



Town of Altavista, Virginia
Meeting Agenda
Town Council Regular Meeting

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

Tuesday, October 13, 2020
6:00 p.m. – Council's Chambers

AGENDA

1. **Call to Order**
2. **Invocation/Pledge of Allegiance**
3. **Agenda Adoption**
4. **Recognitions and Presentations** **(LINK)**
 - **Personnel Changes**
 - **Resolutions**
 - *Small Business Saturday*
 - *Planning Month*

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.)*

PARTNER UPDATES

CONSENT AGENDA **(LINK)**

5. **Approval the minutes of the September 8th Regular Meeting and September 22nd Work Session**
6. **Acceptance of Monthly Financial Reports**
7. **English Park Tree Removal**
8. **Small Business Saturday**
9. **FY2020 Carryover Request**
10. **Declaration of Surplus items**

PUBLIC HEARING(s)

UNFINISHED BUSINESS

11. **AEDA Proposal** **(LINK)**
12. **WWTP Electrical Upgrade Bid (Phase II & III)** **(LINK)**
13. **CARES Act Funding** **(LINK)**

UNFINISHED BUSINESS (continued)

- 14. [School Zone Speed Cameras](#) [\(LINK\)](#)
- 15. [Park Signs and Memorials](#) [\(LINK\)](#)

NEW BUSINESS

- 16. [AOT Request for POP Up Funds](#) [\(LINK\)](#)

REPORTS AND COMMUNICATION

- 17. Report from Town Manager
- 18. [Departmental Reports](#) [\(LINK\)](#)
- 19. [Calendars](#) [\(LINK\)](#)

MATTERS FROM COUNCIL**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.

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

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:

October 13, 2020

ITEM #: 4**ITEM TITLE:**

Recognitions and Presentations

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

Eric Marenyi	Police	Patrol Officer	9/23/2020
Amie Owens	Administration	Asst. Town Manager	09/01/2020

WELCOME to the new hires!

Departures

Laura Harmon	Police	Patrol Officer
--------------	--------	----------------

RESOLUTIONS/PROCLAMATIONS

Adoption of the following:

- Small Business Saturday Proclamation
- October: Community Planning Month Proclamation

ACTION REQUESTED: Adoption of the enclosed Proclamations.



SMALL BUSINESS SATURDAY

NOVEMBER 28, 2020

WHEREAS, small businesses are the backbone of our economy and the glue that holds communities together; according to the United States Small Business Administration, there were nearly 29 million small businesses in the United States last year, creating 65% of net new jobs over the past two decades; and

WHEREAS, the Commonwealth of Virginia supports local businesses that create jobs, boost our local economies, promote regional culture and preserve our neighborhoods; and

WHEREAS, advocacy groups and public and private organizations across the country and locally, including Altavista On Track and the Altavista Chamber of Commerce have endorsed the Saturday after Thanksgiving as *Small Business Saturday*; and

WHEREAS, residents of communities across Virginia and the Nation are being asked to support small businesses and merchants on *Small Business Saturday* and throughout the year;

NOW THEREFORE, I, Michael Mattox, Mayor of the Town of Altavista, Virginia on behalf of the entire Town Council, do proclaim November 28, 2020 as

SMALL BUSINESS SATURDAY

and urge citizens and visitors to support the efforts of small businesses in Altavista and in all communities.

Adopted this 13th day of October 2020 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

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



COMMUNITY PLANNING MONTH PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

WHEREAS, American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our environment; and

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the Town of Altavista; and

WHEREAS, we recognize the many valuable contributions made by professional community and regional planners and extend our heartfelt thanks for the continued commitment to public service by these professionals;

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

COMMUNITY PLANNING MONTH

throughout the Town of Altavista and urge all citizens to observe this month by sharing ideas with town leaders on how we can continue to make Altavista a great place to live, work and play.

Adopted this 13th day of October 2020 by the Altavista Town Council.

Mike Mattox, Mayor
Town of Altavista, VA

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

October 13, 2020

Agenda Item#: 5

Item Title: Approve the minutes of previous Council meetings of September 8, 2020 Regular Meeting and September 22, 2020 Work Session.

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

Action(s):

Approve the minutes of the Council's Regular Meeting held on September 8, 2020.

Approve the minutes of the Council's Work Session held on September 22, 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:

- September 8, 2020 Regular Meeting **(Link)** *Included at end of the packet*
- September 22, 2020 Work Session **(Link)** *Included at end of the packet*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

October 13, 2020

Agenda Item#: 6

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:

October 13, 2020

Agenda Item#: 7

Item Title: English Park Tree Removal Proposal

Action(s):

Approve the proposal of Mason's Tree Service Option "D" for a costs of \$47,000.

Explanation:

- Town Council previously discussed this item at their August 25th Work Session and asked that staff identify the overall number of trees that need to be removed. This information was presented to Town Council at their September 22nd Work Session. Council reached a consensus to accept the low bid of Mason's Tree Service (Option D) in the amount of \$47,000. Approximately \$5,500 will be provided by a Virginia Department of Forestry grant for removal of ash trees impacted by the ash bore beetle, the remaining funds will come from Reserves.

ATTACHMENTS:

- *Bid Tabulation Sheet* [\(Link\)](#)

Town of Altavista
Eagle Trail Tree Removal
Quote Tabulation Sheet
Wednesday, September 16, 2020

Quantity	Description	Bartlett Tree Experts	Wisecarver Tree Service	Mason's Tree Services
16	Ash Tree Removal (17-39")	\$38,400.00	\$12,200.00	\$11,000.00
44	Multiple Types Removal	\$56,800.00	\$29,800.00	\$21,000.00
22	Non-Hazard Removal	\$12,800.00	\$12,887.50	\$10,500.00
22	Limbing & Pruning	\$18,000.00	\$12,887.50	\$4,500.00
104	Total Cost of Bids Received	\$126,000.00	\$67,775.00	\$47,000.00

TOWN OF ALTAVISTA
TOWN COUNCIL
AGENDA COVER SHEET



Agenda Location:

Consent Agenda

Meeting Date:

October 13, 2020

Agenda Item#: 8

Item Title: Small Business Saturday

Action(s):

Approve the proposal of Altavista On Track, Chamber of Commerce and Town staff for Small Business Saturday; which will include the closing of Broad Street and Campbell Avenue between Main and 7th Streets. This would also include funding for promotion of the event, possibly from CARES Act funding (If deemed allowable).

Explanation:

- This is an annual event that is nationwide and supports the small businesses in the community; which is especially important this year due to the pandemic.

ATTACHMENTS:

- *Small Business Saturday flyer* **(Link)**

WE'RE MORE THAN A SHOP

**WE'RE PART OF YOUR
COMMUNITY.**

And you're more than a customer.
You're a part of ours.

#ShopSmall and continue to support
the local businesses you love.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

October 13, 2020

Agenda Item#: 9

Item Title: FY2020 Carryover Request

Action(s):

Approve the request to carry over funds from the FY2020 Budget to the Reserve Fund for use in the FY2021 Budget to complete the identified CIP Projects.

Explanation:

- Each year at the end of the fiscal year, staff reviews the Capital Improvement Projects to see which items have not been completed and necessitate the funds being carried over to the next fiscal year. The carry over amount being requested is \$187,080.

ATTACHMENTS:

- *Carry Over Request memo* [\(Link\)](#)



DATE: September 18, 2020

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: FY 2020 / Year End Carryover

Staff is requesting to carryover unexpended funds totaling \$187,080 for CIP projects budgeted in FY2020 that were not completed during the fiscal year. Staff has identified a need for these items and would like to earmark funds in reserves for the intended items and request a budget amendment to transfer in the funds once the projects are ready to be procured.

Below is a list of CIP Projects that staff would like to complete during FY2021, which covers the period July 1, 2020 through June 30, 2021.

Police – (\$20,000)

\$20,000 to erect a carport, install a 40' storage container and portable toilet at the firing range.

Public Works / Recreation – (\$105,000)

\$55,000 to cover the cost to replace the 2000 ½ ton pick-up with a one-ton flatbed dump truck with hitch and snowplow. This replacement was order in March 2020 with a delivery date of October 2020. Previously allocated funds from prior budgets totaling \$27,500 are designated in reserves for this purchase.

\$50,000 to construct a new access bridge over the creek at Shreve Park.

Transportation – (\$5,500)

\$5,500 to cover the remaining cost associated with installation of the bus shelter that has been ordered and delivered.

Water – (\$22,750)

\$22,750 to cover FY2020 costs associated with tank maintenance, as we did not receive the bill in time to pay out of FY2020 budget.

Wastewater – (\$33,830)

\$33,830 to cover FY2020 costs associated with replacement of a 40hp pump at the main pump station, as we did not receive the bill in time to pay out of FY2020 budget.

I respectfully request Council's approval to earmark funds for the above listed items totaling \$187,080 in reserves to be expended during FY2021.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Location:

Consent Agenda

Meeting Date:

October 13, 2020

Agenda Item#: 10

Item Title: Declaration of Surplus Items

Action(s):

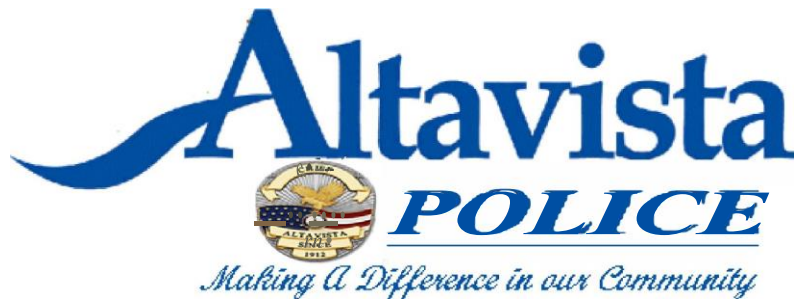
Approve the request to declare the list of items from the Police Department as surplus, so they can be disposed of properly.

Explanation:

- Each year, staff is asked to identify items that need to be declared surplus, so they can be disposed of properly. This fiscal year an opportunity to declare property surplus will be provided twice (October and March) to provide structure to the process.

ATTACHMENTS:

- *Surplus memo/list* **(Link)**



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

09-17-2020

To Waverly Coggsdale, Town Manager

From T E Merricks, Chief of Police

Re: Surplus items.

Waverly,

I am requesting Council declare the following surplus so we can either sell or get rid of the following:

- 1- 13 Watchguard body cameras, these were replaced by the axon cameras. I am asking to list these on Gov Deals.



Altavista

POLICE

Making A Difference in our Community

Col. Thomas E. Merricks
Chief of Police

Capt. Kenneth W. Moorefield
Deputy Chief

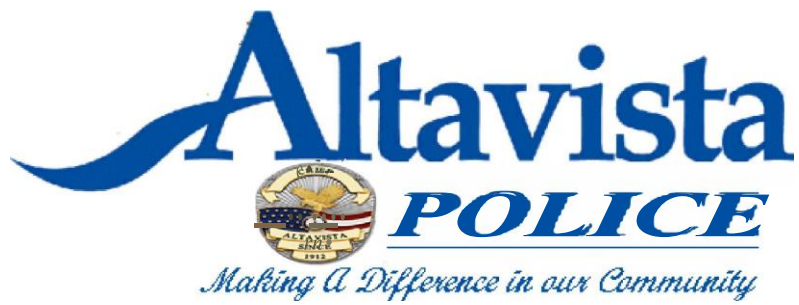
Phone: (434) 369-7425 510 Seventh St., P.O. Box 420, Altavista, Va. 24517 Fax: (434) 369-5046

2-numerous expired bullet proof vests. I am requesting to dispose of these as they are of no more use to anyone. They are already expired and out of date.



3- Request permission to dispose of soiled or obsolete uniforms. These have no value and need to be trashed. The ones that can be used are dry cleaned and kept for future use.





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

4- Box of assorted body cameras. We will try to sell them on gov deals although we don't know if they work or not.



5- 12 assorted hub caps. Theses would be sold on Gov Deals.



Thank you for your and council's consideration on these items. If I can answer any questions, please don't hesitate to ask.

TEM



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

October 13, 2020

ITEM #: 11**ITEM TITLE:**

Altavista Economic Development Authority Proposal

DESCRIPTION:

The AEDA's proposal to narrow the focus of the existing Economic Development Strategic Plan was originally presented to Town Council at their August 11th meeting. Council opted to review the document and it was placed on the September 22nd Work Session for additional discussion. At their September Work Session, Council initially decided to place the item on the October Work Session for discussion; however they later opted to place the item on the October Regular Meeting Agenda. An excerpt of the draft minutes from the September Work Session is attached. [\(LINK\)](#)

Attached is the September 22nd Work Session Agenda Cover Sheet [\(LINK\)](#) for this item; also attached is the Phase I Getting Started Key Steps [\(LINK\)](#) and the AEDA's letter and full proposal [\(LINK\)](#) (both were in the September Work Session Agenda).

RECOMMENDATION:

Town staff recommends that Council decide the direction in which they would like to proceed on this item.

BUDGET/FUNDING:

The proposal seeks for reimbursement of AEDA expenses up to \$100,000.

POTENTIAL ACTION:

- Per Council's discussion
 - Motion to accept/approve the AEDA's proposal
 - Motion to approve a Project Manager, as identified in the proposal
 - Motion/Consensus to defer action and/or place on future agenda.

ATTACHMENTS:

- *September 22nd Work Session Agenda Cover Sheet (AEDA Proposal)* [\(Link\)](#)
- *Phase I Getting Started Key Steps* [\(Link\)](#)
- *AEDA's letter and full proposal* [\(Link\)](#)
- *September 22nd Work Session meeting excerpts* [\(Link\)](#)

b. Altavista Economic Development Authority (AEDA) Proposal

Mr. Coggsdale referenced the proposal provided by the Altavista Economic Development Authority to Town Council at their August 11th Council meeting. He stated the proposal was a result of the discussion between Town Council and the AEDA at a joint meeting on June 11, 2020.

Mr. Coggsdale stated the proposal narrowed down the focus of AEDA's existing Economic Development Strategic Plan into two primary areas:

- Downtown Revitalization and community development
 - Vacant building utilization and/or revitalization
 - Increased housing availability and diversity
- Industry
 - Workforce development
 - Business retention and expansion (BRE)
 -

Mr. Coggsdale stated, in addition, the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations.

Mr. Coggsdale stated, while the proposal sets forth challenges, it addresses each item through a three-phase approach. He informed Council the "first steps" in Phase I and also the entire proposal were in the September 22nd meeting packet for further review.

Mr. Coggsdale stated the "Goals Matrix" from the existing 2019 Economic Development Strategic Plan, which was updated in regard to activity through the 2nd Quarter of 2020, was also in their meeting packet.

Mr. Coggsdale also referenced the Community Development & Housing Analysis, which was provided to Town Council at their August 25, 2020 Work Session. He stated this item was tentatively scheduled to be placed on the October 27, 2020 Work Session for further discussion and consideration by Town Council.

Mr. Coggsdale stated, with there being some overlap in the two documents, Council may want to work through both before charting a course of how to move forward.

Mr. Coggsdale informed Council that Walter Maddy, AEDA Consultant and the author of the recent AEDA proposal, was present at that evening's meeting to answer any questions Council may have in regard to the item.

Mayor Mattox stated it was important to note, at that point, the AEDA was only suggesting the town move forward with Phase I, "Organizing" EDA related town groups/organizations to work together towards economic growth for the community".

Mayor Mattox asked Council for their input and thoughts on this matter.

Mr. Mitchell stated, in order for the community to embrace economic development, Town Council would need to show their support for economic development as well. He stated EDA related town organizations working together was a good first step.

Mr. Mitchell stated he felt the recent AEDA proposal was an adequate "road map" for Council to follow in moving forward with that process. He stated he was in favor of placing this item on the October 13th Consent Agenda for approval.

Mrs. Dalton asked for clarification of the "first step" in the AEDA proposal. She stated, to her understanding, the proposal recommended a "coordinator" to oversee all of the EDA related groups and the projects they would be working on together.

Mr. Coggsdale answered Mrs. Dalton stating the AEDA proposal recommended a Project Manager (Town Staff member) be assigned by Council to Chair an "Economic Development (ED) Steering Committee", which would help develop ED projects moving forward.

Mr. Maddy stated the proposed Project Manager would not only hold the coordinator role for the ED Steering Committee, but may also be involved in developing and/or implementing some of the town's future EDA projects.

Mrs. Dalton referenced the town groups and organizations that would be a part of this process: the Altavista Economic Development Authority, Altavista On Track, the Altavista Planning Commission, and the Altavista Area Chamber of Commerce. She reminded Council most of the members in these organizations were volunteers.

Mr. Maddy stated the ED Steering Committee would be considered a “collection of town and ED related knowledge” for the ED Project Manager to utilize. He stated this would be useful when determining future economic development incentives.

Mrs. Dalton stated the town supports the fore-mentioned groups on an annual basis. She suggested being cautious of placing too much responsibility on the ED Project Manager and not also holding the associated groups accountable. She stated they should be continuously working together to accomplish the town’s ED goals.

Mr. Coggsdale stated the AEDA proposal both emphasizes and encourages that effort.

Mrs. Dalton also referenced the \$100,000 mentioned in the recent AEDA proposal. She stated, if approved, this would be the first year the town had an AEDA Steering Committee. She suggested having a “line item” in the budget to draw from, rather than a set amount for unknown project/incentive needs.

Mrs. Dalton also suggested Council wait until receiving the fore-mentioned Housing Study at the October Work Session before making a final decision on this item, in case each item had the potential to impact the other.

Mr. Mitchell stated the \$100,000 in the AEDA proposal was considered an initial investment for this plan,

Mr. Mitchell stated the funds would only be used on an “if needed” basis, not a definitive budget for use in each fiscal year.

Mr. Higginbotham asked what would be an example that the \$100,000 AEDA budget would potentially be used for.

Mr. Mitchell stated, if the town had an economic development project that qualified for grant funding, and the grant required a “dollar match” from the town, then funds from the AEDA budget could be used for that purpose.

Mr. Bennett stated he felt moving Altavista’s Economic Development Strategic Plan forward was long overdue, and he was in favor of AEDA’s proposal.

Mayor Mattox stated he felt the AEDA proposal needed to be implemented as soon as possible, but he would support the suggestion to wait until the October 27th Work Session to receive the Housing Study, allowing Council additional time for further discussion and consideration.

All Council members were in consensus to do so.

Mayor Mattox thanked Mr. Maddy for the work he does for the Town of Altavista.

Mr. Coggsdale stated, based on Council’s discussion at the October 27th Work Session, staff would place the item on either the November Regular Meeting Agenda for further discussion or the Consent Agenda for approval to move forward.

Mayor Mattox stated he felt the fore-mentioned Housing Study should be similar to the study the town conducted a few years ago.

Mr. Coggsdale stated the “study” the Mayor was speaking of was not directly tied to the Economic Development Strategic Plan, or the AEDA’s proposal, but more of an analysis related to current available housing and community development.

Mr. Bennett asked if the new National Center for Healthy Veterans would affect the Housing Study. He stated he felt the NCHV would be a new variable in the analysis that wasn’t a factor during the last study a few years ago.

Mr. Coggsdale stated, due to the close proximity of the NCHV, there could be a potential for future housing needs in Altavista for NCHV veterans or staff.

Mayor Mattox stated there would always be the chance for contributing factors to change. He stated he felt it was important for the town to begin the AEDA proposal process, and the town could make decisions on any changing variable as they arise.

Mr. Higginbotham asked if waiting until October 27th for the Housing Study would make much of a difference in moving the AEDA proposal forward.

Mrs. Dalton stated she suggested the additional timeframe for Council to make sure they have read the AEDA proposal in depth and understand its complexity.

Mayor Mattox stated, if Council approved the AEDA proposal to move forward now, and additional data shared with Council was found relevant to the plan, then the town would already be set to receive the data and integrate the information into the plan.

Mr. Mitchell made a motion to place the AEDA proposal on the October 13th Regular Meeting Consent Agenda.

Mrs. Dalton suggested placing the item on the “regular” agenda that evening, in case Council had any additional questions or concerns. She stated by doing so, they would not have to amend the agenda by removing the item from the consent agenda. She reminded Council the item could still be voted on as a regular agenda item.

Mayor Mattox stated there needed to be a 7-0 vote by Council to place an item on a consent agenda. He asked for Council's decision on the matter.

All Council members were in consensus to place the AEDA proposal on the October 13th Regular Meeting Agenda.

The Town Manager reminded Council they would also need to appoint the proposed ED Steering Committee Project Manager at the October Regular Meeting as well.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings September 22, 2020

MEETING DATE:**ITEM #: 6b****ITEM TITLE:**

Altavista Economic Development Authority Proposal

DESCRIPTION:

The Altavista Economic Development Authority provided to Town Council a proposal that would narrow the focus of the existing Economic Development Strategic Plan; this item was delivered to Town Council at their August 11th meeting. This item was a follow up to the joint meeting between Town Council and the AEDA in July 2020.

The proposal serves to narrow the focus of the previous plan in two primary areas:

1. Downtown revitalization/community development (vacant building utilization/revitalization and increased housing availability and diversity); and
2. Industry (workforce development and business retention and expansion (BRE)).

In addition the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations. The proposal sets forth “Challenges”; while addressing the “Approach” through three-phases. While it is important to review and support all phases; the first step is Phase I which is detailed on a subsequent page.

(LINK) In addition the entire proposal is attached. (LINK) In addition, the Community Development & Housing Analysis was provided to Town Council at their August 25, 2020 Work Session and this item is tentatively scheduled to be placed on the October 27, 2020 Work Session for discussion and consideration by Town Council. With there being some overlap in the two documents, Council may want to work through both before charting a course. In addition, the Goals Matrix from the existing 2019 Economic Development Strategic Plan which is updated in regard to activity through the 2nd Quarter of 2020 is attached. (LINK)

RECOMMENDATION:

Per discussion of Town Council.

BUDGET/FUNDING:

No funds were included in the FY2021 Budget for this item.

POTENTIAL ACTION:

- Per Council’s discussion:
 - Motion to accept/approve the AEDA’s proposal to narrow the focus of the existing Economic Development Strategic Plan in line with the 3-Phase Approach as outlined. *(Note: Additional decisions/direction will need to be provided to staff in regard to implementation.)*
 - Defer action and place on a future meeting agenda.
 - Take No Action.

ATTACHMENTS:

- Phase I Getting Organized Key Steps ([LINK](#))
- AEDA Letter and Full Proposal ([LINK](#))
- Existing AEDA Strategic Plan Goal Matrix Updated Scorecard (Qtr. 2) ([LINK](#))

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

Key steps:

- A. Town Council to **appoint the overall project manager to Chair the Steering Committee.**
- B. Project manager to perform the following:
 - a. **Conduct a meeting** with Altavista Economic Development Authority, Altavista On Track, Altavista Area Chamber of Commerce, and the Planning Commission to reach consensus on achieving the strategic initiatives in the plan and select members of the steering committee. At a minimum, responsibility for the following must be addressed:
 - i. Coordination of all town group communication and planning – goal of each steering committee member to communicate with their board.
 - ii. Local industry plant manager visitation focusing on expansion plans and workforce issues.
 - iii. Evaluation of existing vs. needed workforce development programs.
 - iv. Maintenance of the relationship with Campbell County and Lynchburg Regional Business Alliance (LRBA).
 - v. Vacant property data accumulation.
 - vi. Communication and consultation with property owners.
 - vii. Town process review.
- C. Utilizing the steering committee, **develop simple to understand, easy to obtain incentives** to stimulate the following:
 - a. Housing development, including potential senior housing.
 - b. Sale of vacant properties.
 - c. Improvement/reuse of deteriorated properties in alignment with “walkable urbanism”.
 - d. Demolition of blighted property.
 - e. Development of workforce development programs and youth camps to form a pipeline of potential local labor talent.
 - f. Other incentives as determined by the steering committee.
- D. **Propose a budget** to cover incentives, marketing, events, and consultation fees. Costs will be funded by the AEDA and reimbursed by the Town.

- E. **Develop list** of simple progress measures to monitor and report.
 - a. Property owners contacted.
 - b. Buildings converted to productive use.
 - c. Incentives paid.
 - d. Etc.

- F. **Develop a list of ways to simplify processes** that will be used by those pursuing the Town's vision (i.e. permitting, zoning, etc.)

