</b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b>1,254,650</b>	<b>1,254,650</b>	<b>8,925</b>	<b>1</b>	<b>613,384</b>	<b>49</b>	<b>1,254,650</b>

Town of Altavista  
FY 2020 Cemetery Fund  
100% 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
<b>REVENUE</b>							
Permits/Burials	15,000	15,000	900	6	17,270	115	15,000
Interest/Interest Income	10,500	10,500	0	0	9,837	94	10,500
Miscellaneous/Sale of Real Estate	4,000	4,000	0	0	9,650	241	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	46,050	46,050	0	0	0	0	46,050
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>900</b>	<b>1</b>	<b>36,807</b>	<b>49</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	174	2	6,870	71	9,700
Salaries and Wages/Overtime	1,000	1,000	0	0	1,080	108	1,000
Benefits/FICA	800	800	5	1	531	66	800
Benefits/VRS	1,000	1,000	0	0	122	12	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	5	0	764	49	1,550
Benefits/Group Life	200	200	1	0	81	40	200
VRS Hybrid Employer Contr.	0	0	6	0	435	0	0
ICMA Hybrid Employer Contr.	0	0	1	0	61	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	7,194	72	10,000
Opening/Closing Graves	1,500	1,500	500	33	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	1,980	8	15,260	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>2,671</b>	<b>4</b>	<b>33,398</b>	<b>44</b>	<b>75,550</b>



Town of Altavista  
Investment and Deposit Totals  
Balance as of  
June 30, 2020



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	2,071,765.50	
Certificate of Deposit	2,907,079.90	
LGIP	7,633,860.99	
Sub-Total		\$ 12,612,706.39

**Enterprise Fund Reserves**

Money Market Account	288,360.32	
Certificate of Deposit		
LGIP	556,106.16	
Sub-Total		\$ 844,466.48

**Total Undesignated** \$ 13,457,172.87

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,004,610.87	
Sub-Total		\$ 1,104,710.87

**Green Hill Cemetery**

Money Market Account	50,278.18	
Certificate of Deposit	611,546.10	
LGIP	77,099.60	
Sub-Total		\$ 738,923.88

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	274,590.20	
Sub-Total		\$ 274,590.20

**Federal Forfeiture Account**

\$2,885.82

**State Forfeiture Account**

\$8,794.41

**Operating Cash Account**

\$ 2,169,603.08

**Total Designated** \$ 4,299,508.26

**Grand Total Investments and Deposits** \$ 17,756,681.13

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	7,686,656.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	486,705.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	298,000.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00

**Balance Remaining of Undesignated Funds** \$ 3,180,620.51

**RESERVE POLICY FUNDS**

**General Fund:** The General Fund Undesignated Fund Balance at the close of each FY per the town's audit, should be at least 100% of Annual Recurring Revenues. (12/13/11) 5,800,233

**Enterprise Fund:** Unrestricted cash for the Enterprise Fund should be a minimum of 50% of total water and sewer utility fund expenditures. (12/13/11) 1,886,423

**Total Reserve Policy Funds** 7,686,656