- G. **Develop a communication plan** including the following:
 - a. Regular and consistent communication to citizens.
 - b. Regular and consistent communications to vacant property owners.
 - c. Regular and consistent communication to potential investors.

- H. **Submit plan** to Town Council for approval.

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

July 7th, 2020

Town of Altavista
510 7th Street
Altavista, VA 24517

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

Dear Mayor Mattox & Members of Council:

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

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

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

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

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

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

Respectfully,

Altavista Economic Development Authority

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

BACKGROUND

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

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

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

1. Downtown revitalization/community development

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

2. Industry

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

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

CHALLENGES

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

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

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

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

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

APPROACH

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

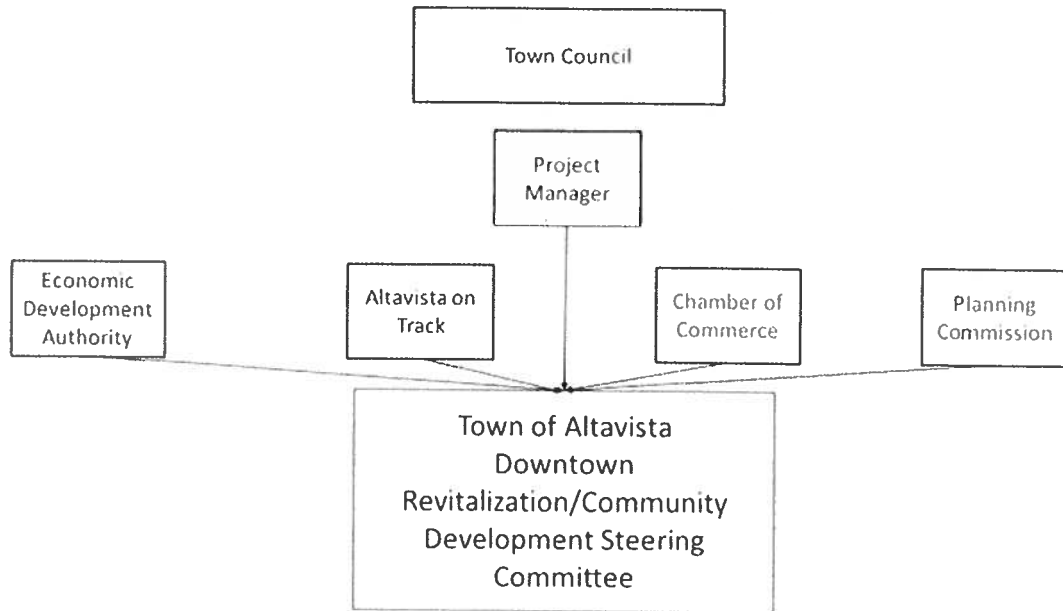
1. Individual responsible for building owner communication should **contact vacant and/or deteriorated building owners** and discuss plans, goals, potential and incentives. Regularly scheduled update meetings should be with EDA, AOT, and the Planning Commission by their representatives on the steering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

SUMMARY

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

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

Exhibit 1





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

October 13, 2020

ITEM #: 12**ITEM TITLE:**

Waste Water Treatment Plant Electrical Upgrade (Phase II & III) – *Bid Award and Borrowing Resolution*

DESCRIPTION:

Staff and the engineer (Scott Bortz with Peed & Bortz) reviewed the recent bid that was received for the Waste Water Treatment Plant Electrical Upgrade project at the September 22nd Work Session. Mr. Bortz indicated that only one bid was received for the project and was \$650,000+ over the engineer's estimate for the project. The bid of English Construction was \$3,952,000. These phases of the WWTP Electrical Upgrade project are to be included in a Virginia Resources Authority (VRA) funding package (loan) of \$4,327,000; Mr. Bortz indicated to Town Council that the recommended increasing the VRA fund package to \$5,320,000. Council directed staff to put this item on the October 13th meeting's Regular agenda for approval. An excerpt of the minutes of the September 22nd Work Session where this item was presented/discussed is attached. [\(LINK\)](#)

In addition, Town Council will need to adopt the attached Resolution [\(LINK\)](#) in regard to the VRA borrowing, which will be through the Virginia Clean Water Facilities Revolving Loan Fund. Council previously, at their March 10, 2020 meeting, adopted an ordinance that would allow the issuance of up to \$16,000,000 of general obligation public improvement bonds. The Town previously issued its \$6,538,000 General Obligation Public Bond, Series 2020A, to finance a portion of the improvements. At this time, staff is recommending the issuance of a second general obligation public improvement bond, Series 2020C, through the Virginia Resources Authority's Virginia Water Facilities Revolving Fund in a not to exceed amount of \$5,400,000 to provide funds to finance the utility improvement projects.

RECOMMENDATION:

Town staff recommends that Council approve the award of the bid to English Construction in the amount of \$3,952,000 and adopt the attached resolution for the DEQ borrowing.

BUDGET/FUNDING:

This borrowing will allow the WWTP Electrical Upgrade Project to move forward and will create approximately \$300,000 of additional debt service for twenty (20) years for the Enterprise Fund.

POTENTIAL ACTION:

- Per Council's discussion
 - Motion to accept the bid of English Construction in the amount of \$3,952,000.
 - Motion to approve the Resolution Providing for the Issuance, Sale and Award of a Taxable GO Bond, Series 2020C in Principal Amount Not to Exceed \$5,400,000.
 - Motion to authorize the Town Manager and/or Town Attorney to execute any documents associated with the construction contract and the borrowing.

ATTACHMENTS:

- *September 22nd Work Session meeting excerpts* [\(Link\)](#)
- *Resolution – Issuance, Sale, Award to GO Bonds – NTE \$5,400,000* [\(Link\)](#)

WWTP Electrical Upgrades (Phase II & III) – Consideration of Bid Award

Background:

Bids for this project were received on Thursday, September 17, 2020. Staff and Scott Bortz, the project's engineer, reviewed the bids and will be presenting a recommendation to Town Council at their September 22nd Work Session. This project will be funded through the Virginia Clean Water Revolving Loan Fund.

Mr. Scott Bortz, project engineer, and Mr. Tom Fore, Altavista Utilities Director, came before Council with an update on the bid process for this project. Mr. Bortz informed Council the town received only one bid, which came from English Construction at \$3,952,000. He reminded Council the engineer estimate for this project was \$3,281,000.

Mr. Bortz informed Council there were four "sub-contractors" that submitted an electrical bid, but English Construction was the only General Contractor. He stated three of the four sub-contractors were planning to submit their bid through English Construction.

Mr. Bortz stated he felt Altavista's Waste Water Treatment Plant was in good shape overall, but the plant was aging and in much need of some improvements, such as this electrical upgrade project. He stated the electrical upgrade would not only ensure the viability of the WWTP for many years to come, but also save the town money in utility costs long term.

Mr. Bortz reminded Council the DEQ funding package (loan) was for \$4,327,000. He stated, with bids coming in for the electrical upgrade being higher than expected, he recommended increasing the DEQ fund package to \$5,320,000.

Mr. Bortz informed Council that DEQ's loan rate was currently low at 1%. He stated it would be his recommendation to move forward with awarding the bid for this project to English Construction while the rates were low.

Mayor Mattox asked if the 1% rate was new.

Mr. Bortz stated DEQ's loan rate had been 2% just a few months ago, but loan rates had recently been decreasing. He stated there was no indication of how long the DEQ loan rate would stay at 1%.

Mayor Mattox pointed out the 1% rate difference was a substantial amount of money and may help offset the recent unexpected cost increase to this project.

Mr. Bortz stated he would be happy to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions or concerns in regard to this item. Mr.

Higginbotham asked if any of the sub-contractors that bid on this project were local.

Mr. Fore answered stating the following sub-contractors that submitted a bid and were local companies were: Moore's, CRB, and Southern Air.

Mr. Bortz stated this was an odd job to bid on because it was "heavy" in both material work and electrical work. He stated it would be tough for a sub-contractor to bid on this project alone and see the amount of profit they may see on other more simple jobs.

Mayor Mattox asked Mr. Fore if he had any comments he would like to add.

Mr. Fore stated this project had been well thought out and evaluated. He stated the upgrade would help the Waste Water Treatment Plant become more efficient.

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

All Council members were in consensus to place this item on the October 13th Regular Meeting Agenda for official approval. The item would not be placed on the consent agenda, as two of the seven members of Council would need to abstain from voting.

COVERING CERTIFICATE FOR RESOLUTION

The undersigned Clerk of Council of the Town of Altavista, Virginia (the "Town"), certifies as follows:

1. Attached hereto is a true, correct and complete copy of a resolution entitled "RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD OF A TAXABLE GENERAL OBLIGATION BOND, SERIES 2020C, OF THE TOWN OF ALTAVISTA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$5,400,000, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF" (the "Resolution"). The Resolution was adopted at a meeting of the Council of the Town (the "Council") held on October 13, 2020, by the recorded affirmative roll-call vote of a majority of all members elected to the Council as follows:

Member	Attendance (Present/Absent)	Vote (Aye/Nay/Abstain)
Reggie Bennett		
Beverley Dalton		
Tracy Emerson		
Tim George		
James H. Higginbotham		
Michael E. Mattox		
Wayne Mitchell		

2. The Council meeting at which the Resolution was adopted was held at the time and place established by the Council for such meeting.

3. The Resolution has not been repealed, revoked, rescinded or amended and is in full force and effect on the date hereof.

WITNESS my signature and the seal of the Town of Altavista, Virginia, this ____ day of October, 2020.

(SEAL)

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

RESOLUTION PROVIDING FOR THE ISSUANCE, SALE AND AWARD OF A TAXABLE GENERAL OBLIGATION BOND, SERIES 2020C, OF THE TOWN OF ALTAVISTA, VIRGINIA, IN A PRINCIPAL AMOUNT NOT TO EXCEED \$5,400,000, HERETOFORE AUTHORIZED, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF

WHEREAS, on March 10, 2020, the Council (the “Council”) of the Town of Altavista, Virginia (the “Town”), adopted an ordinance (the “Ordinance”) authorizing the issuance of general obligation public improvement bonds in the maximum principal amount of \$16,000,000 to finance capital improvements related to the Town’s water and sewer systems (the “Project”);

WHEREAS, pursuant to the authorization provided by the Ordinance, the Town has previously issued its \$6,538,000 General Obligation Public Improvement Bond, Series 2020A, to finance a portion of the Project;

WHEREAS, pursuant to the authorization provided by the Ordinance, the Town has determined to issue a second general obligation public improvement bond (as hereinafter described, the “Bond”) to finance another portion of the Project, including but not limited to improvements to the Town’s wastewater treatment plant (such portion, the “2020C Project”), and to pay the related costs of issuing the Bond; and

WHEREAS, the Town has applied to the State Water Control Board for a loan to finance the 2020C Project, and the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), has indicated its willingness to purchase the Bond from the proceeds of one or more series of its revenue bonds (collectively, the “Related Series of VRA Bonds”), in accordance with the terms of a Financing Agreement between VRA, as Administrator of the Fund, and the Town (the “Financing Agreement”), the form of which has been presented to this meeting;

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ALTAVISTA, VIRGINIA:

1. Issuance and Award of Bond. Pursuant to the authorization contained in the Ordinance and in accordance with the laws of Virginia, including the Public Finance Act of 1991 and the Town Charter, the Council hereby provides for the issuance and sale of the Bond in a principal amount not to exceed \$5,400,000 to provide funds, together with other available funds, to finance the 2020C Project and to pay the related costs of issuing the Bond. The Bond is hereby awarded and sold to VRA in accordance with the terms of this Resolution and the Financing Agreement.

2. Authorization of Financing Agreement. The form of the Financing Agreement submitted to this meeting is hereby approved. The Mayor and the Vice Mayor of the Town and the Town Manager, any of whom may act, are hereby authorized to execute the Financing Agreement in substantially such form, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officer executing the Financing Agreement, whose approval shall be evidenced conclusively by the execution and delivery

thereof. All capitalized terms used but not otherwise defined herein shall have the same meanings as set forth in the Financing Agreement.

3. Bond Details. The Bond shall be issued as a single, registered bond and designated “Taxable General Obligation Bond, Series 2020C,” or such other series designation as the Town Manager may choose (the “Bond”). The Bond shall be dated the date of its delivery to VRA, shall be numbered RC-1 and shall mature no later than December 31, 2042. The interest or “Cost of Funds” on the Bond shall be computed on the disbursed principal balance thereof from the date of each disbursement at a rate not to exceed 1.25% per year (including the part thereof allocable to the administrative fee), calculated on the basis of a 360-day year of twelve 30-day months. The Bond shall provide for VRA to make principal advances from time to time in an aggregate amount not to exceed \$5,400,000 and to note such advances on the Bond as moneys are advanced by VRA thereunder. An authorized representative of VRA shall enter the amount and the date of each such principal advance on the Certificate of Principal Advances on the Bond when the proceeds of each such advance are delivered to the Town. The Bond shall be payable in installments in such amounts and on such dates as shall be determined by the Town Manager to be in the best interests of the Town. If principal disbursements up to the maximum authorized amount of the Bond are not made, the principal amount due on the Bond shall not include such undisbursed amount. However, unless the Town and VRA agree otherwise in writing, until all amounts due under the Bond and the Financing Agreement shall have been paid in full, less than full disbursement of the maximum authorized amount of the Bond shall neither postpone the due date of any semi-annual installment due on the Bond nor change the amount of such installment. In addition, the Town shall pay a late payment charge as provided in the Financing Agreement if any payment is not received within 10 days after its due date, but only from its legally available funds. Principal and Cost of Funds shall be payable in lawful money of the United States of America by (a) check or draft mailed to the registered owner at its address as it appears on the registration books kept for that purpose by the Registrar (as hereinafter defined) or (b) wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Notwithstanding any provision of this Resolution to the contrary, the final payment shall be payable upon presentation and surrender of the Bond at the office of the Registrar.

4. Payment and Redemption Provisions. The Town may redeem, prepay or refund the Bond upon the terms set forth in the Financing Agreement.

5. Execution and Form of Bond. The Bond shall be signed by the Mayor or Vice Mayor, and the Town’s seal shall be affixed thereon and attested by the Town Clerk (such term as used in this Resolution to include any Deputy or Assistant Clerk). The Bond shall be issued as a typewritten bond in substantially the form of Exhibit A attached hereto, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the Mayor or Vice Mayor, whose approval shall be evidenced conclusively by the execution and delivery of the Bond.

6. Pledge of Full Faith and Credit. The full faith and credit of the Town are hereby irrevocably pledged for the payment of principal of and Cost of Funds on the Bond. Unless other funds are lawfully available and appropriated for timely payment of the Bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes

authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and Cost of Funds on the Bond.

7. Preparation of Printed Bond. The Town shall initially issue the Bond in typewritten form. Upon request of the registered owner and upon presentation of the typewritten Bond at the office of the Registrar, the Town shall arrange to have prepared, executed and delivered in exchange as soon as practicable the Bond in printed form in an aggregate principal amount equal to the unpaid principal of the Bond in typewritten form, in denominations of \$5,000 and multiples thereof (except that one Bond may be issued in an odd denomination of less than \$5,000), of the same form and maturity and registered in such names as requested by the registered owners or their duly authorized attorneys or legal representatives. The printed Bond may be executed by the facsimile signature of the Mayor or the Vice Mayor with a facsimile of the Town's seal printed thereon and attested by the facsimile signature of the Town Clerk; provided that if both such signatures are facsimiles, the printed Bond shall not be valid until it has been authenticated by the manual signature of the Registrar and the date of authentication has been noted thereon. The typewritten Bond surrendered in any such exchange shall be canceled.

8. Registration and Transfer of the Bond. The Town Treasurer is hereby appointed paying agent and registrar (the "Registrar") for the Bond. If deemed to be in the best interests of the Town, the Town Manager may at any time appoint a qualified bank or trust company as successor Registrar. Upon surrender of the Bond at the office of the Registrar, together with an assignment duly executed by the registered owner or its duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town officers shall execute, and the Registrar shall authenticate and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, of the same form and maturity, bearing a Cost of Funds at the same rate and registered in such name as requested by the then registered owner or its duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person or entity exclusively entitled to payment of principal and Cost of Funds, and the exercise of all other rights and powers of the owner, except that installments of principal and Cost of Funds shall be paid to the person or entity shown as owner on the registration books on the 15th day of the month preceding each payment date.

9. Mutilated, Lost or Destroyed Bond. If the Bond has been mutilated, lost or destroyed, the Town shall execute and deliver a new Bond of like date and tenor in exchange and substitution for, and upon cancellation of, such mutilated Bond or in lieu of and in substitution for such lost or destroyed Bond; provided, however, that the Town shall so execute and deliver such new Bond only if the registered owner has paid the reasonable expenses and charges of the Town in connection therewith and, in the case of a lost or destroyed Bond, (a) has filed with the Town and the Registrar evidence satisfactory to the Town and the Registrar that such Bond was lost or destroyed and (b) has furnished to the Town and the Registrar satisfactory indemnity.

10. Preparation and Delivery of Bond. The Mayor or Vice Mayor and the Town Clerk are hereby authorized and directed to take all proper steps to have the Bond prepared and executed in accordance with its terms and to deliver it to VRA as the purchaser thereof upon receipt of the first principal advance thereunder. The Mayor or Vice Mayor and the Town Clerk are further authorized and directed to agree to and comply with, on behalf of the Town, any and all further conditions and requirements of VRA not inconsistent with this Resolution in connection with its purchase of the Bond.

11. Arbitrage Covenants. The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause any of the Related Series of VRA Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the "Code"), or otherwise cause interest on any of the Related Series of VRA Bonds to be includable in the gross income of the registered owner thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of the Tax Compliance Agreement (as hereinafter defined) that may require the Town at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bond, unless the Town receives an opinion of nationally recognized bond counsel that compliance with any such covenant is not required to prevent interest on any of the Related Series of VRA Bonds from being included in the gross income for federal income tax purposes of the registered owners thereof under existing law. The Town shall pay any such required rebate from legally available funds.

12. Tax Compliance Agreement. Such officers of the Town as may be requested by VRA are hereby authorized and directed to execute and deliver a nonarbitrage certificate and tax compliance agreement (the "Tax Compliance Agreement") in a form not inconsistent with the provisions of this Resolution as may be approved by the officers of the Town executing such document, whose approval shall be evidenced conclusively by the execution and delivery thereof.

13. Private Activity Bond Covenant. The Town covenants that it shall not permit the proceeds of the Bond or the facilities financed therewith to be used in any manner that would result in (a) 5% or more of such proceeds or such facilities being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or such facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that compliance with any such covenants is not required to prevent the interest on any of the Related Series of VRA Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the Town need not comply with such covenants to the extent provided in such opinion.

14. Other Actions. All other actions of Town officials in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bond are hereby ratified, approved and confirmed. The Town officials are hereby authorized and directed to execute and deliver all certificates and other instruments considered necessary or desirable in

connection with the issuance, sale and delivery of the Bond pursuant to this Resolution and the Financing Agreement.

15. Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are repealed.

16. Effective Date. This Resolution shall take effect immediately.

EXHIBIT A - Form of Bond

Interest or Cost of Funds on this bond is intended by the issuer hereof to be included in the gross income of the registered owner hereof for federal income tax purposes.

REGISTERED

REGISTERED

RC-1

_____, 2020

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

TOWN OF ALTAVISTA

Taxable General Obligation Bond
Series 2020C

The **Town of Altavista, Virginia** (the “Town”), a political subdivision of the Commonwealth of Virginia, for value received, acknowledges itself in debt and promises to pay to the Virginia Resources Authority (“VRA”), as Administrator of the Virginia Water Facilities Revolving Fund (the “Fund”), or its registered assigns or legal representative, solely from the sources hereinafter described and pledged to the payment of this bond the principal sum equal to the sum of the principal advances shown on the Certificate of Principal Advances below, but not to exceed [_____] DOLLARS (\$[_____]). Interest or “Cost of Funds” on this bond shall be computed on the disbursed principal balance thereof from the date of each disbursement at the rate of [____]% per year (subject to adjustment as referenced below), calculated on the basis of a 360-day year of twelve 30-day months. Cost of Funds only is due on [_____ 1, 20__]. Installments of combined principal and Cost of Funds of \$[_____] shall be payable beginning on [_____], and continuing on each [_____ 1] and [_____ 1] thereafter, with a final installment of \$[_____] due on [_____ 1, 20__]. If principal disbursements up to \$[_____] are not made, the principal amount due on this bond shall not include such undisbursed amount. However, unless the Town and VRA agree otherwise in writing, until all amounts due under this bond and the Financing Agreement (as hereinafter defined) shall have been paid in full, less than full disbursement of \$[_____] shall not postpone the due date of any semi-annual installment due on this bond, or change the amount of such installment unless the principal amount due hereunder is less than the amount of such installment. If not sooner paid, all amounts due under this bond shall be due and payable on [_____ 1, 20__]. Capitalized terms used but not otherwise defined herein shall have the same meanings assigned to them in the Financing Agreement.

All amounts due hereunder are payable in lawful money of the United States of America by (a) check or draft mailed to the registered owner at its address as such appears on the registration books kept for that purpose at the office of the Town Treasurer, who has been appointed paying agent and registrar (the “Registrar”), on the 15th day of the month preceding the payment date or (b) wire transfer pursuant to the most recent wire instructions received by

the Registrar from such registered owner, except that the final payment is payable upon presentation and surrender hereof by the registered owner at the office of the Registrar.

No notation is required to be made on this bond of any payment or prepayment of principal. THEREFORE, THE FACE AMOUNT OF THIS BOND MAY EXCEED THE PRINCIPAL SUM REMAINING OUTSTANDING AND DUE HEREUNDER.

Notwithstanding anything in this bond to the contrary, in addition to the payments of debt service provided for by this bond, the Town shall pay, but only from legally available funds, such additional amounts, if any, that may be necessary to provide for payment in full of all amounts due under the Financing Agreement, including late payment charges equal to 5.0% of any payment received by the registered owner of this bond more than 10 days after its due date.

This bond is authorized and issued pursuant to an ordinance adopted by the Council of the Town (the "Council") on March 10, 2020, and a resolution adopted by the Council on October 13, 2020 (collectively, the "Resolution"), a Financing Agreement dated as of [_____] 1, 2020 (the "Financing Agreement"), between the Town and VRA, as Administrator of the Fund, and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 (Chapter 26, Title 15.2, Code of Virginia of 1950, as amended) and the Town Charter, to provide funds, together with other available funds, to (a) finance capital improvements related to the Town's water and sewer systems, including but not limited to improvements to the Town's wastewater treatment plant, and (b) pay related costs of issuing this bond.

The full faith and credit of the Town are irrevocably pledged for the payment of principal of and Cost of Funds on this bond and the performance of the Town's obligations under the Financing Agreement. Unless other funds are lawfully available and appropriated for timely payment of this bond, the Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and Cost of Funds on this bond.

This bond may be redeemed, prepaid or refunded at the option of the Town upon the terms set forth in the Financing Agreement.

This bond is issuable as a fully registered bond. Upon surrender of this bond at the Registrar's office, together with an assignment duly executed by the registered owner or such owner's duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute, and the Registrar shall authenticate and deliver in exchange, a new bond or bonds in the manner and subject to the limitations and conditions provided in the Resolution, having an equal aggregate principal amount, in authorized denominations, of the same series, form and maturity, bearing a Cost of Funds at the same rate and in the same manner, and registered in such names as requested by the then registered owner of this bond or such owner's duly authorized attorney or legal representative. Any such exchange shall be at the Town's expense, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect to it.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal and Cost of Funds and the exercise of all other rights and powers of the owner, except that the regular installments of principal and Cost of Funds shall be made to the person shown as owner on the 15th day of the month preceding each payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in connection with the issuance of this bond have happened, exist and have been performed, and this bond, together with all other indebtedness of the Town, is within every debt and other limitation prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town of Altavista, Virginia, has caused this bond to be signed by its [Vice] Mayor, the Town's seal to be affixed hereto and attested by the [Deputy] Town Clerk, and this bond to be dated the date first above written.

(SEAL)

[Vice] Mayor, Town of Altavista, Virginia

ATTEST:

[Deputy] Town Clerk, Town of Altavista, Virginia

ASSIGNMENT

FOR VALUE RECEIVED the undersigned sell(s), assign(s) and transfer(s) unto

(Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF TRANSFEREE:

: :
: :
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing

Attorney, to transfer said bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed

NOTICE: Signature(s) must be guaranteed by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union or Savings Association who is a member of a medallion program approved by The Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must correspond with the name of the registered owner as it appears on the front of this bond in every particular, without alteration or enlargement or any change whatsoever.

CERTIFICATE OF PRINCIPAL ADVANCES

The amount and date of principal advances not to exceed the face amount hereof shall be entered hereon by an authorized representative of the VRA when the proceeds of each such principal advance are delivered to the Town.

[illegible]



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

October 13, 2020

ITEM #: 13**ITEM TITLE:**

CARES Act Funding

DESCRIPTION:

As previously discussed with Town Council, the Town will be receiving an allocation of CARES Act funding from Campbell County in the amount of \$594,320.78 to address impacts of the COVID-19 Pandemic. Staff has continued to evaluate the impact of the COVID-19 pandemic and the potential use of the CARES Act funds, which has to be spent by December 31, 2020.

In accordance with guidance other local governments in the region (Campbell County, City of Lynchburg & Amherst County) have received the use of the funds includes a provision "...that funding can be used to meet payroll expenses for public safety, public health, health care, human services and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency." The guidance goes on to further clarify that "...as a matter of administrative convenience in light of the emergency nature of this program, ...a local government...may presume that payroll cost for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency...."

Based on this guidance, staff is recommending that Town Council utilize a portion of the available CARES Act funding to offset payroll expenses for public safety employees that have been incurred and will be incurred through the remainder of this calendar year due to the pandemic. The duties of staff in these positions has changed in light of the precautions taken as a result of the pandemic. The attached chart reflects the utilization of CARES Act funds; which would include this strategy. [\(LINK\)](#)

RECOMMENDATION:

Town staff recommends the strategy outlined in the attached document for utilization of the CARES ACT funding.

BUDGET/FUNDING:

These funds were addressed in the recent FY2021 Budget Amendments by Town Council.

POTENTIAL ACTION:

- Per Council's discussion
 - Motion to accept the proposed strategy of use for CARES Act funding.
 - Modify the strategy per Council's discussion.
 - Defer Action and provide direction to staff.

ATTACHMENTS:

- CARES Act funding summary [\(Link\)](#)
- Auditor's opinion (RFC Client Bulletin) [\(Link\)](#)

CARES Act Funding Allocation (Draft Strategy)		
CARES Funding From County	\$	594,320.78
Business Assistance	\$	17,500.00
Public Safety Payroll	\$	411,800.00
Town Reimbursements (misc. items)	\$	2,600.00
Broadband (Co Working Space)	\$	80,000.00
Sick Leave (COVID-19)	\$	1,615.44
Public Bldg Improvements	\$	25,000.00
Hazard Pay	\$	11,000.00
	\$	549,515.44
Remaining Balance:	\$	44,805.34
<u>Other Considerations</u>		
Meeting Recording Equipment	\$	21,480.00
Council Sound Equipment	\$	10,000.00
Remaining Balance:	\$	13,325.34
<i>Redirected Town Funds</i>	<i>\$</i>	<i>411,800.00</i>
<i>Gratitude Payment (Employees - Non Hazard)</i>	<i>\$</i>	<i>(58,000.00)</i>
<i>Remaing Balance (Redirected Town Funds):</i>	<i>\$</i>	<i>353,800.00</i>

September 23, 2020 – Client Bulletin

**Coronavirus Aid, Relief, and Economic Securities Act
Coronavirus Relief Fund**

BACKGROUND

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Securities Act (CARES Act) established the \$150 billion Coronavirus Relief Fund (CRF). CRF payments must be used for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19). According to US Treasury guidance, the CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The Commonwealth of Virginia received approximately \$3.1 billion from CRF, of which \$1.3 billion was allocated for localities in two installments of fifty (50) percent each. These CRF payments are considered Federal financial assistance subject to the Single Audit Act and are received under CFDA 21.019.

Prior to September 21, 2020, the Treasury and Treasury OIG issued guidance and frequently asked questions (FAQ's) on multiple occasions. In addition, the Virginia Municipal League (VML) released its own guidance. The multiple FAQ's and other CRF guidance that was issued continued to differ in their direction, as it relates to how the CRF may be used to meet payroll expenses for public safety employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. As a result of the contradictory guidance, there was prevalent, nationwide uncertainty as the issue for the appropriate use of CRF funds remained unresolved.

RECENT DEVELOPMENTS

On September 21, 2020, revised CRF guidance was released from the Treasury OIG in the "Department of the Treasury Office of Inspector General Coronavirus Relief Fund Frequently Asked Questions Related to Reporting and Recordkeeping (Revised)." This revised Treasury OIG guidance now aligns with Treasury guidance and provides the necessary and essential clarification. Within this revised guidance are Questions and Answers (excerpts on pages that follow) that directly address and clarify the position on how CRF may be used for payroll expenses for public safety employees.

****CONCLUSION****

In the recently issued concurring guidance detailed below, OIG has provided clarification that alleviates the local government's requirement to substantiate that a public health or public safety employee's function was a substantially different use. As discussed in the OIG Q&A excerpted on pages that follow, CRF funds may be used to cover payroll expenses for public safety employees for the period March 1 through December 30, 2020. Please note that the CARES Act funds should not be used to fund public safety personnel costs already funded by other grants or dedicated revenue sources, e.g. Virginia Compensation Board, House Bill 599 funds, etc.

Excerpt 1

63. According to Treasury's FAQs, for administrative convenience, a State can presume that all payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency and, thus, can be covered by CRF. Will Treasury OIG or the PRAC ever question the applicability of this presumption in the audit context? If so, under what circumstances?

During its reviews and audits, Treasury OIG will allow the use of the administrative accommodation made in accordance Treasury's FAQs. See responses to related questions 69, 70, and 71.

Excerpt 2

70. To what level of documentation will a government be held to support the reimbursement of public health and safety payroll that was "presumed" to be substantially dedicated to mitigating the emergency?

The recipient of CRF payments must maintain and make available to Treasury OIG upon request, all documents and financial records sufficient to establish compliance with subsection 601(d) of the Social Security Act, as amended (42 U.S.C. 801(d)). Documents/records include payroll records for the covered period March 1 through December 30, 2020. Records include, but are not limited to (1) general and subsidiary ledgers used to account for the receipt of CRF payments and subsequent disbursements; and (2) payroll, time, and human resource records to support costs incurred for payroll expenses. Please refer to the Treasury OIG memorandum, Coronavirus Relief Fund Reporting and Record Retention Requirements (OIG-20-021; July 2, 2020). These document requirements apply to supporting payroll reimbursement amounts using CRF proceeds and not to support the presumption that public health and safety payroll is substantially dedicated to mitigating the emergency.

a. Will a government have to demonstrate/substantiate that a public health or public safety employee's function/duties were in fact substantially dedicated to mitigating the emergency?

No, the government will not have to demonstrate/substantiate that a public health or public safety employee's function/duties were substantially dedicated to mitigating the emergency but must maintain records and documentation supporting payroll amounts reimbursed using CRF proceeds. As indicated in Treasury's Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. Treasury's FAQs add that entire payroll cost of an employee whose time is substantially dedicated to mitigating or responding to the COVID-19 public health emergency is eligible, provided that such payroll costs are incurred by December 30, 2020.

b. For payroll that was accounted for in the FY2020 budget but was then "presumed" to be substantially dedicated to mitigating the emergency, will the government have to demonstrate/substantiate that a public health or public safety employee's function was a substantially different use?

No, the government will not have to demonstrate/substantiate that a budgeted public health or public safety employee's function was a substantially different use. As stated in Treasury's Guidance, within the category of substantially different uses, Treasury has included payroll and benefits expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID19 public health emergency. The Treasury OIG does require the government to maintain budgetary records to support the fiscal years 2019 and 2020 budgets.

Excerpt 3

71. Is the government required to perform any analysis or maintain documentation of the “substantially dedicated” conclusion for payroll expenses of public safety, public health, health care, and human service employees?

No, the government is not required to perform an analysis or maintain documentation of the substantially dedicated conclusion for payroll expenses of public safety, public health, health care, and human service employees. As indicated in Treasury’s Guidance, as an administrative accommodation, governments may presume that public health and public safety employees meet the substantially dedicated test, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise. Please refer to response to question 69.

Excerpt 4

72. Treasury’s FAQs indicate a “State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.”

a. What level of documentation needs to be maintained to indicate the chief executive did not determine “specific circumstances indicate otherwise?”

No documentation of the negative assurance of the chief executive (or equivalent) is required.

b. Is the absence of documentation indicating “specific circumstances indicate otherwise” sufficient, or does an affirmative decision need to be documented?

See previous responses.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Unfinished Business

MEETING DATE:

October 13, 2020

ITEM #: 14**ITEM TITLE:**

School Zone Speed Cameras

DESCRIPTION:

Previously Chief Merricks, at the July 21, 2020 Continued Meeting, discussed with Town Council new legislation that went into effect in regard to localities having the ability to utilize cameras for traffic enforcement in school zones. Following discussion, it was the consensus of Town Council that Chief would continue to gather information for Council's review and further consideration.

Attached please find Chief Merrick's correspondence and support information on this matter for Council's consideration. **(LINK)** Chief has evaluated several different companies that provide this service and is recommending that the Town utilize Optotraffic for this service.

RECOMMENDATION:

Chief Merricks recommends that the Town utilize Optotraffic for school zone camera traffic enforcement services.

BUDGET/FUNDING:

Per the Optotraffic contract, the Town of Altavista would receive up to \$75 for each violation.

POTENTIAL ACTION:

- Per Council's discussion
 - Motion to accept the recommendation and authorize staff to enter into a contract with Optotraffic for the school zone camera traffic enforcement services for Lynch Mill Road (AES) and Bedford Avenue (ACS).
 - Defer action and direct staff per Council's discussion and/or place on a future agenda.

ATTACHMENTS:

- Chief Merrick's memo **(Link)**
 - Article
 - Code of Virginia §46.2-882.1
- July 21st Continued Meeting minute excerpts



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

October 5, 2020

To; J Waverly Coggsdale III, Town Manager
From: T E Merricks, Chief of Police
RE: School Zone Speed Cameras

Waverly,

As you know I was directed by Council to investigate the possibility of installing school zone speed cameras in the two school zones in Altavista. This is due to the General Assembly passing HB 1442 that authorizes photo speed enforcement in school zones. I have been in contact with four different companies about that. The companies are Optotraffic LLC, Novoa Global, Sensys Gasto Group and Conduent. It is my recommendation to go with the proposal submitted by Optotraffic LLC.

I sent out a questionnaire to all four companies and received a response from all. I asked the following questions:

- 1- For the locations mentioned, how many cameras do you propose to deploy? If more than one, why?
- 2- Would you use existing poles, or would you be installing the poles for the camera?
- 3- Who is responsible for paying for the electricity for the camera(s)
- 4- Do you require a traffic study before entering a contract? If so do you pay for the study?
- 5- What is your fee schedule per camera? If it is cost neutral, please explain. If your fee is a fixed amount per citation, does that cover everything? Are there any extras or add-ons? Please explain.
- 6- Should the law change or a new council come in and not want the camera program, do you charge a penalty? The town would like to retain the option to withdraw from the contract without penalty if not satisfied with the service of effects of the camera. Would that be permitted on your contract?



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

- 7- Who will install the system?
- 8- Will there be a dedicated project manager set to our account, one that could be contacted any time with questions or concerns?
- 9- Will support be available for court testimony?
- 10- Who would be responsible for maintenance/troubleshooting on the cameras? What response time would they have?
- 11- Does your company have any pending lawsuits related to the technology that you use? if so, please share at least the number and or any other information that you can divulge. (I know that the information you can divulge on a pending matter is limited).
- 12- Once awarded the contract, what is the estimated time that you would have the system up and running.
- 13- Is there a way for citizens to view online the number of citations issued for each site online?
- 14- There are a lot of vendors in the market today with great products. Please in one paragraph or less paraphrase why the Town of Altavista should choose your company for their school zone safety cameras.

Based on the answers to the questions, I found that all the companies were very similar in what they offered. The differences are mainly in pricing and cancellation policy. These are outlined below:

1. Optotraffic-fee is based on total number of violations pre month. Out of the \$100 violation, Optotraffic gets \$25. If a ticket goes to collections by a third party, they get an additional \$10.
- 2- Novoa Global- \$2999 per camera per month or \$32 per citation. (the \$2999 is cost neutral meaning that if revenues did not support that, the balance would carry over to the next month. At the end of the contract, any deficit would be written off.
- 3- Senys Gasto Group- \$36 per paid citation, or 36%, whichever is greater. (VA code prohibits contracts based on PAID citations.)
- 4- Conduent- \$5000 per camera per month. (\$10,000) (this is also cost neutral).

Question 6 was important in my mind. The answers to that were:



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

- 1- Optotraffic- There will be no penalty to withdraw from the contract should the town decide to end the program based on the reasons stated above..
- 2- Novoa Global- AltaVista may terminate the contract with 30 days advance written notice if the City concludes in its reasonable discretion that either potential or actual liability of the City to third parties arising out of or in connection with the System that makes the program impractical, uneconomical, legally contested or impossible to continue.
- 3- SenysGasto- Contracts with Sensys Gatso contain three options to terminate a contract before the end of the initial term: termination for cause, termination for change of law and termination for convenience. In the case of termination for convenience, a fee per camera would be added which is calculated as \$1,500 per camera per month of the initial term remaining. As an example, if 14 months were remaining on the initial contract term and four cameras were operational in the program at the time when termination for convenience was requested by the client, the termination fee would be calculated as 14 months x 4 cameras x \$1,500 = \$84,000.
- 4- Conduent- The Town would have the right to terminate the agreement for convenience with proper notification. In the event this occurs we would request to recover our unamortized costs for construction and installation of the cameras.

Based on the information given by the companies, I feel that the best route for the town is to go with **Optotraffic**. The cost per citation is lowest and it is cost neutral, meaning if enough revenue were not collected during the month to pay for tickets issued, the balance would roll over to the next month. If the revenue did not ever catch up the balance, it would be written off at the end of the contract. Also, there would be no penalty for the town to end the program based on changing laws or council deciding the program was not effective and wanted it removed.

I am attaching to this memo a case study done by Paul Reynolds, who is a professor emeritus at UVA. He did a study after several incidents in his residential neighborhood in Charlottesville. Although not specific to school zones, I believe the article gives more justification to the use of school zone speed cameras in our town.



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

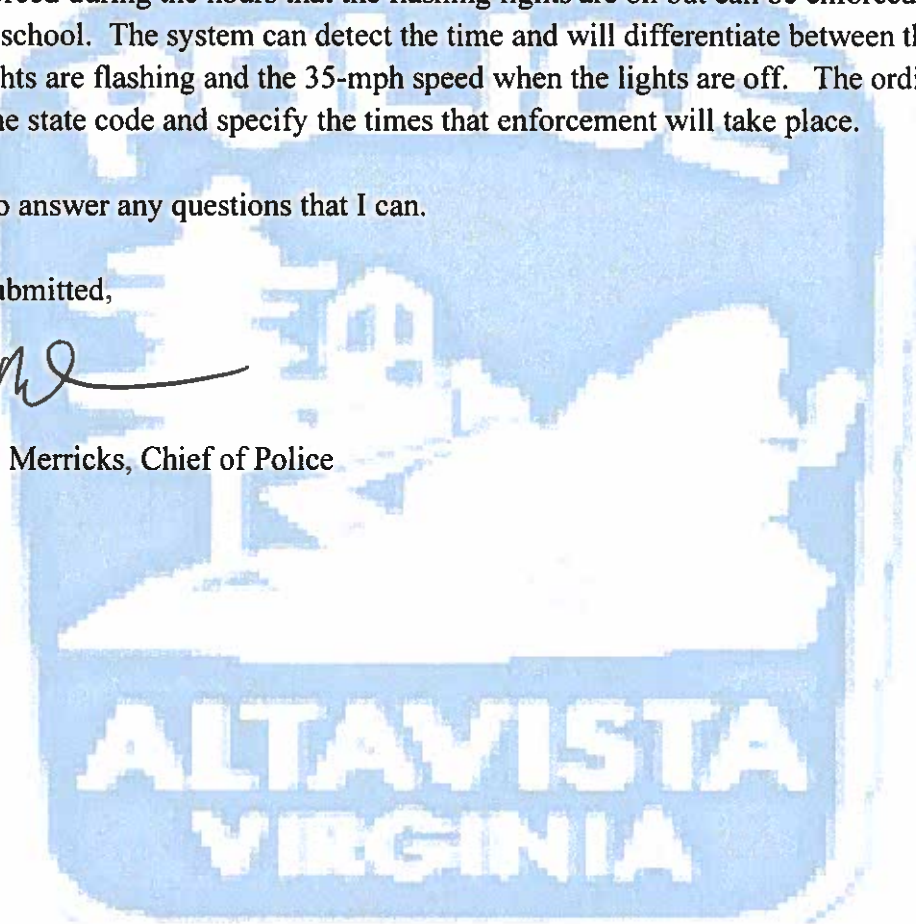
I am also attaching the code of Virginia 46.2-882.1 and the speed study conducted on Lynch Mill Rd, in front of Altavista Elementary for your convenience.

Finally, we would have to enact an ordinance stating the hours of the enforcement. Not only can the law be enforced during the hours that the flashing lights are on but can be enforced while the students are in school. The system can detect the time and will differentiate between the 25-mph speed when lights are flashing and the 35-mph speed when the lights are off. The ordinance should adopt the state code and specify the times that enforcement will take place.

I will be glad to answer any questions that I can.

Respectfully submitted,

Col. Thomas E Merricks, Chief of Police



A Detailed Case for Automated Speed Cameras

Paul Reynolds

Charlottesville, VA

reynolds@virginia.edu 434 227 6174

The Deeds Senate speed camera bill, offered by Senator Creigh Deeds in the 2018 legislative session, permits deployment of automated speed cameras in residential neighborhoods and school zones. A compelling case for supporting this legislation is presented here.

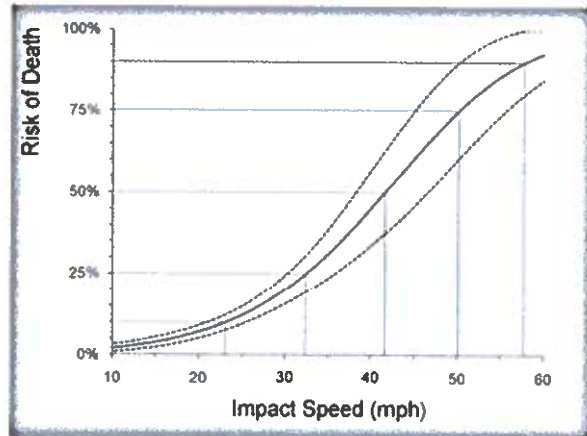
The Problem

The problem is rampant speeding in school zones and residential neighborhoods. Every 90 to 300 seconds a vehicle three or more times likely to kill passes by on one of the five 25MPH Charlottesville residential streets I have studied the past two years. 75% to 95% of all vehicles analyzed are travelling in excess of the speed limit, up to speeds reaching over 60MPH. Spot police enforcement and traditional approaches to traffic calming are simply not working. Regarding traditional enforcement, vehicle speeds rise to their everyday observed levels shortly after a pursuit and departure of the arresting officer. **Without persistent enforcement, attempts to control vehicular speeds and threats to pedestrians appear bound to fail.** Regarding traffic calming, everything Charlottesville has attempted, except speed bumps, has failed (including lane narrowing, bicycle lane sharing, concrete medians, speed feedback signs, highly visible crosswalks, and others). Extensive documentation of these problems in Charlottesville throughout 2016/2017 can be found at: <http://eyetach.github.io/CharlottesvilleSpeeds>. (Googling “CharlottesvilleSpeeds” yields the intended link.)



Speeding is often greeted with “Everybody does it.” This response overlooks the physics of speeding and the *demoralizing effect* it has on resident perceptions of safety:

- A car traveling 25MPH in a residential neighborhood has a one in ten chance of killing a pedestrian on impact. Travelling 42MPH increases its chances of killing that pedestrian **fivefold**. A 10-20 ton bus or local service provider truck travelling that same 42MPH is essentially **certain of killing the pedestrian**.¹
- Regarding resident safety concerns, one indicator is a recent VDOT study conducted in Charlottesville² that documents why parents won't let their children walk to school. In that study, which includes analysis of an elementary school where **under 15% of the children walk** to it, the parents cite speeding as a primary concern.



¹ “Impact Speed and a Pedestrian’s Risk of Severe Injury or Death.” 2011. Brian C. Tefft. AAA.

² www.charlottesville.org/home/showdocument?id=37956 “Safe Routes to School Activities and Programs Plan”, March 2016, pp. 12-17.

About Automated Speed Cameras.



A typical speed camera comprises two parts: a speed measuring device, and a camera for recording speeding vehicle information including the license plate.^{3 4} Speed cameras have followed advancements in technology, such as the transition to highly reliable LIDAR.⁵ Speed cameras can be used in fixed locations, or on mobile units. Speed cameras are an established technology. In the US "142 communities have speed camera programs as of January 2018" according to the IIHS.⁶ Speed cameras have been in use in the US for decades, as well as in European and other countries.⁷

Automated Speed Cameras – Their Advantages.

Automated speed cameras:

- **Produce enforceable results.** In an article that says challenges to officer-issued tickets often succeed, the Washington Post reports challenges to Washington D.C. speed camera tickets are rarely successful: "Only six percent of the people who received tickets in the mail challenged them and 80 percent of the drivers were ordered to pay the fine...", considerably lower than challenge successes against officer-issued tickets.⁸
- **Produce documented improvements in safety, and reduction of injuries and fatalities.** Rockville, Maryland has used speed cameras in residential neighborhoods and school zones since 2007 and reports a 35% reduction in collisions on the controlled roadways.⁹ Speed cameras have been found to reduce accidents, injuries and deaths in all 28 cases studied in Great Britain¹⁰ -- a result that has been independently confirmed.¹¹
- **Restore residents' perception of safety in neighborhoods and school zones.** This is an often overlooked outcome that arguably should be given considerable weight. The VDOT Charlottesville study found small percentages of children walk to city schools because of parental concerns about speeding and traffic. This situation is profound. Large blocks of residents change their behavior and withdraw from their streets because of speeders. Charlottesville leadership has begun fighting back with its Streets That Work initiative¹², but that initiative requires effective, persistent enforcement that can only be provided with automated speed cameras.
- **Provide persistent enforcement.** Automated speed cameras can operate 24/7; they require no vacation time, and no pension.

³ <http://www.nyc.gov/html/dot/downloads/pdf/2014-10-speed-camera-faq.pdf>

⁴ <http://www.safezones.maryland.gov/faqs.html#q4>

⁵ <http://english.controleradar.org/speed-camera-technology.php>

⁶ <http://www.iihs.org/iihs/topics/laws/printablelist>

⁷ <http://roadsafety.transport.nsw.gov.au/speeding/speedcameras/index.html>

⁸ https://www.washingtonpost.com/local/trafficandcommuting/most-drivers-who-fight-a-ticket-in-dc-come-out-on-top/2016/03/22/a3aa61c2-ef8e-11e5-a61f-e9c95c06edca_story.html?utm_term=.7f89eb10e4be

⁹ <http://www.rockvillemd.gov/index.aspx?NID=276>

¹⁰ Wilson, C; Willis, Hendrikz; Le Brocque, Bellamy (2010). "Speed cameras for the prevention of road traffic injuries and deaths." The Cochrane Library (10): CD004607.

¹¹ http://www.racfoundation.org/assets/rac_foundation/content/downloadables/efficacy_of_speed_cameras_all_op_181110.pdf

¹² <http://www.charlottesville.org/departments-and-services/departments-h-z/neighborhood-development-services/streets-that-work>

- **Provide full support for due process.** With appropriate safeguards, when a ticket is issued it has been subjected to at least as much scrutiny as a ticket issued by a motorcycle patrolman. In its recent report on camera effectiveness¹³, Rockville Maryland reports requiring human inspection and review of any potential infractions.¹⁴ In Rockville, and Washington D.C., recipients of tickets can contest them in the same manner they can contest tickets issued by a motorcycle patrolman. Tickets are sent to the owners of vehicles. Speed cameras are agnostic about driver attributes, including race, gender and age.
- **Enable removal of officers from increasingly dangerous traffic stops.** Recent national news about an increasing number of traffic stops that turn deadly are a cause for concern for all enforcement agencies. Automated speed cameras remove this risk.
- **Allow reassignment of officers to more pressing crimes.** Traffic enforcement is an inefficient (and ineffective) use of precious officer time on the clock. As you know, police forces are often stretched thin to prevent or investigate violent crimes and other felonies; traffic enforcement draws away needed personnel; and hiring more officers to support traffic enforcement can strain municipal budgets.
- **Reduce the number of high speed police pursuits.** A police vehicle traveling in excess of 60MPH on a residential street to pursue a speeder is arguably as dangerous as the speeding vehicle itself. I have documented high speed pursuit of speeders multiple times in residential neighborhoods in Charlottesville. The police are doing their jobs, but at the risk of fatal accidents, community outrage, and legal liability.
- **Produce better results than most traffic calming efforts.** As documented at CharlottesvilleSpeeds¹⁵, traffic calming in Charlottesville has generally been an expensive failure. Speeders respond to narrow lanes by speeding up the center of the road, cutting curves, ignoring special signage and intimidating bicyclists in shared lanes. I have documented all of this in Charlottesville. Calming without persistent enforcement is ineffective.
- **Impose no net financial burden to government.** Rockville and Washington D.C. and other jurisdictions in the US and abroad report net income from automated speed camera deployment. Excess revenue can be used for education and safety programs, as is done in Rockville. Communities that deploy automated speed cameras at the behest of citizens concerned about safety are often criticized for pursuing traffic enforcement methods that incidentally generate revenue. This vacuous argument is addressed in the next section.



Overspeed curve cutting

¹³ <http://www.rockvillemd.gov/DocumentCenter/View/11736> "Rockville City Police Safe Speed Program Evaluation, 2013 & 2014"

¹⁴ The job of potential infraction reviewer is an ideal job for disabled veterans.

¹⁵ <http://evetach.github.io/CharlottesvilleSpeeds>

Automated Speed Cameras – Arguments Against, and Counter-Arguments.

All of the arguments used against automated speed cameras have straight-forward counter-arguments. Further, even if one or more of the arguments used against speed cameras is deemed valid, one must weigh the putative disadvantage against the very strong set of arguments in favor presented in the preceding section. Arguments that have been used against automated speed cameras include:

- **Are speed cameras deployed purely as revenue generators?** I'm not aware of any such cases but even if there were, speed cameras are fully justified by concern for safety and lack of effective alternative means to slow traffic. The results of deployment in the US and elsewhere clearly show reductions in accidents and fatalities, and improvement in the health and welfare of people in school zones and residential neighborhoods. Speed cameras generate revenue because speeders speed! Compliance is the best way to put speed cameras out of business and allay any concerns about revenue generation. To the extent speed cameras do generate revenue, that revenue can be used to design and implement public safety programs, as is done in Rockville, Maryland.
- **Are speed cameras not reliable?** What is the evidence? With the exception of a few single instance examples, I find the evidence cited about lack of speed camera reliability to be largely anecdotal. The Washington Post article cited in the previous section states speed camera tickets are the least successfully disputed traffic ticket issued in Washington D.C. That's a strong argument in favor of reliability, and trust by enforcement agencies and courts.
- **Do speed cameras circumvent due process?** Any jurisdiction that deploys speed cameras in violation of due process should be successfully challenged in court. The approach used in Rockville Maryland (human review, channels for challenging) demonstrates that due process can be guaranteed. Some argue ticketing the owner of a vehicle violates due process since the owner may not have been driving the car. However, the owner has means for challenging the ticket, and owner ticketing has been held up in the courts across the country. Parking tickets are sent to owners. Also note, the Maryland ACLU supports speed cameras.
- **Do speed cameras violate privacy?** Privacy is a legitimate concern. Legislatures and courts have the responsibility to establish limits on how data collected by the government, including data from speed cameras, can be used and retained. It is reasonable that whatever decisions are made with regard to other optical systems would apply equally to speed cameras. Note speed cameras only capture an image of a license plate if the vehicle is speeding. There is no more privacy invasion with speed cameras than with a motorcycle officer writing a speeding ticket.
- **Are automated speed cameras unfair to the poor?** A speed camera identifying a speeding



vehicle is no different than a motorcycle officer with a radar gun. In both cases a speeder would be identified and (ultimately) pursued, independent of their wealth. Speed cameras are agnostic to driver attributes.

Conclusions

Both traffic calming and speed enforcement by officers are failing to slow speeders. I have compiled evidence of this failure in my studies of over 4 million vehicle traversals in a broad range of calming and traffic enforcement scenarios in Charlottesville residential neighborhoods in 2016 and 2017. Enforcement using automated speed cameras appears to be the only viable solution. The Deeds Senate Bill supporting the use of automated speed cameras in school zones and residential neighborhoods is an excellent bill. It provides the best remedy to date for reining in rampant, uncontrolled speeding, and for protecting school children and other residents in speed-abused neighborhoods and school zones.

Paul F. Reynolds, Jr.
857 Locust Avenue
Charlottesville, Virginia 22902
434 227 6174
reynolds@virginia.edu
<http://eyetach.github.io/CharlottesvilleSpeeds>
<http://www.cs.virginia.edu/~pfr>

Who Am I?

I am a UVa Professor Emeritus of Computer Science. I worked with NOAA and the Air Force to track wind speeds in the eyes of hurricanes in the 1970's, and for the last 25 years with the Army as a University Expert on other kinds of tracking technologies. Following two vehicle/pedestrian incidents on my residential street this past two years, I developed a technology¹⁶ that can reliably and accurately track vehicle speeds. Since January 2016 I have tracked and fully documented over 4 million vehicle traversals in five residential neighborhoods in Charlottesville. I am acting solely as a private citizen concerned for the safety and welfare of all of us. I have no association with any commercial entities that market and/or deploy automated speed camera technologies.

¹⁶ The "VideoSpeedTracker," which I have designed and implemented, is an open source, technically sound, vehicle speed measuring system. My software is freely available to anyone at <https://github.com/pfr/VideoSpeedTracker>. (Googling "VideoSpeedTracker" presents the needed link also.)

§ 46.2-882.1. Use of photo speed monitoring devices in highway work zones and school crossing zones; civil penalty

A. For the purposes of this section:

"Highway work zone" has the same meaning ascribed to it in § 46.2-878.1.

"Photo speed monitoring device" means equipment that uses radar or LIDAR-based speed detection and produces one or more photographs, microphotographs, videotapes, or other recorded images of vehicles.

"School crossing zone" has the same meaning ascribed to it in § 46.2-873.

B. A state or local law-enforcement agency may place and operate a photo speed monitoring device in school crossing zones for the purposes of recording violations of § 46.2-873 and in highway work zones for the purposes of recording violations of § 46.2-878.1.

1. The operator of a vehicle shall be liable for a monetary civil penalty imposed pursuant to this section if such vehicle is found, as evidenced by information obtained from a photo speed monitoring device, to be 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. Such civil penalty shall not exceed \$100, and any prosecution shall be instituted and conducted in the same manner as prosecution for traffic infractions. Civil penalties collected under this section resulting from a summons issued by a local law-enforcement officer shall be paid to the locality in which such violation occurred. Civil penalties collected under this section resulting from a summons issued by a law-enforcement officer employed by the Department of State Police shall be paid into the Literary Fund.

2. If a photo speed monitoring device is used, proof of a violation of § 46.2-873 or 46.2-878.1 shall be evidenced by information obtained from such device. A certificate, or a facsimile thereof, sworn to or affirmed by a law-enforcement officer, based upon inspection of photographs, microphotographs, videotapes, or other recorded images produced by a photo speed monitoring device, shall be prima facie evidence of the facts contained therein. Any photographs, microphotographs, videotapes, or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate the liability for such violation of § 46.2-873 or 46.2-878.1.

3. In the prosecution for a violation of § 46.2-873 or 46.2-878.1 in which a summons was issued by mail, prima facie evidence that the vehicle described in the summons issued pursuant to this section was operated in violation of § 46.2-873 or 46.2-878.1, together with proof that the defendant was at the time of such violation the owner, lessee, or renter of the vehicle, shall constitute in evidence a rebuttable presumption that such owner, lessee, or renter of the vehicle was the person who committed the violation. Such presumption shall be rebutted if the owner, lessee, or renter of the vehicle (i) files an affidavit by regular mail with the clerk of the general district court that he was not the operator of the vehicle at the time of the alleged violation and provides the name and address of the person who was operating the vehicle at the time of the

alleged violation or (ii) testifies in open court under oath that he was not the operator of the vehicle at the time of the alleged violation and provides the name and address of the person who was operating the vehicle at the time of the alleged violation. Such presumption shall also be rebutted if a certified copy of a police report, showing that the vehicle had been reported to the police as stolen prior to the time of the alleged violation of § 46.2-873 or 46.2-878.1, is presented, prior to the return date established on the summons issued pursuant to this section, to the court adjudicating the alleged violation.

4. Imposition of a penalty pursuant to this section by mailing a summons shall not be deemed a conviction as an operator and shall not be made part of the operating record of the person upon whom such liability is imposed, nor shall it be used for insurance purposes in the provision of motor vehicle insurance coverage. However, if a law-enforcement officer uses a photo speed monitoring device to record a violation of § 46.2-873 or 46.2-878.1 and personally issues a summons at the time of the violation, the conviction that results shall be made a part of such driver's driving record and used for insurance purposes in the provision of motor vehicle insurance coverage.

5. A summons for a violation of § 46.2-873 or 46.2-878.1 issued by mail pursuant to this section may be executed pursuant to § 19.2-76.2. Notwithstanding the provisions of § 19.2-76, a summons issued by mail pursuant to this section may be executed by mailing by first-class mail a copy thereof to the owner, lessee, or renter of the vehicle. In the case of a vehicle owner, the copy shall be mailed to the address contained in the records of or accessible to the Department. In the case of a vehicle lessee or renter, the copy shall be mailed to the address contained in the records of the lessor or renter. Every such mailing shall include, in addition to the summons, a notice of (i) the summoned person's ability to rebut the presumption that he was the operator of the vehicle at the time of the alleged violation through the filing of an affidavit as provided in subdivision 3 and (ii) instructions for filing such affidavit, including the address to which the affidavit is to be sent. If the summoned person fails to appear on the date of return set out in the summons mailed pursuant to this section, the summons shall be executed in the manner set out in § 19.2-76.3. No proceedings for contempt or arrest of a person summoned by mailing shall be instituted for failure to appear on the return date of the summons. If the summons is issued to an owner, lessee, or renter of a vehicle with a registration outside the Commonwealth and such person fails to appear on the date of return set out in the summons mailed pursuant to this section, the summons will be eligible for all legal collections activities. Any summons executed for a violation of § 46.2-873 or 46.2-878.1 issued pursuant to this section shall provide to the person summoned at least 30 days from the mailing of the summons to inspect information collected by a photo speed monitoring device in connection with the violation. If the law-enforcement agency that was operating the photo speed monitoring device does not execute a summons for a violation of § 46.2-873 or 46.2-878.1 issued pursuant to this section within 30 days from the date of the violation, all information collected pertaining to that suspected violation shall be purged within 60 days from the date of the violation.

6. A private vendor may enter into an agreement with a law-enforcement agency to be compensated for providing a photo speed monitoring device and all related support services, including consulting, operations, and administration. However, only a law-enforcement officer may swear to or affirm the certificate required by this subsection. Any such agreement for compensation shall be based on the value of the goods and services provided, not on the number of violations paid or monetary penalties imposed. Any private vendor contracting with a law-

in accordance with the provisions of subdivision B 31 of § 46.2-208, to obtain vehicle owner information regarding the registered owners of vehicles that committed a violation of § 46.2-873 or 46.2-878.1. Any such information provided to such private vendor shall be protected in a database.

7. Information collected by a photo speed monitoring device operated pursuant to this section shall be limited exclusively to that information that is necessary for the enforcement of school crossing zone and highway work zone speeding violations. Information provided to the operator of a photo speed monitoring device shall be protected in a database and used only for enforcement against individuals who violate the provisions of this section or § 46.2-873 or 46.2-878.1. Notwithstanding any other provision of law, all photographs, microphotographs, videotapes, or other recorded images collected by a photo speed monitoring device shall be used exclusively for enforcing school crossing zone and highway work zone speed limits and shall not be (i) open to the public; (ii) sold or used for sales, solicitation, or marketing purposes; (iii) disclosed to any other entity except as may be necessary for the enforcement of school crossing zone and highway work zone speed limits or to a vehicle owner or operator as part of a challenge to the violation; or (iv) used in a court in a pending action or proceeding unless the action or proceeding relates to a violation of this section or § 46.2-873 or 46.2-878.1, or such information is requested upon order from a court of competent jurisdiction. Information collected under this section pertaining to a specific violation shall be purged and not retained later than 60 days after the collection of any civil penalties. Any law-enforcement agency using photo speed monitoring devices shall annually certify compliance with this section and make all records pertaining to such system available for inspection and audit by the Commissioner of Highways or the Commissioner of the Department of Motor Vehicles or his designee. Any person who discloses personal information in violation of the provisions of this subdivision shall be subject to a civil penalty of \$1,000 per disclosure.

8. A conspicuous sign shall be placed within 1,000 feet of any school crossing zone or highway work zone at which a photo speed monitoring device is used, indicating the use of the device. There shall be a rebuttable presumption that such sign was in place at the time of the commission of the speed limit violation.

9. Any state or local law-enforcement agency that places and operates a photo speed monitoring device pursuant to the provisions of this section shall report to the Department of State Police, in a format to be determined by the Department of State Police, by January 15 of each year on the number of traffic violations prosecuted, the number of successful prosecutions, and the total amount of monetary civil penalties collected. The Department of State Police shall aggregate such information and report it to the General Assembly by February 15 of each year.

2020, c. 1232.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

SPEED DATA ANALYSIS

Location



Latitude: 37.131513
Longitude: -79.283258

Analysis Time Period



Start End
9/16/2020 9/16/2020
6:00 AM 5:59 PM

Vehicles Analyzed



2,168

Total Enforceable Violations



92

Average Speed



32

Fastest Speed



60



Speed Limit



35

Enforcement Tolerance



10

85th Percentile Speed



41

SPEED DATA ANALYSIS

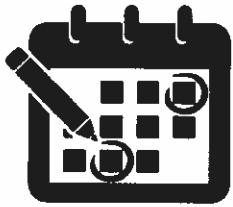
Location



Latitude: 37.131513
Longitude: -79.283258



Analysis Time Period



Start
9/15/2020
12:05 PM

End
9/15/2020
6:00 PM

Vehicles Analyzed



1,113

Speed Limit



35

Total Enforceable Violations



45

Enforcement Tolerance



10

Average Speed



32

85th Percentile Speed



40

Fastest Speed



53

SPEED DATA ANALYSIS

Location

Latitude: 37.131513
Longitude: -79.283258



Analysis Time Period



Start End
9/15/2020 9/15/2020
2:30 PM 3:30 PM

Vehicles Analyzed



204

Total Enforceable Violations



14

Average Speed



24

Fastest Speed



53



Speed Limit



25

Enforcement Tolerance



10

85th Percentile Speed



31

SPEED DATA ANALYSIS

Location



Latitude: 37.131513
Longitude: -79.283258

Analysis Time Period



Start	End
9/16/2020 8:30 AM	9/16/2020 9:30 AM

Vehicles Analyzed



205

Total Enforceable Violations



14

Average Speed



23

Fastest Speed



43



Speed Limit



25

Enforcement Tolerance



10

85th Percentile Speed



32

SPEED DATA ANALYSIS

Location



Latitude: 37.131513
Longitude: -79.283258

Analysis Time Period



Start
9/16/2020
2:30 PM

End
9/16/2020
3:30 PM

Vehicles Analyzed



223

Total Enforceable Violations



15

Average Speed



23

Fastest Speed



42



Speed Limit



25

Enforcement Tolerance



10

85th Percentile Speed



30

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

Background:

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

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

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

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

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

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

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

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

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

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

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

July 21 Continued Meeting Minutes (Excerpt)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There were no additional comments from Council.

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

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

October 13, 2020

ITEM #: 15**ITEM TITLE:**

Park Signs and Memorials

DESCRIPTION:

Previously Town Council asked that staff look into signs for our neighborhood parks; as well as memorials for the two parks named after individuals. Amie Owens, Assistant Town Manager will be providing a brief presentation/update on this time. This is an opportunity for Council to provide feedback to staff. Sign and memorial samples are attached. [\(LINK\)](#)

RECOMMENDATION:

Staff seeks Town Council's input on this item.

BUDGET/FUNDING:

Funding not included in the FY2021 Budget for new signs.

POTENTIAL ACTION:

- Per Council's discussion
 - At this point, staff is seeking input and direction from Council.
 - Defer action and direct staff per Council's discussion and/or place on a future agenda.

ATTACHMENTS:

- *Sign and memorial diagrams* [\(Link\)](#)

Mock-up of memorial plaque: recommend brass plate mounted on stand – sample wording below with picture of mounting at bottom of page

JOHN H. MOSELEY MEMORIAL PARK

Park Dedicated – March 2021

John H. Moseley (1877-1947) an entrepreneur, philanthropist and community champion

A key figure in Altavista's origins, known for his commitment to helping others, he was well respected and helped to build the area known as Moseley Heights. He encouraged businesses to locate in Altavista some of which are still in operation today. Moseley advised and encouraged many and the now decommissioned Moseley Heights Elementary School was named in his honor for his contributions to the town.

DEDICATED TO HIS FOCUS ON BUILDING FOR THE FUTURE

THE PLACES AND THE PEOPLE



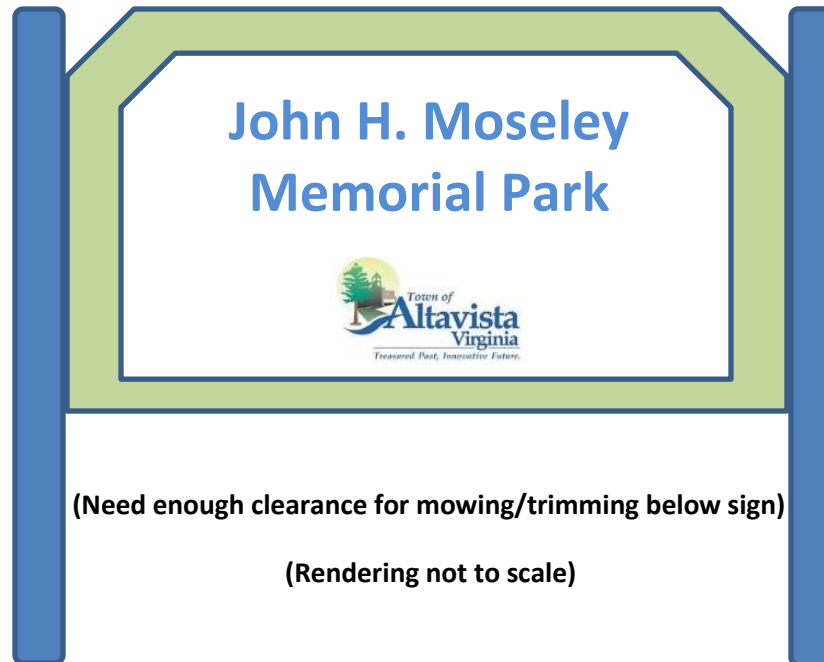
While I was at the Lynchburg Specialty Engraving on 10-01-2020, I did inquire as to how long it would take to have a brass plaque produced and it is typically a 5- to 6-week turnaround. Plaques such as these include the mounting post and hardware as part of the cost.

Park Signage:

Option 1:

Recommend wooden or composite to better incorporate the colors of the town seal/logo. Or if necessary change to fit the various trails color scheme (blues/browns)

3 to 4 feet for the sign itself; mounted with 4" x 4" or 6" x 6" depending on depth of placement and whether sign will be slatted insert or a clamped fixture.



Option 2:

Metal signage - either direction could be manufactured in various sizes to be mounted on street sign poles.



Rules: I incorporated the signage from English Park from three into one and added a value statement and one additional rule; this is a metal sign that could be placed on street sign poles, or encased in wooden display. (I know that there are no picnic tables there currently, but I believe there is a plan for a pavilion in the future with some)

MOSELEY PARK GUIDELINES



Park Hours: Daylight until Dark

Our community values a healthy and safe environment and the parks are here for you to enjoy. We ask that you cooperate by observing the following rules:

NO alcoholic beverages

NO vandalism, defacing of property including signs, equipment or buildings or fields

NO use of profanity (curse words) or obscenities

NO loud music

NO littering or leaving items on picnic tables

NO archery or golfing allowed

NO throwing of rocks or sticks

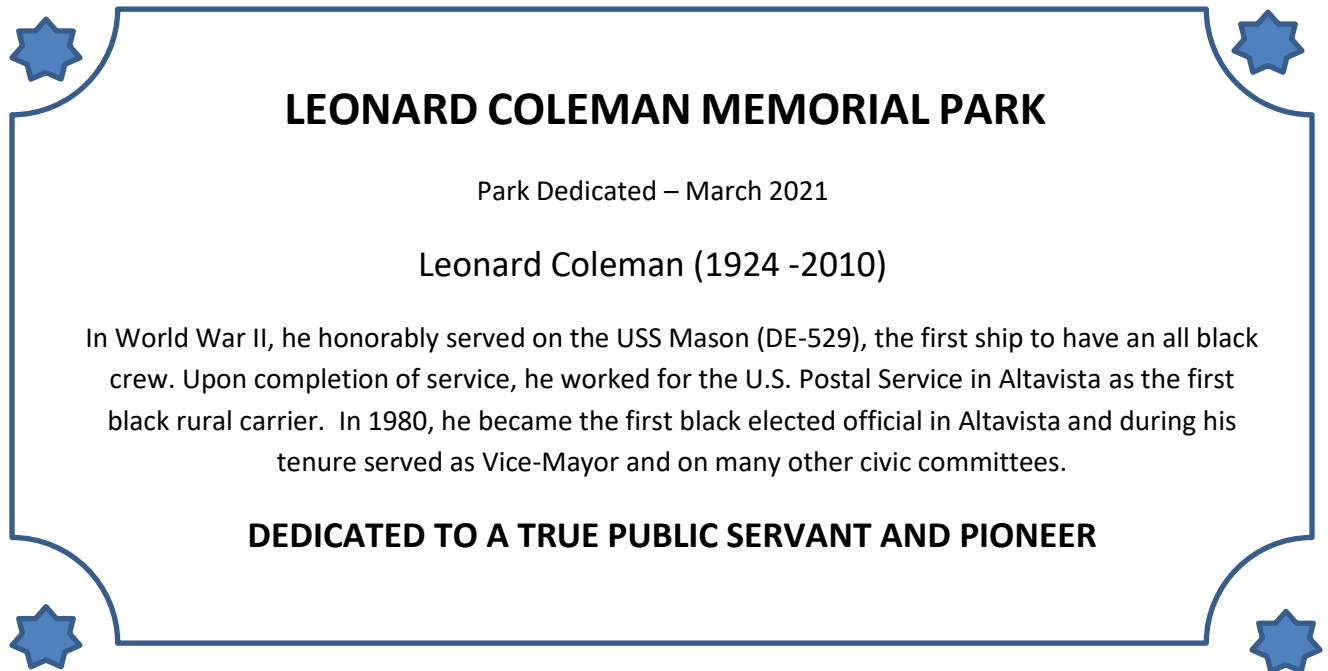
NO motorized vehicles on grass

NO tobacco use within 50 feet of playgrounds, courts, ballfields, pavilions and bleachers

Dogs on leashes at all times while in the park

The Town of Altavista is not responsible for any lost or stolen items

Mock-up of memorial plaque: recommend brass plate mounted on stand as noted previously, sample wording below. I verified via a posthumous resolution from the legislature, previous obituary and employment record here, with Crystal's assistance, that he has no middle initial.



Same options as for Moseley Park - to maintain consistency.



Same rules as noted previously, I added one item to littering bullet point as I know that there is a tennis court here.

COLEMAN PARK GUIDELINES



Park Hours: Daylight until Dark

Our community values a healthy and safe environment and the parks are here for you to enjoy. We ask that you cooperate by observing the following rules:

NO alcoholic beverages

NO vandalism, defacing of property including signs, equipment or buildings or fields

NO use of profanity (curse words) or obscenities

NO loud music

NO littering or leaving items on picnic tables or courts

NO archery or golfing allowed

NO throwing of rocks or sticks

NO motorized vehicles on grass

NO tobacco use within 50 feet of playgrounds, courts, ballfields, pavilions and bleachers

Dogs on leashes at all times while in the park

The Town of Altavista is not responsible for any lost or stolen items



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

October 13, 2020

ITEM #: 16**ITEM TITLE:**

AOT Request to Utilize Funds for POP Up program

DESCRIPTION:

Attached please find correspondence from Altavista On Track in regard to their request to utilize “earmarked” funds in Reserve for a Pop-Up program this fall. The correspondence details the plan. [\(LINK\)](#)

RECOMMENDATION:

Staff supports AOT’s efforts to support new business initiatives and recommends approval.

BUDGET/FUNDING:

Funding not included in the FY2021 Budget, but funds have been earmarked in Reserves for this type of program for several years.

POTENTIAL ACTION:

- Per Council’s discussion
 - Motion to allocate the \$10,000 in Reserves for AOT’s use in their Pop-Up program.
 - Defer action and direct staff per Council’s discussion and/or place on a future agenda.

ATTACHMENTS:

- AOT correspondence [\(Link\)](#)

To: Waverly Coggsdale, III, Town Manager
From: Altavista On Track
Date: October 9, 2020
Subject: Altavista Pop-UP



Dear Mr. Coggsdale, III and Town Council,

The Board of Directors for Altavista on Track would like to conduct a Pop-Up program this fall to encourage new or existing businesses to locate downtown.

This grant application will be open to new or existing businesses wishing to locate/relocate to Altavista's Main Street District (bordered by Bedford Ave, 7th Street, Main Street, and Pittsylvania Ave).

This program will provide three new or existing businesses with coverage of rent and utilities for three months (up to \$1000 per month). The goal is to give new businesses a boost and a chance to get established before taking on the expenses of a brick and mortar business.

Altavista On Track will facilitate a relationship between the business and a downtown property owner. However, the business will enter into their own lease agreement with the property owner. If the business owner enters a lease with a property owner that is more than three months, AOT is not responsible for paying any rent or utilities after the agreed upon date.

Altavista on Track wishes to gain the blessing of Town Council to use the \$10,000 of Community Development Block Grant funds that have been set aside for an Altavista Pop-up Program to fund this project. Altavista on Track is also competing in the Main Street Idea Pitch for this project and will be applying in the spring for a Downtown Investment Grant to fund a second iteration of this program.

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



www.altavistaontrack.net

Follow Altavista On Track on Facebook, Instagram and Twitter to receive updates about resources for small businesses

Altavista Pop-Up Application

This application is open to new or existing businesses wishing to locate/relocate to Altavista's Main Street District (bordered by Bedford Ave, 7th Street, Main Street, and Pittsylvania Ave).

This program will provide new or existing businesses with coverage of rent and utilities for three months (up to \$1000 per month). The goal is to give new businesses a boost and a chance to get established before taking on the expenses of a brick and mortar business.

AOT will facilitate a relationship between the business and a downtown property owner. However, the business will enter into their own lease agreement with the property owner. If the business owner enters into a lease with a property owner that is more than three months, AOT is not responsible for paying any rent or utilities after the agreed upon date.

Requirements for receiving this grant:

- ◆ Business must have a valid business license.

Application Instructions:

Fill out and sign a grant application. Return to Altavista On Track by October 25th, 2020

- ◆ Applications are available:
 - To fill out online at www.altavistaontrack.net
 - To download as a PDF at www.altavistaontrack.net
- ◆ Applications may be submitted in the following manner:
 - Electronically signed and filled out online at www.altavistaontrack.net
 - Signed and emailed as a PDF to downtownaltavista@gmail.com
 - Mailed to PO Box 283 Altavista, VA 24517

APPLICATION: Altavista Pop-Up

Name of Business_____

Business Owner Name_____

Business Address_____

Business Mailing Address_____

Phone_____

Email_____

1. Do you have a valid business license in Altavista, VA. If not, you will have to attain one before entering into an agreement with AOT.

2. How many years of business experience do you have?

3. What kind of business to you plan to open in downtown Altavista?

4. Do you have a business plan? If so, please provide it with this application.

5. What former business ventures have you participated in?

6. Please provide three references including name, phone number, email, and relationship.

By signing below, I certify that all the information I have provided is true and correct.

Applicant Name_____ Date_____

Signature_____

For AOT use only:

Application Approved: _____Yes _____No _____Pending

Altavista Pop-up Memorandum of Understanding

This contract is an agreement between Altavista on Track (AOT) and _____.

AOT will facilitate a relationship between _____ and a downtown property owner, however _____ will enter into their own lease agreement with the property owner. If _____ enters a lease with a property owner that is more than three months, AOT is not responsible for paying any rent or utilities after the date of _____.

AOT agrees to pay _____'s rent and town utilities (water/sewer) for three months from the date of _____ to _____. AOT will write a check directly to the property owner on behalf of _____. After the three-month agreement between AOT and _____ has concluded, _____ will be solely responsible for continuing to pay rent to the PROPERTY OWNER for the duration of the lease agreed to between _____ and the downtown property owner.

_____ agrees to a formal check in within 45 days with the Altavista on Track Board.

_____ will take at least one small business course from the Small Business Development Center -Lynchburg Region, during the three-month Memorandum of Understanding.

_____ will provide feedback and reporting at the close of the 3-month contract.

_____ will provide:

- Proof of attendance of at least one small business course with the Small Business Development Center – Lynchburg Region.
- Proof of net income during the period of this MOU (initial 90-days).
- A short write-up of how/whether having rent and utilities covered aided in the businesses ability to get established.
- Feedback on how AOT can improve future versions of this program.

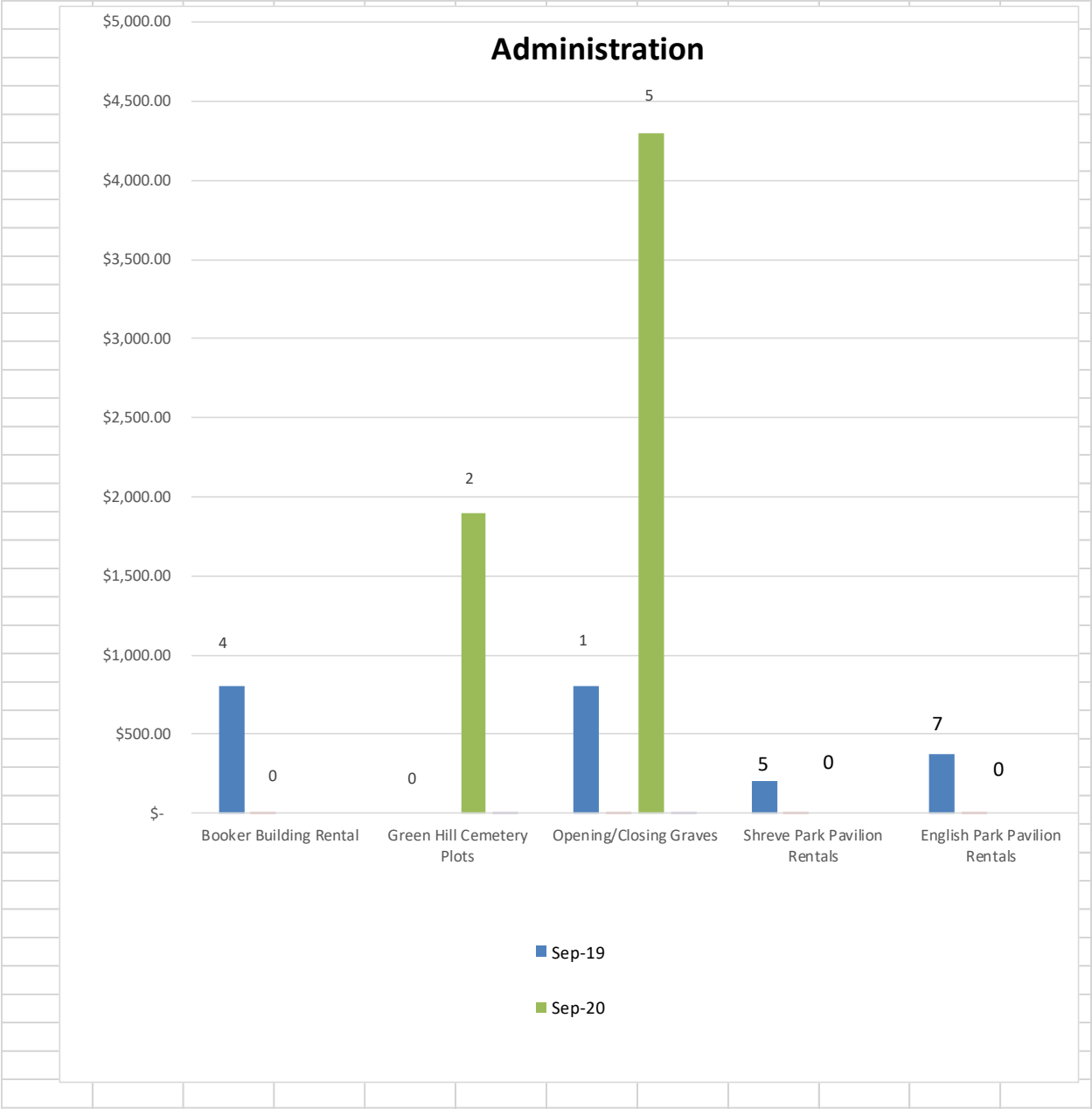
By signing below, I agree to the terms listed above.

Applicant Name _____ Date _____

Signature _____

Altavista On Track Representative _____ Date _____

Signature _____



TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

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	Budgeted:	\$955,000
Aug-19	\$84,048.32	+/-	-\$780,237.17
Sep-19	\$81,357.79	% of Budget	18.30%
Oct-19	\$84,662.12		
Nov-19	\$78,673.23		
Dec-19	\$87,125.33		
Jan-20	\$79,882.00		
Feb-20	\$71,915.16		
Mar-20	\$80,540.42		
Apr-20	\$70,690.58		
May-20	\$83,548.86		
Jun-20	\$85,413.70		
Jul-20	\$88,787.18		
Aug-20	\$85,975.65		



Town of Altavista			
Local Sales Tax			
Jul-18	\$14,695		
Aug-18	\$14,171		<u>YTD TOTAL (FY)</u>
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	FY2020	\$170,672
Jan-19	\$13,018		
Feb-19	\$12,098		<u>MTD TOTAL (FY)</u>
Mar-19	\$14,950		
Apr-19	\$14,324	FY2020	\$14,308
May-19	\$14,943	FY2020	\$17,032
Jun-19	\$13,540	+/-	\$2,724
Jul-19	\$14,308		
Aug-19	\$8,868	Budgeted:	\$165,000
Sep-19	\$5,261	+/-	-\$147,968
Oct-19	\$14,965	% of Budget	10.32%
Nov-19	\$15,058		
Dec-19	\$17,754		
Jan-20	\$14,151		
Feb-20	\$13,558		
Mar-20	\$17,023		
Apr-20	\$16,735		
May-20	\$16,338		
Jun-20	\$16,653		
Jul-20	\$17,032		

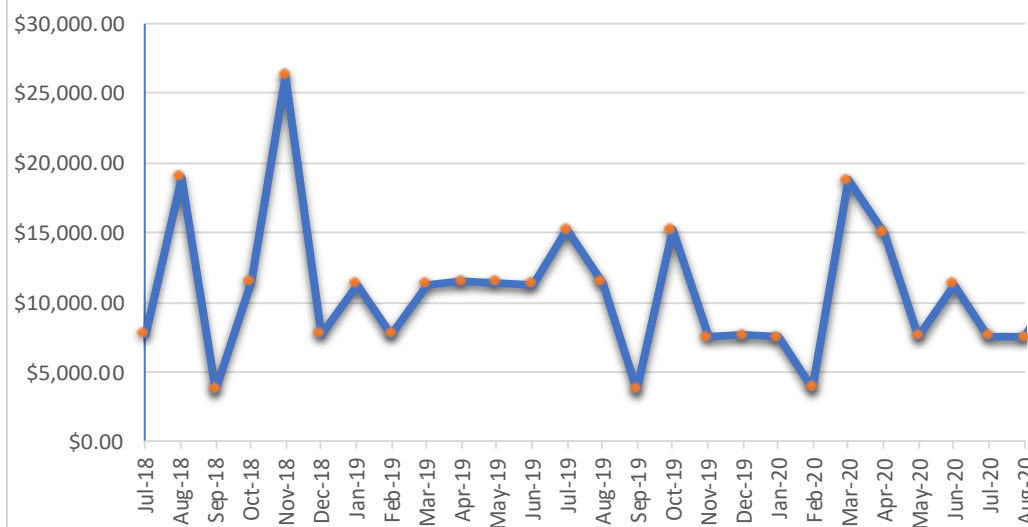
Local Sales Tax (Monthly FY19 & FY20)

Month	Amount
Jul-18	\$14,695
Aug-18	\$14,171
Sep-18	\$12,414
Oct-18	\$13,631
Nov-18	\$14,233
Dec-18	\$17,632
Jan-19	\$13,018
Feb-19	\$12,098
Mar-19	\$14,950
Apr-19	\$14,324
May-19	\$14,943
Jun-19	\$13,540
Jul-19	\$14,308
Aug-19	\$8,868
Sep-19	\$5,261
Oct-19	\$14,965
Nov-19	\$15,058
Dec-19	\$17,754
Jan-20	\$14,151
Feb-20	\$13,558
Mar-20	\$17,023
Apr-20	\$16,735
May-20	\$16,338
Jun-20	\$16,653
Jul-20	\$17,032

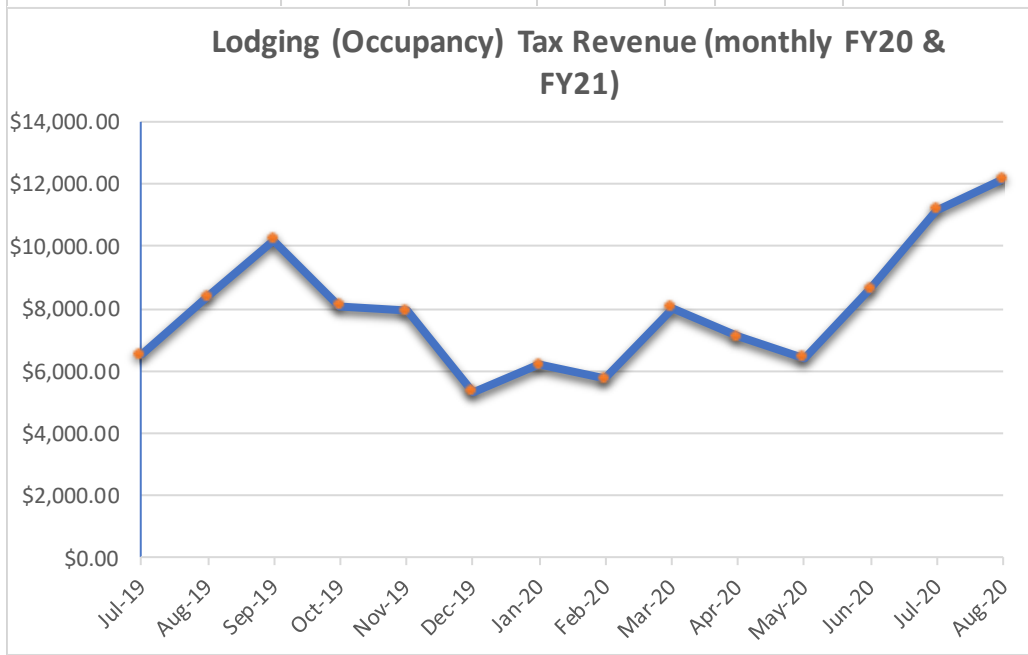
NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

Town of Altavista				
Local Cigarette Tax				
	Jul-18	\$7,725		FISCAL YEAR
	Aug-18	\$18,994		TOTAL
	Sep-18	\$3,750	FY2017	\$142,991
	Oct-18	\$11,494	FY2018	\$144,668
	Nov-18	\$26,250	FY2019	\$140,288
	Dec-18	\$7,725	FY2020	\$124,684
	Jan-19	\$11,250		
	Feb-19	\$7,706		MTD TOTAL (FY)
	Mar-19	\$11,250	FY2020	\$30,356
	Apr-19	\$11,456	FY2021	\$26,306
	May-19	\$11,438	+/-	-\$4,050
	Jun-19	\$11,250		
	Jul-19	\$15,187	Budgeted:	\$130,000
	Aug-19	\$11,419	+/-	-\$103,694
	Sep-19	\$3,750	%/Budget	20.24%
	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		
	Jul-20	\$7,556		
	Aug-20	\$7,500		
	Sep-20	\$11,250		

Cigarette Stamp Revenue (monthly FY19, FY20 & FY21)



Town of Altavista			
Lodging (Occupancy) Tax			
Jul-19		\$6,502	
Aug-19		\$8,383	
Sep-19		\$10,187	
Oct-19		\$8,088	FY2020
Nov-19		\$7,934	
Dec-19		\$5,338	
Jan-20		\$6,206	FY2020
Feb-20		\$5,732	FY2021
Mar-20		\$8,030	+/-
Apr-20		\$7,079	
May-20		\$6,413	Budgeted:
Jun-20		\$8,643	+/-
Jul-20		\$11,145	%/Budget
Aug-20		\$12,167	
			FISCAL YEAR TOTAL
			\$88,534
			MTD TOTAL (FY)
			\$14,885
			\$23,312
			\$8,426
			\$80,000
			-\$56,688
			29.14%



2020

	January	February	March	April	May	June	July	August	September	Year to Date
Criminal Arrests "Felony"	8	9	6	14	5	3	9	10	3	67
Criminal Arrests "Misdemeanor"	18	10	13	15	18	5	20	14	4	117
Warrant Executed	13	18	15	16	12	10	22	14	6	126
Uniform Traffic Summons Issued	97	55	30	6	12	46	12	12	8	278
# Traffic Stops	189	127	64	10	23	46	26	24	21	530
BOLO'S (Be on Look Out)	15	9	15	9	12	7	12	4	6	89
DUI	4	1	2	0	0	0	0	2	1	10
IBR	29	24	19	43	54	23	17	21	16	246
MVA	5	4	6	4	7	8	3	4	3	44
Assist Motorist	6	11	6	13	13	17	9	18	5	98
Calls for Service	248	214	189	261	185	164	181	231	215	1888
Investigation Hours	2	5	3	30	47	6	22	36.5	40	191.5
Alarm Responses	29	11	8	8	11	10	9	7	6	99
ECO/TDO	3	1	1	3	0	1	1	2	1	13
ECO/ TDO HOURS	10	9	18.5	19	0	10.5	4.5	9	4	84.5
Training Hours	0	0	1	0	0	0.5	1.25	5.5	0	8.25
School Check	104	56	67	83	71	13	53	29	23	499
Court Hours	35.5	24.5	18	1	0	2.5	15	12	5.5	114
Community Events	1	0	0	0	1	1	0	0	0	3
Special Assignment Hours	0	1	8	1	0	4	0	0	0	14
# Hrs Directed Patrol	233	199	186	181	81	96.5	74.5	156	109	1316
Bike Patrol Hours	0	0	0	0	0	0	0	0	0	0
Citizen Contacts	2048	880	800	515	488	416	168	311	82	5708
Businesses, Residences Check "Foot Patrols"	1211	838	760	793	933	627	115	150	124	5551
Follow Ups	10	18	10	32	55	36	41	45	14	261

Patrol on 29-September 2020

4-Sep Rt 29	0015-0045	Yeaman	Assist CCSO-Pursuit
5-Sep Rt 29/County Line	1439-1455	Dogan	Suspicious Vehicle
5-Sep Rt 29/Clarion Rd	1456-1559	Dogan	Traffic Stop
5-Sep Rt 29/Pitts Co	1440-1455	Harmon	Disabled Vehicle
5-Sep Rt 29/Clarion Rd		Harmon	Traffic Stop/4 Summons
10-Sep Rt 29/Clarion Rd	1513-1528	Harmon	Traffic Stop
10-Sep Rt 29/Lynch Mill	1534-1624	Harmon	Traffic Stop
10-Sep Rt 29/Main St	1645-1800	Harmon	Traffic Stop
10-Sep Rt 29	1155-1158	Yeaman	Assist Motorist
17-Sep Rt 29/Bedford Hwy	1848-1852	Dogan	Road Hazard
19-Sep Rt 29/Clarion Rd	2022-2105	Yeaman	Vehicle Crash/Assist VSP
23-Sep Rt 29	2227-2240	Yeaman	BOLO-Vehicle traveling wrong direction
23-Sep Rt 29	2228-2239	Clark	BOLO-Vehicle traveling wrong direction
28-Sep Rt 29	2115-2140	Yeaman	Radar



MEMORANDUM

To: J. Waverly Coggsdale, III – Town Manager

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

Date: October 5, 2020

Re: September 2020 Community Development Report

Permits

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

Home Occupations:

New Business: 1 (Harmon Eye Center moved into Dr. West's location)

Signs: 1

Accessory Structures: 1

New Homes or Additions:

Zoning Confirmation Letters: 0

Plats:

Address/Zoning corrections sent to County: 2

Violations

Staff is working on 15 active code enforcement complaints. There were 6 new code violations reported. There were 15 violations abated in September. Most of the new violations are nuisance related (trash, accumulation of materials, and weeds).

Staff is still working to address the illegal dumping at 1111 15th St. The tenant has been evicted; however, the trash in the woods was not removed.

A public nuisance hearing was held by Town Council on July 14, 2020 declaring 1004 10th Street a public nuisance because of an inoperable vehicle, storage of tires, and a shed placed in the front yard. The owner died and the town stayed enforcement out of respect to the family. The Community Development Director and Chief of Police on multiple occasions contacted the heirs for help with bringing the property into compliance. When no action was taken by the family the town had the inoperable vehicle towed. The shed will be removed later.

The town has issued a Request for Qualifications (RFQ) to create a pool of area contractors to assist with property maintenance issues including grass/weed cutting, illegal dumping, and

removal of nuisance structures. The RFQ is posted on the town's website and has a closing date of November 13, 2020.

Planning Commission:

The Planning Commission did not meet in September.

Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in September.

Recreation Committee

The Recreation Committee held its regularly scheduled meeting on September 15, 2020. They received updates on the Fiscal Year 2021 CIP projects. The Community Development Director and Public Works Director distributed the Recreation CIP to the Committee and provided an overview of the CIP and budget process in preparation for the 2022 CIP.

Staff Projects/Meetings:

Amie Owens, Assistant Town Manager, Sharon Williams, Community Development Director, Altavista On Track Executive Board, and the Chamber of Commerce Executive Board continue to work on the plans for Small Business Saturday. The theme for this year is "***Shop Altavista***"

The Community Development Director worked with Campbell County to have the several parcels changed to reflect the correct zoning district.

Work continues with the Complete Count for the US Census. The national response rate is 99.4%. The response rate for Virginia is 99.7%, which is ranked 27th in the country. The Campbell County self-response rate, those who completed the census online, by phone, or mailed their form was 77.0%. The response rate in Campbell County declined in August and September. The Census Bureau sent an enumerator to Altavista on September 23rd to canvas the area for a day and help citizens complete the census.

The Community Development Director participated in the monthly meeting of the Central Virginia Transportation Technical Committee (CVTTC) where the new Regional Planner Ada Hunsberger was introduced. The Committee also reviewed the Department of Conservation and Recreation Middle James River Plan, as some Central Virginia localities were mentioned in the plan. The final draft of the Connect Central Virginia 2045 Plan was reviewed by the Committee.

Staff continued its efforts to catalog all the vacant buildings downtown. This is part of the town's AOT and Chamber of Commerce joint effort to market downtown. Owners will be asked if a sign can be placed in the window if the property is available for rent or to purchase, who to contact, price per square footage, and if rent includes water. Owners will also be asked if art can be placed in the windows. In the absence of a Chamber President, staff is working with the Executive Director.

The Community Development Director attended the Executive Committee meeting of the Tobacco Region Revitalization Commission (TRRC) where the town's Southside Economic Development Grant application was awarded in the amount of \$184,306. The town must provide a final feasibility study, operations manual, and marketing plan. The final feasibility study has been

received and has been forwarded to TRRC. Staff is working on the operations and marketing plans. The feasibility study came in under budget. The Department of Housing and Community Development (DHCD) will allow the town to use the unexpended funds to create a website and assist with branding.

The Town Manager, Town Attorney, Public Works Director, and Community Development Director are continuing to explore ways to tackle code violations.

The town and its partners are continuing to work on the Arts on Main project. The goal is to have pieces installed prior to Thanksgiving.

The town was approved to receive cost-share funds through Virginia Department of Forestry's Emerald Ash Borer Removal and Replacement program in the amount of \$5,500 for the removal of 16 ash trees. The town will also receive a one-time incentive payment of \$1,200 to go towards replacement trees.

The Community Development Director attended an Affordable Housing workshop hosted by Virginia Housing.

The Assistant Town Manager, Public Works Director, and Community Development Director meet with Hurt and Proffitt at English Park to discuss the FY2021 Capital Improvement Projects, which includes parking and circulation at the boat ramp and entrance improvements on 3rd St. The adopted plan calls for planning and design to occur in FY2021 with construction in FY2022.

STREET DEPARTMENT MONTHLY REPORT

DATE: October 6, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: September 2020

DESCRIPTION	Labor Hours
Vacation/Sick Leave Taken/Holiday	140.25
Safety Meetings/Data Entry/ Planning Schedule	30.75
Emergency Call Duty	1
Weekend Trash Truck	9.50
Street Sweeping	7
Road Hazards	1.50
Litter Control	36
Assisting Other Crews	275.75
Town Wide Mowing	124.25
Contractor Mowing Main & Bedford	3 Times
Sign Maintenance	2.50
Alley Maintenance	7.25
Ditch & Drainage Pipe Maintenance	92.25
Sidewalks	5.5
Asphalt Paving And Patching	32
Dead Animal Removal	2.5
Decorative Street Light Repairs	2.5
No. Of LED Decorative Street Light Installed	0
Traffic Control	.50
Trees/ Trimming/ Removal	6.25
Vehicle Maintenance	17.25
Shoulder Work and Stone	4.25
Snow Prep	7.75
Weed Control	9.50
Seasonal	0
Bags Of Litter	42.50
Storm Damage Clean-Up	8
Special Projects	64
Total Labor Hours for the Month	889

BUILDINGS AND GROUNDS

October 6, 2020

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: September 2020

Vacation / Sick Leave Taken		129.50
Meetings / Data Entry / Work Planning		18.50
# of Call Duty Hours		17
# of Assisting other Crews		124
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	5	50.50
# of Cremations	1	
Cemetery Grounds Maintenance		9.75
Meetings with Families		0
Lay off Graves and Stones		0
Maintain Cemetery Records		0
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	111.91	106.50
Residential Garbage Collected (Tonnage) Town of Hurt	37.93	32
# of Curbside Brush Collected (Stops)	95	
Loads of Brush Collected	6	21
# of Curbside Bulk Collected (Stops)	102	
Bulk Collection (Tonnage)	17.02	31.50
# of Tires Collected	0	0
# of Residential Garbage Citations Issued	0	0
Seasonal	0	0
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		0
# of Building Maintenance Hours		56.50
# of Park Cleaning		86.75
# of Parks Ground Maintenance Hours		98.75
# of Acres Mowed by Town	87.38	113.50
# of Acres Mowed by Contractors ****	48.58	83
Special Projects – Overlook Project		162
# of Veh. Maintenance Hours		19.25
*** HOURS NOT ADDED		
Total Labors Hours for the Month		921.50

FLEET MAINTENANCE DEPARTMENT

DATE: October 6, 2020

TO: TOWN MANAGER

FROM: DAVID GARRETT

MONTH: September 2020

DESCRIPTION	Labor Hours
Vacation	24
Safety Meetings	.50
Holiday	8
Daily/ Weekly/ Planning & Scheduling	.50
Sick Leave Used	8
CIP / Budgeting	.50
Preventive Maintenance	87
Full Services	2.25
General Repair's	18.25
Troubleshoot and Diagnostic	12
Assisting Other Crew	1
Tire Changes & Repairs	5.50
Building & Grounds	1
Picking Up & Delivery	1
State Inspections	6.50
Total Labor Hours for the Month	176.00

Main Street Coordinator September Monthly Report



AOT Update

Kirsten Aherron, The Main Street Coordinator's last day will be on October 16th. She has made the difficult decision to take a job offer that is nearer to her family support system.

Downtown Update

The general atmosphere of downtown is still that business is slow, but there is some new activity. Blum Skin Care has begun working on their Broad Street location with a plan to move in October or November. The Rhythm Company has moved to a larger space next door (517 Main Street) to its former location. The larger space allows for social distancing in the dance classes. The Rhythm Company's former location (513 Main Street) has been rented out recently, however the it is not known yet what kind of business it is. The Main Street Coordinator (MSC) continues to visit businesses regularly and share any grant opportunities available. During the month of September, the MSC shared again information about the Campbell County Cares grant and encouraged businesses to call Tyler Carraway, the director of finance and strategic development in Campbell County. The MSC also shared information about the ReBuild VA grant that recently changed it's criteria to allow businesses who previously applied for PPP or EIDL grants/loans to also apply for the ReBuild VA grant.

Businesses visited:

- Rountrey Hardware
- Vital Edge Nutrition
- The Portrait Place
- Cyclin' Nutz
- Miller's Jewelry
- Danny's Village Barber Shop
- Steve's Florist
- Vista Fitness
- Main Street Café
- Main Street Shoppes
- SPT Salon
- Schewells Furniture
- Blum Skin Care
- Proving What's Possible
- Thrifty Firemen
- Scoops
- Watt's Petroleum
- JR's Autocare
- English's Auto
- Styling Boutique
- Kent and Kent P.C.

Businesses Contacted via Phone or Email

- Chamber of Commerce
- First National Bank
- Dojo of The Three Rings
- Sew Savanna
- Edward Jones Insurance
- Lori Watkins Insurance
- All 54 applicants to the earlier \$500 grant were emailed with information on the Campbell County Cares grant, and the Rebuild VA grant, and the Scarecrow Stroll.

AOT Activities

AOT E-Newsletter: The Newsletter contacts have grown from 402 people to 557 (with the addition of Giblet Jog contacts).

Co-working Innovation Space: The feasibility study for the Co-working/Innovation Space has been completed. The MSC is working on the following next steps:

- Coworking Space Operations Manual
- Coworking Space Marketing Plan – Will be completed with the help of Jonathan Mitchell.

The Town of Altavista has been conditionally awarded approximately \$184,000 from the Tobacco Commission to go towards renovation of the vacant fire station. This is in addition to a \$100,000 USDA Rural Business Development grant awarded earlier in the year for equipment and furnishing. The Town has allocated \$200,000 in its Capital improvement budget.

Scarecrow Stroll: 18 Scarecrows will be featured in this year's Scarecrow Stroll. They are:

- The Town of Altavista
- AOT
- Staunton River Memorial Library
- Kent and Kent PC
- C&C Piping and Fabrication
- Danny's Village Barber Shop
- Brenda Elliot DDS
- The Chamber of Commerce
- Altavista YMCA
- Lori Watkins Insurance
- JR's Autocare
- Cyclin' Nutz
- First National Bank
- Woodlane Antiques
- Main Street Shoppes
- Great Clips
- Shear Perfection

Joint Town/AOT/Chamber/Library Projects Representatives from The Town, AOT, Chamber, and Campbell County Library met to discuss ways to work together.

- **Art on Main**-This is a way to fill the windows of vacant buildings with local artwork. The James River Arts Council will help with the organization of the event, and the YMCA may fund the art supplies. The MSC has spoken with several local art teachers who are interested in participating but indicated that they probably cannot get organized enough to do so until the spring.
- **Small Business Saturday**- This will move forward as planned. Broad and Campbell Streets will be closed, and the town bus will be available to shuttle people back and forth to merchants. Other businesses will be invited to participate with tables outside vacant buildings or along Campbell Street.
- **Small Business Roundtable** – Meeting regularly with businesses to gather input is an important activity. The Chamber of Commerce would like their business committee to become this kind of group. It would be open to both chamber members and no-members. The Chamber is currently in a transition period, as it AOT but working towards this can be a goal for all parties. The business committee currently meets the second Wednesday of the month at 8:30 am at the Train Station. To participate, contact acting board chair Susan Hammack at susanhammack@atlanticbay.com. Social distancing is required, so knowledge of attendance is necessary.
- **Marketing Vacant Buildings** – The Main Street Coordinator has created a tracking spreadsheet and sign to put up in vacant buildings. She has begun to populate the spreadsheet.

Town of Altavista Quarterly Newsletter: The Main Street Coordinator has created a quarterly newsletter for the Town. It includes information regarding town changes, but also has space for community partners to include information. The Scarecrow Stroll and Shop Small Saturday were included in this edition.



Boundary Expansion Application: Rev. Soto and the MSC had a meeting with DHCD to review the boundary expansion application. DHCD was not opposed to Altavista expanding the Main Street District but were not willing to approve the expansion all the way to Wood Lane. They were concerned with AOT's capacity to nearly double the district while the organization is still getting reorganized from being without a full-time director for so long. They suggested a phased approach to expansion. They have responded formally to the application with their recommendations. AOT will send a revised application asking for a one or two block expansion at this time. In a few years, if AOT would like to propose an expansion of a few more blocks, the idea can be revisited at that time. DHCD also clarified that having district boundaries does not prohibit AOT from providing services to businesses outside of the current district. Certain Virginia Main Street programs such as the Frazier design services, DIG grant, and Feasibility Study Grants cannot be used outside the district, but AOT can be creative in how they provide services to businesses further down Main Street. The \$500 business grant done earlier in the year is an example. The DHCD money went to downtown businesses, the other funds went to businesses outside the district.

With the departure of the Main Street Coordinator, this expansion will most likely be put on hold, until the position is filled.

POP Up Program:

AOT would like to use the \$10,000 set aside for a pop up program to provide rent and utility support to new or existing businesses willing to re-locate downtown.

This application would be open to new or existing businesses wishing to locate/relocate to Altavista's Main Street District (bordered by Bedford Ave, 7th Street, Main Street, and Pittsylvania Ave).

This program would provide new or existing businesses with coverage of rent and utilities for approximately 3 months (up to \$3,000). The goal is to give new businesses a boost and a chance to get established before taking on the expenses of a brick and mortar business. The program also serves to facilitate existing business expansion, relocation within downtown, and more. It is expected

that each participating business operate downtown for at least 1 year. Business must have a valid business license. See application and contract included in the packet.

Main Street Idea Pitch:

Altavista On Track is one of 5 finalists for the Virginia Main Street Idea Pitch. The *Main Street Idea Pitch* is a downtown revitalization idea competition typically held during Virginia Main Street's Downtown Intersections conference. The competition is a chance to practice presenting an idea to a potential donor and actually be awarded \$5,000 to implement the project! Due to public health considerations, the 2020 *Main Street Idea Pitch* competition will be a virtual event on the morning of November 1. The winner will be announced the same day. All 5 finalists will receive support from VMS staff to apply for the next iteration of the \$25,000 Downtown Investment Grant to further fund the idea.

Altavista on Track applied with the following idea: This program seeks to support Altavista On Track's vision to "revitalize our downtown, foster economic development and opportunity, and provide leadership to enhance community identity and pride" by administering this program that will provide:

- Business planning and set-up training for new and existing businesses wishing to locate in Downtown Altavista.
- Assistance in setting up agreements between property owners and businesses wishing to locate downtown.
- Funding for qualifying applicants of three months of rent and utilities in a currently vacant downtown building.
- Financial and training support for businesses to set up a strong online presence and assist in marketing.
- Continued check-ins, education, and mentorship.
- A marketing program to inform residents and visitors about what new and existing businesses have to offer downtown.

With the departure of the Main Street Coordinator, the AOT board can either withdraw from the competition, or a board member can do the presentation. This will be determined at AOT's October 8th board meeting.

Giblet Jog: The Altavista On Track has decided to host the Giblet Jog this year, but it will be virtual. Registration is open. AOT will be organizing the event through Runsignup.com and the RaceJoy app. This allows people to run the English Park trail with their phones to track the time via GPS. The app allows AOT to set up virtual "cheers" as the runners complete the race. Also, friends and family can "watch" their runners on the app and send them cheers and encouragement. Participants will have Thanksgiving weekend to complete the race. If participants are not in Altavista, they can choose a "run anywhere" option. Participants will still receive race packets which they can pick up on Tuesday and Wednesday before the start of the Giblet Jog. Those not participating locally will be able to have their packets mailed to them.

The Main Street Coordinator is working on tying up loose ends such as T-shirt orders, Sponsor Thank You Letters, course signs, race website, and traditional and social media advertising.

Small Business Grants

The second round of reporting requirements have been sent to businesses who received \$500 grants in May from AOT. The Main Street Coordinator will be working to call all businesses who have not yet responded so that most of the records can be updated before she leaves.

Town Social Media Report

Facebook & Social Media

- Page likes increased from 1,752-1,776
- Total page reach for the month – 4,775
- Total post engagement – 1,439
- Highest viewed posts: Welcome to Police Officer Eric Marenzi, Welcome to Assistant Town Manager Amie Owens, Utility Discount Program
- Town Instagram page has 456 followers.
- Town Twitter has 140 followers

09/30/2020 3:32 PM	The Altavista Town Council has adopted a "Utility Discount Program" for individuals who are Town utility billing customers. Eligible Town of Altavista residential utility customers can receive a discount of 30% of the "base rate fee" that is applied to their quarterly utility (water/sewer) bills, if they meet an age qualification, and income test, and a net worth test. The utility account must be in the name of the occupant of the residence. Information regarding the Utility Billing Discount Program will be mailed with the next quarterly utility bill, to be mailed October 1st. This new program will be effective with the billing period that begins December 1st (bills will be received in early April). If you are a homeowner and have qualified for Campbell County Real Estate Tax Relief, you may already be eligible for this discount. For more information, please contact Town Hall at (434) 369-5001.
09/28/2020 10:41 AM	The summer hours of the Altavista Community Transit System end September 30th, 2020. New hours are October 1-May 31st. M-F 8 am to 6 pm, Saturday 9 am - 2 pm. FREE FARES will continue until December 31st, 2020.
09/25/2020 8:50 AM	The rain has delayed the completion of the English Park parking lots and bike turnaround. They will be finished next week!
09/24/2020 2:26 PM	English Trail will be closed today for several hours, until about 4:30 pm.
09/24/2020 10:33 AM	Crews will be paving the Eagle Trail Bike turnaround, and putting gravel on the trail connecting the Eagle Trail to the Green Hill Cemetery Trail today. Please be mindful of crews!
09/23/2020 2:42 PM	A big welcome to Altavista's new officer, Eric Marenzi. Wish him a great first day on the job!
09/22/2020 6:29 PM	Town Council Work Session Video 2
09/22/2020 4:47 PM	Altavista Town Council
09/22/2020 11:06 AM	Attention Altavista Business Owners: The ReBuild VA grant has been expanded to include businesses who previously received PPP or EIDL from the Small Business Administration. Even if you received previous funding, you are now eligible to apply for this grant of up to \$10,000. Please visit the website for more information on the expansion. https://www.governor.virginia.gov/rebuildva/

09/22/2020 8:33 AM	Please note, Census Bureau representatives will be in town today.
09/21/2020 10:22 AM	Crews will be working hard this week to put gravel down on the trail connecting the Eagle Trail to the Green Hill Cemetery Trail. You will still be able to walk the trail, just be mindful of work crews and equipment.
09/21/2020 9:18 AM	Crews are hard at work on the bike turnaround on English Trail. It should be finished on Friday! So get your bikes ready for a good ride this next weekend.
09/21/2020 8:49 AM	Tune in on Facebook Live to our Town Council Work Session tomorrow, September 22, at 5 PM. To see the agenda go to: https://www.altavistava.gov/government/work-session-agendas.html
09/21/2020 8:44 AM	Wishing Amie Owens, our new Assistant Town Manager, a great first day!
09/18/2020 9:58 AM	Attention Landlords. Virginia Housing has a Virginia Rent and Mortgage Relief program. If you have tenants who are struggling to pay rent related to Covid-19 challenges, please take a look at this opportunity. https://www.vhda.com/BusinessPartners/PropertyOwnersManagers/Pages/RMRP.aspx
09/17/2020 8:27 AM	There are still grants available from Campbell County for Altavista Businesses. You are eligible for up to \$5,000. Even if you view the guidelines and think you don't qualify, please consider calling Tyler Carraway (Campbell County Director of Finance) at (434) 332-9667 to explain your situation. They are working with businesses on a case by case basis, and there may be eligible expenses you are not aware of. Apply here: https://www.co.campbell.va.us/611/COVID-19-CARES-ACT-Business-Reimbursemen
09/17/2020 8:24 AM	Trail paving at English Park is postponed because of the rain. We will let you know when it starts again. Have a dry day!
09/16/2020 11:03 AM	Crews will be paving English Trail today, September 16th, 2020. Be mindful of paving equipment and dump trucks.
09/14/2020 3:31 PM	Are you passionate about the outdoors and the parks in Altavista? You are invited to come to the Recreation Committee meeting, Tuesday, September 15, at 5:30 PM.
09/11/2020 8:29 AM	Today, paving of the Eagle Trail parking lots begins. Please be mindful of workers and equipment. Thanks!
09/09/2020 9:59 AM	Public Works –Maintenance Worker- Streets The Town of Altavista is seeking a highly motivated individual for the position of Maintenance Worker in our Public Works – Streets Division. This position performs intermediate manual and semiskilled work in the construction, maintenance, and repair of streets, utilities, and related facilities, and related work as apparent or assigned. Full-time position, may require working outside normal work hours in on-call and emergency situations. Frequent exertion of up to 10 lbs. of force and occasional exertion of up to 50 lbs. Applicants must possess VA commercial driver's license and a high school diploma or equivalent. Visit for a town application and a complete job description. Submit town application, resume and cover letter to: Town of Altavista, Attn: David Garrett, Director of Public Works, P. O. Box 420, Altavista, VA 24517. Position is open until filled. EOE.
09/08/2020 5:45 PM	September 8th, Altavista Town Council
09/08/2020 9:50 AM	Altavista Town Council meets this evening at 6PM. You can also watch the meeting on Facebook LIVE. For a copy of tonight's agenda visit: https://www.altavistava.gov/government/council-agendas.html
09/08/2020 9:30 AM	A FRIENDLY REMINDER: With all the rain, and now beautiful sunny days lawns are getting long. It's time to mow!

09/04/2020 1:20 PM	Check out this article about Altavista's new police officer Gary Wilson.
09/01/2020 2:01 PM	An update from Avoca Museum: Hello everyone! Unfortunately, we have had to cancel our Night at the Museum lantern tours for 2020. We are looking forward to having this event and many others next year. We appreciate your continued support this year and hope to see you soon. The museum continues to be open for tours Thursday, Friday, and Saturday from 11am-3pm, so come on by and see us!

AOT Social Media Report

Facebook & Social Media

- Page likes increased from 1,621-1,625
- Total page reach for the month – 2,745
- Total post engagement – 406
- Highest viewed posts: Campbell County CARES Act post, Gateway Park Kiosk Post, Scarecrow Stroll Announcement
- Town Instagram page has 578 followers.
- Town Twitter has 58 followers

Social Media Posts:

09/29/2020 9:03 AM	The General Store and Inn is coming back! They will be opening October 24th. Just in time for Christmas Shopping! :)
09/29/2020 8:55 AM	Do you like running? Think about signing up for the October 17th-24th Virtual Run for Ryan 5 K here in Altavista. Consider it practice for the Gibley Jog! https://runsignup.com/Race/VA/Altavista/RyanHedgpeth
09/28/2020 1:09 PM	Just a couple more days to sign up for the Scarecrow Stroll! Visit www.altavistaontrack.net for how to sign up online, or download the PDF to send in!
09/22/2020 10:55 AM	Now you can apply to Rebuild VA even if you received PPP or EIDL! Go do it!
09/22/2020 8:34 AM	Please note, Census Bureau representatives will be walking around town today, and may stop in to talk to you at your business or residence.
09/18/2020 9:58 AM	Attention Landlords. Virginia Housing has a Virginia Rent and Mortgage Relief program. If you have tenants who are struggling to pay rent related to Covid-19 challenges, please take a look at this opportunity. https://www.vhda.com/BusinessPartners/PropertyOwnersManagers/Pages/RMRP.aspx

09/17/2020 8:31 AM	Don't forget you can sign up for the Scarecrow Stroll online! https://docs.google.com/forms/d/e/1FAIpQLSf8Mq318opjjWHy0LDGAyzQW8sNzD3iCLCvcyLssnyX7vCpJQ/viewform?usp=sf_link
09/16/2020 11:37 AM	Altavista Businesses! There are still grants available from Campbell County. You are eligible for up to \$5,000. Even if you view the guidelines and think you don't qualify, please consider calling Tyler Carraway (Campbell County Director of Finance) at (434) 332-9667 to explain your situation. They are working with businesses on a case by case basis, and there may be eligible expenses you are not aware of. Apply here: https://www.co.campbell.va.us/611/COVID-19-CARES-ACT-Business-Reimbursemen
09/16/2020 10:46 AM	Did you see the article about the Scarecrow Stroll today? It's time to sign up! http://www.altavistajournal.com/multimedia/article_cef59e3c-f81c-11ea-a750-8be0d1bfda2e.html
09/15/2020 4:21 PM	We updated the Gateway Park kiosk! When you go on your downtown walk be sure to check it out for the latest Town, AOT, Library, and Chamber news! Also THE BOOK HUNT! (hint, hint) Campbell County Public Library System, Virginia, Altavista Area Chamber of Commerce, Town of Altavista, Virginia
09/15/2020 11:13 AM	Do you know what Altavista On Track's mission is? It is to create big things for our small town by bringing new energy and engagement to our community. There are many ways to get involved! You can join a committee, volunteer for an event, or simply participate in our events and promotions. Fill out the contact form on our website if you are interested! We will get back to you quickly to have a conversation about how you can get involved. https://www.altavistaontrack.net/contact
09/11/2020 12:32 PM	Some more information about our downtown book hunt! Thanks Campbell County Public Library System, Virginia!
09/11/2020 8:40 AM	It's official! The Scarecrow Stroll 2020 is happening, and we want you to sign up! Visit www.altavistaontrack.net to fill out an online application, or download a paper application. You can also stop by Town Hall to pick up an application. Applications are due September 30th, and Scarecrows need to be set up by October 2nd.
09/09/2020 2:16 PM	This week's downtown business highlight...The Rhythm Company #altavistadowntown, #wearealtavista, #ilovealtavista The Rhythm Company is a dance school that offers recreational dance classes for children aged 3-18 and competitive classes for ages 8-18. The studio is going into its twelfth year of business. It was located in Gretna for nine years and moved to Altavista in 2018. The owner, Amy, chose to move to Altavista because she grew up in the Hurt/Altavista area. It is a wonderful community, that offers so much for families. The Rhythm Company program gives dancers a goal driven and fun experience, where they learn an appreciation for the art of dance and their creativity is inspired. Dancers that want to take their dancing to the next level can join The Rhythm Company's award winning dance team for the opportunity to compete at regional and national events. The next set of classes start September 14th in The Rhythm Company's new location at 519 Main Street! This is a larger space that will accommodate for social distancing. To learn more about The Rhythm Company visit their Facebook page, or give them a call!
09/04/2020 2:45 PM	September - Altavista Main Street News - https://mailchi.mp/53d08cd87daa/altavista-downtown-news-3521649
09/04/2020 1:37 PM	This week's business profile is for Proving What's Possible. #altavistadowntown #wearealtavista #ilovealtavista Proving What's Possible (PWP) is a mental health support service provider in Altavista, VA. Located at 621 Broad Street, they provide Mental Health Skill Building services for Medicaid members with severe mental illness (i.e., anxiety, depression, bipolar disorder, schizophrenia, etc.). Their expert mental health professionals help clients with activities of daily living like doctor's visits, medication management, and locating food and housing. In addition to Mental Health Skill Building, PWP offers Outpatient Therapy to Medicaid eligible members, both adolescent and adult. Founded in 2017, PWP's mission is "to advance the availability and practice of mental health services so that individuals with mental illness have access to first class support necessary to find peace, recover, and thrive throughout the communities we serve." Founders, Yolanda Stone and Jennifer Tardy made the decision to open their business in Altavista because they noticed a deep need for mental health services in this area, and they saw it as an opportunity to give back to their hometown. Yolanda and Jennifer envision a community of thriving individuals who become an example to their families, friends, and community of what can be made possible when you are connected to expert mental health professionals who are attentive and compassionate in supporting your recovery. To learn more about Proving What's Possible, it's services, and founders, be sure to check out their website https://www.provingwhatspossible.com/ . They are also happy to answer any of your questions about mental health services. Just stop by the office or call 434.608.2618
09/03/2020 11:13 AM	Some more info in the Altavista Book Hunt. Happy hunting!

09/02/2020
3:28 PM

This is due September 7th. But worth looking into.

09/01/2020
8:33 AM

The Altavista Downtown Book Hunt is LIVE! You can pick up the list of locations at the Staunton River Memorial Library and turn in your "code words" there, or enter them into the BeanStack App for chances to win prizes. Have fun! And be sure to check out our downtown businesses! Campbell County Public Library System, Virginia

08/31/2020
11:19 AM

Did you know that public Xfinity Wifi hotspots are free until the end of 2020?

Monthly Staff Report Water Plant

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

Operation and Production Summary (Abbott was shutdown the month of August for Maintenance)

The Actual water production line (filtering of water) for the entire month averaged 16.5 Hours per day which yielded approximately 1,870,000 gallons of water per day.

Rain 8.2 Snow 0 was measured at the water treatment plant.

Average Hours per day (week days)	<u>17.00</u>	hrs		
Average Hours per day (weekends)	<u>15.00</u>	hrs		
Average produced (week days)	<u>1,931,163</u>	gallons per day		
Average produced (weekends)	<u>1,684,375</u>	gallons per day		
Total Raw Water Pumped:	<u>57.71</u>	million gallons		
Total Drinking Water Produced:	<u>55.96</u>	million gallons		
Average Daily Production: (drinking)	<u>1,870,000</u>	gallons per day		
Average percent of Production Capacity:	<u>62.33</u>	%		
Plant Process Water:	<u>1,753,712</u>	(finished water used by the plant)		
Bulk Water Sold @ WTP:	<u>179,571</u>	gallons		
Flushing of Hydrants/Tanks/FD use/Town Use	<u>3,200</u>	gallons		
McMinnis Spring				
Total Water Pumped:	<u>7</u>	million gallons	average hours per day	<u>15.2</u>
Average Daily Produced:	<u>268,480</u>	gallons per day	Rain at MC	<u>11.81</u>
Reynolds Spring			snow	<u>0</u>
Total Water Pumped:	<u>6</u>	million gallons	average hours per day	<u>12.6</u>
Average Daily Produced:	<u>239,217</u>	gallons per day	Rain at RE	<u>13.38</u>
Purchased Water from CCUSA	<u>2,249,236</u>	gallons	snow	<u>0</u>
Sold to Hurt	<u>2,685,700</u>	gallons		
Industrial Use	<u>52,473,345</u>	gallons		

Water lost due to leaks 0

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 Sept. 8 , 2020
 Melinda High Pressure Zone- rebid in October -December 2020
 Fire Extinguishers checked and signed off on
 Weed eat, cut down and spray vegetation at McMinnis Spring, Clarion Tank, and Dearing Ford Tank ongoing
 Filter Upgrade design underway. 75% plans were reviewed by plant manager. Plans to b submitted to VDH.
 McMinnis water line design underway. Plans at 75% and being reviewed by VDH. Permit for railroad bore being sought.
 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
 Risk and Resilency Accesement is in the reviewing stage. Also Federally required by July 2021
 The Source Water Protection Plan is in a completed final draft to be provided to Office of Community Development for review.
 Generator project design has been awarded to Peed and Bortz with bore testing completed at SRP station. Quarterly report sent to VDEM
 CIP Chemical pump replacements completed.
 Grant application preparation for Plan and Design for sludge removal system for sedimentation basins.
 Generator communications panel repaired at the WTP.
 Quotes to replace electric valve at Clarion tank are being obtained. Electric valve was replaced.

Utilities Distribution and Collection

# of Service Connections	1		
# of Service Taps	1	Addresses:	1304 3rd Street
# of Meters Read	101	Monthly	
	1,724	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	20.00		
	165.81	Tons	
# of Location Marks made for Miss Utility	69		
# of Meters Replaced	3		
# of Water Lines Repaired	1	# of Sewer Lines Unstopped	3
Locations:		Locations:	
2133 Tardy Mountain Road		1613 Avondale Drive	
		1615 Avondale Drive	
		1707 Eudora Lane	
# of PRV Maintenance	0		
# of Water Valve Boxes Cleaned	0		
# of Blow-Off Valves Flushed	0		
Push Camera Footage	0	Sewer Main Cleaned	2,420
Sewer (Root Cutting) Main	0	Sewer Main Cleaned Manholes	12
Sewer (Root Cutting)Main Manholes	0	Sewer Right of Way Clearing Footage	0
Sewer Video Footage	2,100	Sewer Service Cleaned	0
Sewer Video Manholes	14	Sewer Service Video	0
Duke Root Control (Contractor)	0	Sewer (Root Cutting) Service	0
Water Turn On and Offs	29	Water Right of Way Clearing Footage	0
		Sewer Manholes Inspected	14
# Of Hydrants Flushed	38		
# of Hydrant Valves Exercised	28		

Other Utilities Distribution and Collection Activities & CIP Projects:
Assisting Boring Crews
Assisting with Altavista Police Dept. Firing Range Improvements

Other Wastewater Activities and CIP Projects:

Month: September 2020

Week: 7th

- Continue Sanitizing procedures for commonly used areas
- Completed and submitted Monthly DMR to DEQ
- Submitted Monthly Industrial Sewer Bill
- Submitted Laboratory Scale calibration invoice
- Reviewing permit renewal information
- Cleaned and flushed Press polyblend
- Troubleshooting lab DI unit
- Employee Work schedule for October
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: September 2020

Week: 21th

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Reviewing CIP items for next year
- Pumped Clarifier #3 9/18/20 restarted #3 9/18/20
- Utility Crew and WWTP staff Vac-ed out the Scum well
- Flushed out the Effluent meter still well
- Troubleshooting lab DI unit
- Repaired DI unit in Main Lab (replaced pump) 9/23/20
- Cleaned Blower filters for Basins 3 & 4
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: September 2020

Week: 14th

- Continue Sanitizing procedures for commonly used areas
- Submitted Employee Vacation leave to Utility Director
- Reviewed and submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- Reviewing permit renewal information
- Reviewing CIP items for next year
- Troubleshooting lab DI unit
- All facility Backflow valves tested 9/15/20
- Rebuilt backflow valve at main pump station (retest good)
- High Water event 9/17/20
- Main Pump Station PLC reset (due to high water event)
- Flush NPW basket
- Restart NPW system
- Ran all facility Generators 9/16/20
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: September 2020

Week: 28th

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Reviewing CIP items for next year
- Reviewed and submitted timesheets
- Reviewed and Submitted employee **Daily Fit for Work Screening** forms
- Serviced UV system Bank A
- Removed VFD IP1 at Main Pump Station for repair (Tech Star in Martinsville)
- AIC trouble shooting problem with PLC at Main Pump Station
- Ordered and replaced Main Pump Station PLC input / output card
- Computer issues ITG onsite
- ITG replaced Two computer units in Administration building
- Drained condensate form clarifier #3 gear unit
- Prepared for polymer delivery
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

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

Printed 7-Oct-20

Customer Class		October-19	November-19	December-19	January-20	February-20	March-20	April-20	May-20	June-20	July-20	August-20	September-20	Average
WATER	Residential Base-IT	1,338	16	9	1,259	18	6	1,265	16	12	1,329	7	12	441
	Commercial Base-IT	185	27	41	28	28	27	188	43	44	195	43	27	73
	Residential Base-OT	-	-	-	143	-	-	144	-	-	150	1	-	44
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	19	29	30	30	30	30	30	30	30	30	30	30	29
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	5	5	5	5	5	5	4	4	4	4	5	5	5
	TOTAL	1,548	78	86	1,466	82	69	1,632	94	91	1,709	87	63	592
														Total
	Residential Use-IT	15,076,285	52,930	58,950	12,323,400	141,148	230	11,903,400	169,120	22,160	14,408,990	9,130	63,930	54,229,673
	Commercial Use-IT	8,660,973	3,944,170	2,261,631	3,597,148	4,168,430	4,107,816	4,539,903	3,829,568	3,151,616	2,307,298	3,570,031	1,698,400	45,836,984
	Residential Use-OT	2,028,060	-	-	1,703,150	-	-	1,593,550	-	-	1,840,710	2,560	-	7,168,030
	Commercial Use-OT	2,931,700	2,741,800	2,486,500	2,324,000	373,048	2,098,900	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	2,792,400	28,603,748
	Municipal	436,830	441,960	555,490	262,680	226,200	186,560	289,680	338,300	350,180	137,470	920,400	552,930	4,698,680
	Industrial	45,193,477	27,225,826	43,631,466	38,968,142	39,504,783	33,313,733	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	20,831,992	475,807,112
	TOTAL WATER SOLD	74,327,325	34,406,686	48,994,037	59,178,520	44,413,609	39,707,239	66,468,136	52,609,567	46,883,484	69,211,826	54,204,146	25,875,722	616,344,226
	NET DELIVERED	47,090,517	59,545,980	56,853,505	55,017,664	56,166,873	56,453,552	56,922,036	57,954,678	66,718,661	65,806,703	42,271,392	69,533,356	690,334,917
	FRACTION BILLED	158%	58%	86%	108%	79%	70%	117%	91%	70%	105%	128%	37%	89%
	Total (TOA,sold,hydrnts, etc)	23,600	11,000	7,400	16,600	24,000	24,100	81,900	116,850	73,575	455,600	197,800	182,771	1,215,196
														Total
	Residential Base & Use-IT	65,078	550	351	56,383	815	256	57,244	830	397	65,103	219	482	247,707
	Commercial Base & Use-IT	32,091	13,457	7,241	12,981	14,583	15,236	20,129	8,427	19,750	19,375	22,409	5,824	191,504
	Residential Base & Use-OT	12,722	-	-	17,421	-	-	11,191	-	-	12,599	43	-	53,976
	Commercial Base & Use-OT	10,511	9,841	8,940	9,017	9,529	8,159	9,862	9,185	9,784	9,654	11,306	10,802	116,590
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	105,948	64,159	102,641	98,419	99,894	84,381	109,049	118,058	103,204	121,340	117,906	53,272	1,178,272
	TOTAL	226,350	88,007	119,173	194,221	124,821	108,033	207,474	136,500	133,135	228,071	151,883	69,897	1,788,049
SEWER	Residential Base-IT	1,159	14	5	1,096	13	6	1,129	16	11	1,150	4	12	385
	Commercial Base-IT	134	25	40	158	28	26	174	42	42	146	40	25	73
	Commercial Base-OT	1	-	2	1	1	1	8	8	1	8	1	-	3
	Municipal	7	17	8	14	8	8	8	8	8	7	8	8	-
	Dormant Accounts	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	4	4	4	3	3	3	3	3	3	4	4	4	4
	TOTAL	1,305	60	59	1,272	53	44	1,322	77	65	1,315	57	49	464
														Total
	Residential Use-IT	10,598,418	44,863	46,283	7,894,954	15,376	230	7,899,210	83,292	16,981	10,688,192	4,616	55,071	37,347,484
	Commercial Use-IT	3,714,590	885,655	1,748,584	2,663,237	3,568,751	1,298,831	3,574,527	479,568	1,978,513	2,307,298	2,235,591	185,714	24,640,859
	Commercial Use-OT	96,500	-	62,900	230,000	240,000	230,000	741,842	382,900	151,300	328,292	113,700	-	2,577,434
	Municipal	9,730	119,560	266,560	94,180	103,720	100,460	106,930	75,130	51,390	44,240	129,020	83,400	423,080,000
	Industrial	37,740,000	26,830,000	22,430,000	36,000,000	36,480,000	35,420,000	38,410,000	39,700,000	40,840,000	43,540,000	42,500,000	23,190,000	487,645,777
	TOTAL SEWER BILLED	52,159,237	27,880,078	24,554,327	46,882,371	40,407,847	37,049,521	50,732,509	40,720,889	43,038,184	56,908,022	44,982,927	23,459,114	713,943,400
	WWTP EFFLUENT	43,261,000	57,481,100	62,863,500	58,924,500	64,614,500	56,998,200	58,512,100	69,575,000	74,057,700	58,243,800	41,936,100	67,475,900	68%
	FRACTION BILLED	121%	49%	39%	80%	63%	65%	87%	59%	58%	98%	107%	35%	
														Total
	Residential Base & Use-IT	35,551	167	158	29,380	22	120	29,706	351	96	36,091	28	207	10,990
	Commercial Base & Use-IT	11,122	2,832	4,934	6,704	3,334	3,951	10,707	4,803	6,275	5,516	7,137	3,787	5,925
	Commercial Base & Use-OT	15,669	-	179	1,662	1,726	1,662	3,375	1,936	502	1,182	429	506	2,402
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	124,554	88,453	73,346	123,280	124,066	122,124	136,000	134,980	138,856	148,036	144,500	78,642	1,436,837
	TOTAL	186,896	91,452	78,616	161,025	129,147	127,857	179,788	142,070	145,730	190,825	152,095	82,934	1,456,154
CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	168	154	50	53	71	72	304	260	241	221	148	95	155
	Curbside- BULK	77	81	74	57	43	107	89	119	118	39	93	102	85
	TOTAL	245	235	124	110	114	179	393	379	359	260	241	197	240
														Total
	Curbside-IT	85	101	89	95	79	92	101	93	95	101	102	112	1,096
CURBSIDE	Curbside-BULK	12	6	10	10	3	15	15	13	10	7	10	17	153
	TOTAL	101	107	99	105	82	107	116	107	105	109	112	129	1,249

October 2020

Sun.	Monday	Tues.	Weds.	Thurs.	Friday	Sat.
<u>NOTES:</u>	*Oct. 20 th Avoca Volunteer Appreciation Dinner	** Oct. 27 th AEDA Mtg. 8:15 am		1 <u>AOT</u> Scarecrow Stroll begins	2	3
4	5 <u>Planning Commission</u> 5:00 pm	6 <u>APD National Night Out</u> 5:30 pm (Canceled)	7	8	9	10
11	12	13 <u>Council Meeting</u> 6:00 pm	14	15	16	17
18	19 <u>Columbus Day</u>	* 20	21	22	23	24
25	26	** 27 <u>Council Work Session</u> 5:00 pm	28	29	30	31

October 2020

November 2020

Sunday	Monday	Tues	Weds	Thurs	Friday	Sat
1 “Daylight Saving Time” Ends (turn clocks back 1hr)	2 Planning <u>Commission</u> 5:00pm	3	4	5 Chamber of <u>Commerce</u> Business Expo Canceled	6	7
8	9	10 <u>Council Meeting</u> 6:00pm	11 Veterans Day	12 <u>AOT Meeting</u> 5:00pm	13	14
15	16	17	18	19	20	21
22	23	24 <u>Council Work Session</u> 5:00pm	25	26 Town Offices CLOSED for Thanksgiving	27 Town Offices CLOSED for Thanksgiving	28
29	30		NOTES: AEDA Meeting Nov. 24 th	AOT Gibleet Jog Nov. 26 th	“Shop Small Saturday” Nov. 28th	

Council Regular Meeting September 8, 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 September 8, 2020 at 6:00 p.m.

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

Council Members

Present:

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

Staff present:

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

- 2. Invocation and Pledge of Allegiance

Mr. Tom Fore, Altavista Utilities Director, 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 September 8th Agenda.

- Addition to Section #8 – item c. Avoca Request

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed September 8, 2020 Council Meeting Agenda, to which there were none.

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

Motion carried.

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

Council Regular Meeting September 8, 2020

4. Recognitions and Presentations

a. Service Award

Mr. Coggsdale informed Council of a Town of Altavista “Service Milestone”:

- Terry Howell, Waste Water Treatment Plant – 15yrs (as of August 2020)

Mayor Mattox and Council thanked Mr. Howell for his continued service to the town.

b. Personnel Change(s)

Mr. Coggsdale informed Council of the town’s most recent hires, as of September 1st, 2020:

Mike Wolfe	ACTS Bus Driver (P/T)	08/18/2020
Gary Wilson	APD Patrol Officer	09/01/2020

Mayor Mattox and Council welcomed the new hires to the Town of Altavista.

c. Project Update – Waste Water Treatment Plant Electrical Upgrade Presenter - Scott Bortz (Peed & Bortz)

Mr. Bortz gave Council a brief update on the progress of the WWTP Electrical Upgrade Project. He informed Council that Phase I of the project was nearing completion.

Mr. Bortz stated, in regard to Phase I, the generator pad had been poured and the building was under roof, painted, and nearly complete. He stated the HVAC system was scheduled to be installed in the following week.

Mr. Bortz stated the contractor still needed to complete some backfill work and pour the concrete sidewalk between the building and generator pad, but he may have the contractor wait until after the generator was set before he completed that portion of work.

Mr. Bortz stated Phase I should be completed within the next two weeks and on-track to soon begin moving forward with Phase II and Phase III of this project.

Mr. Bortz informed Council that a “pre-bid” meeting was held on August 27, 2020 at the site, with seven attending contractors. He stated he anticipated interior building site-visits would continue throughout the bid period, but there had only been two bids to date.

Mr. Bortz stated he and Town Staff were planning to open bids on Tuesday, September 15th at 2:00 p.m. at Town Hall. He stated, based on general inflation, bidding climate, & minor scope changes, he anticipated bids may come in slightly over the initial budget.

Mr. Bortz stated the DEQ was aware of this potential and verified, if needed, there was additional funding available under the current funding package. He stated, if that happened, the DEQ would need a letter from Council stating the town concurs with the responsibility of any potential additional funding.

Mr. Bortz shared with Council the plans in regard to “next steps” for this project:

- Present Council with a recommendation to “award” the project at the Tuesday, September 22nd Town Council Work Session.
- If the September Work Session deadline is missed, the award recommendation will be given to Council at their October 13, 2020 Regular Council Meeting.
- DEQ anticipates a week or so to review and approve for VRA to setup the closing.

Council Regular Meeting September 8, 2020

- Sign agreement(s) with awarded contractor by October 23rd.
- Intended Notice to Proceed by October 30th.
- New generator and switchgear were anticipated to be onsite by November 2nd.

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

Mayor Mattox asked Council if they had any questions for Mr. Bortz, or concerns in regard to this project.

Mr. Mitchell asked Mr. Bortz for his opinion why there had only been two bids submitted for this project so far.

Mr. Bortz reminded Council of the complexity of this project, and that it would take approximately two years to complete. He stated a project of this magnitude requires a contractor to take on an estimated \$3 million dollar Bond.

Mr. Bortz stated “small” contractors were sometimes unable to take on such a large bond amount, so General Contractors were the ones that usually bid on projects such as this one. He stated they were also more costly to obtain their services.

Mr. Mitchell asked Mr. Bortz if the potential of having to use a General Contractor was factored into the initial budget for this project.

Mr. Bortz answered stating it was considered, but it was hard to predict or foresee the need during the initial planning/budgeting process, due to the potential for inflation and not knowing what the “bidding climate” will be at the time the bidding process begins.

There were no additional questions from Council.

Mayor Mattox thanked Mr. Bortz for his time and for the progress update of this project.

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

Mayor Mattox asked if there were any citizen(s) present wishing to address Council with a comment or concern regarding a subject that was not listed on the September 8th, 2020 Council Meeting Agenda.

Mrs. Karen Patrick, 1114 8th Street, came before Council to share her concern regarding the issue of vehicle break-ins that recently occurred on her street of residence.

Mrs. Patrick informed Council that her and her husband had been affected by the current break-ins. She stated one of their vehicles also had the tires cut.

Mrs. Patrick also informed Council that one of her neighbors, an 80yr old lady, was very concerned that the vehicle break-ins will escalate to home invasions.

Mayor Mattox stated, while Altavista did not have the resources to have an officer on every street in town, he assured Mrs. Patrick the Altavista Police Department would continue to investigate the issue and work towards alleviating the problem.

Mayor Mattox referenced the recent apprehension of two young people involved in one of the recent vehicle break-ins. He stated the two were caught and identified with a video camera.

Mayor Mattox stated it was important for citizens to share any information they have with the police department in order to help this ongoing investigation.

Mayor Mattox thanked Mrs. Patrick for concern and publicly speaking about this issue.

Council Regular Meeting September 8, 2020

Mr. Emerson, employed as the Campbell County Sheriff’s Office Captain of Investigations, stated this issue was not only in the Town of Altavista, but county and state wide as well.

Mr. Emerson stated most of the culprits of the recent vehicle break-ins have been young people. He stated part of the problem was that children have been homebound since March of this year due to the COVID-19 pandemic and were getting restless.

Mr. Emerson stated the Campbell County Sherriff’s Office and the Altavista Police Department (APD) having been working together on this issue and will continue to do so.

Mr. Higginbotham asked Mr. Emerson what citizens could do to deter break-ins at their own home and also help in their surrounding neighborhood.

Mr. Emerson stated it was important for citizens to always lock their vehicle doors. He stated the culprits have not been breaking car windows, he felt because they did not want to make any noise, so if a vehicle has an alarm system, it would also be good to set the alarm.

Mr. Emerson stated an alarm would, not only make a citizen aware of someone trying to break in, but also alert their neighbors. He stated the more people that see and report the culprits, the better chance the APD has of catching them.

Mr. Emerson also suggested leaving a light, or lights, on outside that illuminate the area and/or driveway in order to deter break-ins.

There were no additional comments from Council.

Mayor Mattox reminded citizens that he or Council would be glad to speak with a citizen at any time regarding an idea or concern they may have in regard to the town/community.

6. Consent Agenda Approval

- a. Approval of August 2020 Council Meeting Minutes
 - o August 11th Regular Meeting
 - o August 25th Work Session
- b. Acceptance of August Financial Reports
 - o Revenue And Expenditures
- c. Adoption of Fiscal Policies for the Town of Altavista
- d. Approval of FY2020 Year End Budget Amendments
- e. Approve to Advertise Delinquent Tax List and Approval of Presented Write-offs
- f. Approval to Gravel Unnamed Trail between Greenhill Trail and Eagle Trail
- g. Approval of Porta-Potty for Eagle Trail in English Park

Mayor Mattox informed Council of a request by Councilman Higginbotham to remove item f. of the consent agenda for further discussion and consideration.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to approve the Consent Agenda as amended.

Motion carried.

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

Council Regular Meeting September 8, 2020

The Town Manager informed Council they may choose to discuss the item removed from the consent agenda at that time, or they could place the item under the “Unfinished Business” section of the agenda for further discussion.

There was a consensus of Council to discuss the item at that time.

Mr. Higginbotham shared with Council a concern he had in regard to the said item. (graveling the “unnamed” trail between Green Hill and Eagle Trail) He stated there were two locations along the trail that were adjacent to “gullies”.

Mr. Higginbotham stated, after a hard rain, water from the gullies tended to wash over the trail. He suggested the issue be addressed before moving forward with placing gravel on the trail.

Mr. Higginbotham referenced the initial proposal by Councilman George to gravel the unnamed trail. He suggested the town use their own millings on the trail, instead of paying for gravel, as suggested in the proposal.

Mr. Higginbotham also suggested allowing Altavista’s Public Works Department be responsible for the work, instead of hiring a contractor for the project. He stated, if Public Works (PW) was unable to complete the project in the timeframe Council desired it done, he stated the town could allow the proposed contractor (Crews Const.) to implement the project and use the town’s millings, which would lower the cost of the initial quote by \$5,800.

Mr. Emerson asked for the definition of “millings”.

Mr. Higginbotham informed Council that millings was the term used for recycled asphalt. He stated the town generally collects millings during its annual paving process/projects.

Mrs. Dalton stated that millings are tacky, which helps it bind to a surface more easily.

Mayor Mattox asked, if millings were used instead of gravel, would the proposed fabric barrier between the trail floor and the millings still be necessary.

Mr. Higginbotham stated, when laying gravel, the fabric was used to help keep trees from growing through the gravel surface. He stated, if millings were used, it may not be as necessary and would be up to the town whether or not to include the fabric in the project.

Town Manager, Waverly Coggsdale, shared with Council a few photos of the unnamed trail’s current condition as a visual reference for Council.

Mr. Higginbotham referenced the bank running alongside the trail and stated, at some points, the bank runs directly into the trail. He asked Mr. Garrett, PW Director, if those areas would be addressed during the project.

Mr. Garrett stated the project included work for a ditch to be dug in that area of the trail, and pipes at some points to allow for water drainage.

Mayor Mattox asked Mr. Garrett for his input on whether using town “millings” would be sufficient enough for this project.

Mr. Garrett stated Mr. Higginbotham’s suggestion was a viable option for this project. He stated, if desired, the town could also add a top layer of “crush and run” to make the surface of the trail smoother.

Mr. Garrett stated, by using town-owned millings, it would save the town money on the project.

Council Regular Meeting September 8, 2020

Mr. Garrett stated, if Council was willing to wait until later in the year, he would be glad to work with the Town Manager and schedule the project for his department to complete.

Mr. Garrett stated, if it was Council's desire to have the project completed sooner, then an outside contractor would have to be considered to complete the project.

Mr. Mitchell asked Mr. Garrett if the two fore-mentioned pipes for the trail's drainage system was included in the scope of work in the initial proposal that included an outside contractor.

Mr. Garrett answered Mr. Mitchell, stating it was not.

Mr. Mitchell asked if the town had enough millings on hand to complete the unnamed trail's surfacing project, as suggested by Mr. Higginbotham.

Mr. Garrett ensured Council the town had enough millings on hand to complete the project.

Mrs. Dalton stated, if the town chose to use town millings to complete the paving project for the unnamed trail, but were unhappy with the outcome, could the town decide then to utilize the initial proposal and add gravel to the trail, or would the trail have to be completely redone.

Mr. Higginbotham stated, if millings were used, and the town desired to, they would always have the option of adding additional stone to the trail at a future date.

Mr. Higginbotham stated he was trying to do what was best and most feasible for the town.

Mr. Mitchell stated, while he appreciated Mr. Higginbotham's suggestion, he was not in favor of using town millings on this particular trail project. He stated there were other trails that would need to be established and/or graveled in the future, such as the desired "loop trail", and he felt the milling option may be better suited to that trail.

Mr. Emerson asked Mr. Garrett which option, gravel or millings, would hold up the longest.

Mr. Garrett stated, by allowing only foot traffic on the trail (no vehicles, except for maintenance), either of the two options would be viable for the trail project.

Mr. Higginbotham, seconded by Mrs. Dalton, motioned to accept the recommendation by Councilman Higginbotham and allow Altavista's Public Works Department to use town millings to complete the "graveling" portion of the unnamed trail project.

Motion failed.

VOTE:

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

Mr. George, seconded by Mr. Mitchell, motioned to approve the proposal by Crews Construction for \$11,167.20 to "gravel" the unnamed trail between Eagle Trail and the Green Hill Connector Trail.

Council Regular Meeting September 8, 2020

Motion carried.

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

7. Public Hearing

- a. Re: Disposal of Real Estate – 11th Street, Altavista
The Town Manager, Waverly Coggsdale, shared background information in regard to the need for that evening’s public hearing.

Mr. Coggsdale stated a resident on Myrtle Lane, El Igne, had requested the town consider selling him the lot directly behind his home on the unimproved section of 11th Street. He stated, after discussions between the town and the resident, the two parties had agreed upon a sell price of the property.

Mr. Coggsdale stated, in order for the Town of Altavista to sell property, a public hearing must be held. He stated, accordingly, Town Council would conduct the required hearing that evening in regard to the disposition of Tax Map 83A-11-62-11, in accordance with Section 15.2-1800 and 1802 of the Code of Virginia.

Mr. Coggsdale stated the property was approximately 80’ wide x 220’ long, and containing approximately 20,000 sq. ft. of area.

Mr. Coggsdale stated, following the public hearing, Town Council could consider whether or not to proceed with the disposal of the said property as outlined in the fore-mentioned agreement.

Mayor Mattox opened the public hearing at 6:35 PM.

Mayor Mattox asked if there were any citizens wishing to speak in regard to the subject matter of that evening’s public hearing, to which there were none.

Mayor Mattox closed the public hearing at 6:36 PM.

Councilman Emerson stepped out of the room at this time.

Mayor Mattox asked Council if they had any questions, concerns, or comments in regard to the sale of said property, to which there were none.

Mr. Higginbotham, seconded by Mr. George, motioned to allow the town to proceed with the disposition of the unimproved property located on 11th Street, Altavista, Tax Map 83A-11-62-11, to Mr. El Igne for the undisclosed amount as previously agreed upon between Mr. Igne and the Town of Altavista.

Motion carried.

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

Council Regular Meeting September 8, 2020

Councilman Emerson returned to the Council meeting at 6:37 PM.

8. New Business

a. Abbott Proposal – Utility Line Extension

Mr. Coggsdale informed Council this item was introduced for “informational purposes” only at that time. He stated Tom Fore, Altavista’s Utilities Director, would be giving Council a brief overview of Abbott’s request.

Mr. Fore informed Council of Abbott Nutrition’s recent request to install a new 12” water line to the back of their facility, adjacent to Clarion Road. He stated the new water line would be supplied directly from Altavista’s Clarion Road Water Tank and exclusively for Abbott’s use.

Mr. Fore reminded Council that Abbott’s current water line enters the property from Main Street and runs “underneath” their facility.

Mr. Fore shared Abbott’s concern, if the current water line were to ever break/leak and the facility floor had to be dug up, there could be extensive costs related to repairing the potential damage.

Mr. Fore stated Abbott was also concerned with having only one water line/source. He stated, if the current water line were to break and the company had to shut down operations, the company could lose up to \$1 million dollars per day until the issue was fixed.

Mr. Fore informed Council Mr. Eller, Town Attorney, drafted an agreement outlining the project. He stated, as part of Abbott’s request, they have agreed to pay all expenses related to the proposed project. He stated Abbott was currently reviewing the draft agreement and Town Staff was awaiting any comments.

Mayor Mattox asked Mr. Fore, when the new line was in place, would the current/old line need to be flushed occasionally.

Mr. Fore informed Council Abbott would be using both, the current water line, and the proposed new water line.

Mr. Higginbotham asked if Abbott was planning to increase operations at the Altavista site.

Mr. Fore stated the possibility had been discussed, but not confirmed, or committed to.

Mr. Mitchell asked Mr. Fore if the town was still having issues with the Clarion Road Tank.

Mr. Fore stated the previous issues with the Clarion Road Tank had been resolved.

Mr. Higginbotham asked if the town was still having issues with the Melinda Drive Water Tank project.

Mr. Fore informed Council he was currently in discussions with the Town Manager and the engineers on the Melinda Drive project. He stated the engineers were in the process of “renewing” the bid package for redistribution.

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

Mayor Mattox thanked Mr. Fore for his work and his presentation.

Council Regular Meeting September 8, 2020

Mr. Coggsdale stated, once Town Staff has received the draft agreement back from Abbott Nutrition, staff would review any comments and place the request on a future meeting agenda, or consent agenda, for Council’s consideration and/or potential approval.

b. Altavista Police Department (APD) Request - Acceptance of DMV Grants

Town Manager, Waverly Coggsdale, shared with Council a memo sent to him from Altavista’s Chief of Police, Tommy Merricks. He stated the correspondence was in regard to two (2) Department of Motor Vehicles (DMV) Grants that had been awarded to the Town of Altavista.

Mr. Coggsdale informed Council the grants provided funds for overtime to be paid to APD Officers for alcohol (\$2,800) and speed (\$5,250) enforcement activities.

Mr. Coggsdale stated, while the grants did require matching funds from the town, they could be “in-kind” funds and the town would utilize existing fuel and vehicle maintenance expenditures to meet the grant match requirement.

Mr. Coggsdale stated, at that time, Chief Merricks was requesting Council consider acceptance of the two grants as presented.

Mr. Coggsdale stated an approval action by Council would require a budget amendment at a later date for official acceptance of and expenditure of the said funds.

Mayor Mattox asked Council if they had any questions or comments in regard to Chief Merricks’ request, to which there were none.

Mr. Emerson, seconded by Mrs. Dalton, motioned to approve staff’s request to accept

Motion carried.

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

c. Avoca Museum Request

Mr. Coggsdale shared with Council a memo recently sent to him by Mike Hudson, Executive Director of the Avoca Museum. He stated the correspondence was in regard to a request by the Avoca Board for the town to allow a “paranormal research group” (Scorpio) to investigate the Avoca Museum for any possible paranormal activity.

Mr. Coggsdale informed Council the group has offered Avoca a \$250 donation in exchange for monitoring the museum for one evening for this purpose.

Mr. Coggsdale stated, during a recent conversation, Mr. Hudson shared the requirements and restrictions given to the Scorpio Research Group:

- Mr. Hudson would be present at all times during the investigation.
- Each (5) members of the Scorpio Research Group to sign a liability waiver.
- Each (5) members of the Scorpio Research Group to sign a “Site Rules Contract”, similar to the one given to renters of the museum for events.

Council Regular Meeting September 8, 2020

- The \$250 offered donation be paid to Avoca in advance of their investigation.
- The Scorpio Research Group would not be allowed to publicize their visit to the Avoca Museum, or any findings they collect while on the Avoca property.

Mayor Mattox asked if a Town Staff member would be onsite during the investigation.

Mr. Coggsdale stated that Mr. Hudson, Avoca's Executive Director, would be present during the group's entire visit/investigation.

Mrs. Dalton asked what time Avoca Museum usually closes for the day, to which Mr. Coggsdale answered 5:00 PM.

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

Mr. Emerson stated he was familiar with what the research group does and he did not have an issue with the request.

There were no additional comments from Council for this item.

There was a consensus of Council to approve Avoca's request and allow Scorpio Research Group to conduct a "paranormal" investigation at the Avoca Museum.

Mr. Coggsdale stated, if Council desired, he would work with Mr. Hudson and the Avoca Board to create policies for such requests, in order to "formalize" the process.

All Council members were in consensus for Mr. Coggsdale, Town Manager, to do so.

Mr. Eller, Town Attorney, referenced the guidelines given to the Scorpio Group by the Avoca Board. He suggested the Avoca Board may want to elaborate on the restriction "not to publicize their visit". He stated the restriction should be detailed to include newspapers, television, and also social media publication.

Mr. Coggsdale stated he would make the suggestion to Mr. Hudson for consideration.

Mr. Emerson suggested, if the Scorpio Group discovers something they wish to share or advertise, they would need to ask for approval before doing so.

All Council members were in consensus with Mr. Emerson's suggestion.

9. Unfinished Business

a. COVID-19: Items for Review

Mr. Coggsdale stated staff had been asked to place this item in regard to town-owned facilities on the agenda for discussion and consideration by Town Council. He reminded Council of the "Phase" status list shared with them at a previous Council meeting in regard to town facilities/functions.

Mr. Mitchell asked if the Town of Altavista was considered to be in "Phase III".

Mr. Coggsdale stated the Governor of Virginia had allowed the implementation of Phase III, but at each locality's discretion. He stated, at that time, the town had not voted on whether or not to move forward with any or all of Phase III.

Mr. Coggsdale stated this item was place on the agenda for such a discussion by Council.

Council Regular Meeting September 8, 2020

Mr. Mitchell shared his favor in the Town of Altavista moving forward with implementing Phase III guidelines, with Council/Staff recommended restrictions.

Mr. Coggsdale asked for Council's input on the following items for discussion:

- Town-owned Facilities/Rentals

Mr. Coggsdale reminded Council the Altavista Train Station and Avoca Museum were both currently open to the public, without rentals, but with occupancy limitations and social distancing requirements.

Mr. George asked if the restrooms were open in the town's community parks.

Mr. Coggsdale answered stating the town's public restrooms located in both English Park and Shreve Park were currently open with related/appropriate signage.

Mr. Coggsdale asked Council for their input in regard to the current (Phase II) implementation that was in place for town-owned facilities.

All Council members were in consensus to continue with the signage, guidelines, and restrictions the town was currently implementing in regard to the COVID-19 pandemic, until further consideration.

- Basketball Courts

Mr. George referenced the Altavista Area YMCA and informed Council of their recent decision to open the "Y" basketball courts to single play only.

Mr. George stated, with players required to bring their own basketballs, he shared his favor of the town also opening its community basketball courts with the appropriate guidelines and signage accordingly.

Mr. Mitchell informed Council, although without fans, the NBA was currently playing and most colleges were also about to begin their basketball season. He shared his favor in allowing the town's public courts to be open.

Mrs. Dalton stated the NBA teams were under a "bubble" of sorts, with their living quarters and restricted interactions with others.

Mr. Higginbotham stated the NBA players were tested regularly for COVID-19.

Mr. Bennett and Mrs. Dalton both asked what "state requirements" the town would need to follow if they decided to open their public basketball courts.

Mr. Coggsdale stated he was unsure, but would be glad to investigate the option. He stated he knew signage would be involved. He stated Council would need to decide how much interaction would be permitted, or if only single play would be allowed for now.

Mr. Bennett referenced the concerns heard earlier during "Citizen Time" in regard to area vehicle break-ins. He stated he felt kids had gotten bored from the requirements of staying home for six months and some were turning to "mischief".

Mr. Bennett stated he felt the town's basketball courts should be reopened, to at least some extent, to offer the local youth another outside activity.

Council Regular Meeting September 8, 2020

Mr. Emerson reminded Council of one of the town's schools recently having to send home an entire "grade level" because of COVID-19. He stated the COVID virus was very real and around each of us every day.

Mr. Emerson stated he felt it was part of the town's responsibility to help keep the COVID-19 virus from spreading and out of the local schools as much as possible. He stated he did not feel there was a great enough need to open the basketball courts at that time.

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

Mr. Bennett stated he would like for Town Staff to gather additional information and offer Council a recommendation, based on the state's current guidelines.

Mrs. Dalton also shared her favor with gathering additional information that would place the town in "compliance" with current state requirements/guidelines.

Mayor Mattox stated, the decision before Council at that time, was whether or not the Town of Altavista would move forward with any or all of the state's COVID related Phase III guidelines.

Mr. Coggsdale stated each item in question could be decided on an individual basis using state guidelines, but also depending on a locality's desire.

Mr. Emerson reminded Council the Virginia High School Sports League was not allowing any high school sports to be played until the start of the 2021 calendar year, in an effort to help slowdown and/or stop the spread of the COVID virus.

There were no additional comments from Council regarding this matter.

All Council members were in consensus to allow staff to gather additional information regarding current state (COVID-19) guidelines pertaining to this item.

- War Memorial Baseball Field

Mr. Coggsdale referenced Altavista's War Memorial Park (practice and game venue for local baseball teams), adjacent to Shreve Park and the Altavista Area YMCA. He informed Council one of the local baseball teams had contacted staff in regard to using War Memorial Park for a "travel ball" baseball tournament.

Mr. Coggsdale informed Council he also had a travel baseball team from Danville, VA contact him in regard to "renting" the War Memorial Park baseball field for their fall baseball tournament.

Mr. Coggsdale stated the Danville team usually utilizes their own local school system's baseball field, but due to the COVID-19 pandemic, Virginia regulations were not allowing the use of school fields for any type of games at that time.

Mayor Mattox stated, if the Danville team's, or any other baseball team's, locality was not allowing the use of their fields for tournaments, it was not the Town of Altavista's responsibility to "carry that burden".

Mayor Mattox asked, if Council approved, for the Town Manager to investigate what guidelines were required for the town and the teams involved in regard to having baseball tournaments.

Council Regular Meeting September 8, 2020

Mr. George reminded Council of the local baseball and softball teams that had been utilizing the War Memorial Park ballfields for practice and games all summer.

Mrs. Dalton stated those teams were “local” and not from other “geographic regions” or localities to which Altavista knew nothing about the safety measures or guidelines those teams may or may not be following in regard to the COVID virus.

Mr. Coggsdale stated the recent games conducted by local teams were only two teams playing against each other at one given time. He stated tournaments, however, would have multiple teams, with multiple players, coaches, families, and spectators all at the park together, for several games each day of the tournament.

Mr. Coggsdale stated, the question before Council at that time, was whether or not to allow tournaments to be played at the War Memorial Park ballfield.

Mayor Mattox asked for Council’s input on this matter.

Mr. George asked when the Danville baseball team would need an answer.

Mr. Coggsdale stated they would like to have an answer as soon as possible, so if approved, they could start planning for the tournament.

Mrs. Dalton stated she was not in favor of allowing outside localities to play on the town’s baseball field. She shared her favor in the Mayor’s suggestion of the Town Manager investigating further the state guidelines that pertained to this matter.

Mr. Bennett stated he lived near the fore-mentioned ballfield and could hear the children having a good time when they were playing ball games. He stated he had no issue with “local” teams playing at War Memorial Park, as long as they continue to follow the state mandated safety measures and social distancing guidelines.

Mayor Mattox stated he agreed with Mr. Bennett to continue allowing Altavista’s local teams to play ballgames on the War Memorial Park ballfield.

Mayor Mattox stated, however, he also agreed with Mrs. Dalton the town should be cautious about allowing other/outside localities to have baseball tournaments in town. He stated he was concerned about this request.

Mr. Mitchell stated, over the last several months, the CDC (Center for Disease Control) had released multiple statistics in regard to COVID-19. He stated approximately two weeks before that date, the CDC categorized the statistics for each age group, and specified which individuals the virus effects the most.

Mr. Mitchell informed Council he was recently involved, at his place of occupation, in a task to compile the multiple “statistic” documents into a combined report. He stated he would be glad to provide that information/report with Council.

Mrs. Dalton stated she would be interested in having the information.

Mr. Mitchell stated he would share the CDC Statistic Report with Council by email.

Mr. Bennett referenced the fact that children were “screened” before going into school, the YMCA, and daycare facilities for an elevated temperature or systems. He suggested, if the request was approved, to take the same safety precautions.

Mr. Bennett stated he felt, if monitored correctly, a tournament could be possible.

Council Regular Meeting September 8, 2020

Mayor Mattox asked, if approved, who would be responsible for enforcing the restrictions/requirements. He stated it was hard enough to get individuals to abide by the requirement to wear a mask.

Mrs. Dalton thanked her fellow Council members and Town Staff for wearing their masks to the Council meeting.

Mayor Mattox re-stated his favor with an investigation by Town Staff into this matter further, and bringing Council a recommendation for consideration at Council's September 22nd Work Session.

Mr. Coggsdale asked Council for confirmation, if they were referring to the recent tournament request by Danville only, or were they also considering denying local baseball games as well.

Council was in consensus to continue allowing local ball teams to play at War Memorial Park.

Council was also in consensus for the Town Manager to gather additional information in regard to the state's current guidelines for baseball games and/or tournaments, and bring the information to Council at their September Work Session for further consideration of this item.

- Town Trick-or-Treat (2020)

Mr. Coggsdale asked Council for their input on whether or not the town would be participating in the 2020 downtown and community wide trick-or-treat holiday.

Mr. Coggsdale also asked for Council's consideration of a recent request by Andy Hicks, current Altavista Band Boosters Director, to hold a drive-through "trunk-or-treat" at the Altavista Trade Lot.

Mr. Coggsdale stated, even though Halloween was not a "town event", citizens look to the town/Council for direction on such matters.

Mr. Emerson referenced Dr. Kerry Gateley, Central Virginia's Regional Medical Director designated by the Virginia Department of Health. He stated the Campbell County Sheriff's Office utilizes Dr. Gateley on a daily/weekly basis for guidance in regard to public safety questions arising from the recent COVID-19 pandemic.

Mr. Emerson suggested Council allow the Town Manager to contact Dr. Gateley for his input and guidance on the trick-or-treat matter.

Mr. Emerson stated COVID-19 continues to be active and was affecting multiple individuals in the area every day. He stated he felt the town should be very cautious on allowing such events that would draw large numbers of people.

Mrs. Dalton shared that one of her neighbors had recently contracted the virus and did not survive. She stated COVID-19 was a very serious virus/issue and should be treated as such.

Mrs. Dalton stated, while annual trick-or-treating activities were fun for children under normal circumstances, due to COVID-19, she suggested families find alternate activities for their children to enjoy for that night.

Council members were in consensus to accept Mr. Emerson's suggestion and allow the Town Manager to contact Dr. Gateley for state guidelines on this matter.

Council Regular Meeting September 8, 2020

Mr. Coggsdale asked for Council's stance on Mr. Hick's request to hold a "trunk-or-treat" event at the Altavista Trade Lot on Saturday, October 31st, from 5-8 PM.

Mrs. Dalton stated, bringing children off the streets and into a confined space was not going to combat COVID-19 safety issues in regard to trick-or treating. She stated by doing so, she felt it would potentially increase the possibility of the issue.

Mayor Mattox asked the Town Manager to convey to Mr. Hicks the town was awaiting a response from the fore-mentioned stated health official on the matter.

- Altavista On Track (AOT) Annual Gibley Jog

Mr. Coggsdale informed Council, as an effort to encourage "social distancing" due to the COVID-19 pandemic, the AOT Board had made the decision to conduct their annual Gibley Jog as a "virtual" event this year.

Mr. Coggsdale stated, due to the current COVID-19 pandemic, there were a lot of groups/organizations choosing to hold their "foot races" this way. He stated the option allows participants to run the course during a set period of time on their own.

Mr. Coggsdale stated the update was informational only, but as the annual event is held on town-owned property (English Park), Town Staff felt Council should be aware of Altavista On Track's intent/event change.

- Altavista Christmas Parade (2020)

Mr. Coggsdale stated the Altavista Chamber of Commerce recently contacted him seeking Council's input and guidance in regard to this year's Christmas Parade.

Mr. Coggsdale stated the Chamber would be holding their monthly meeting the next evening (September 9th) and would be discussing the item further.

Mr. Coggsdale referenced an article he recently read about a community that was going to have their floats stationary in a viewing area and spectators would be able to drive by and view the floats, while staying in their vehicles.

Mrs. Dalton stated she did not feel it would make a big difference, considering the float builders would still be around each other during the float building process.

Council was in consensus for the Town Manager, while in contact with Dr. Gateley regarding other items, to inquire about state guidelines for this matter as well.

- Utilities – Disconnection Consideration

Mr. Coggsdale stated, during the recent COVID-19 pandemic, and past several billing periods for utilities (water and sewer), the Town of Altavista chose to waive utility "disconnections" and accompanied fees for non-payment.

Mr. Coggsdale stated, with the next utility billing cycle approaching in October, Town Staff was seeking direction from Council whether or not to continue the process of "waiving" disconnections.

Mrs. Dalton asked how much of a demand had there been for utility bill "leniency".

Mr. Coggsdale stated, after utility bills are mailed, there was a one-month grace period between the time the bills are mailed and the date the bills are due. He stated the cutoff date is one week following the due date.

Council Regular Meeting September 8, 2020

Mr. Coggsdale continued by stating, after the due date has passed, the town then sends out a reminder letter to utility customers with unpaid bills/accounts. He stated, after the reminder letter is sent, the list of unpaid accounts usually decreases by half; and decreases by half again a day or so before the cutoff date.

Mrs. Shelton, Town Treasurer, informed Council that Town Staff had been encouraging utility customers to make “payment agreements” in order to keep their accounts in good standing and to keep them from being on the cutoff list.

Mr. Coggsdale stated he did not think the “cutoff list” had been any larger in the last few months during the COVID-19 pandemic, than it had been in the past.

Mrs. Shelton stated the cutoff list had been average during that period, mostly due to more utility customers utilizing the payment agreement option.

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

Mayor Mattox stated he did not feel now was the best time to consider turning off a citizen’s utilities. He stated he felt the community as a whole would agree.

Mrs. Dalton stated it sounded like the payment option had not been abused and was working to help the town keep potential cutoffs to a manageable number.

Mrs. Shelton stated the COVID-19 pandemic started to effect multiple citizens’ ability to pay their utility bills during the April 2020 billing cycle.

Mrs. Shelton informed Council that Town Staff had worked with utility customers that were having such an issue by encouraging them to utilize the town’s payment agreement option.

Mrs. Shelton stated, when the next (July) billing cycle came around, staff informed payment agreement customers the town could not honor/apply another payment agreement for their account unless the previous bill had been paid in full.

Mrs. Shelton stated she felt this action had been very effective in keeping utility accounts up-to-date.

Mrs. Dalton suggested allowing Town Staff to continue the process they were currently working with in regard to managing utility accounts, utility payment agreements, and waiving disconnections.

All Council members were in consensus to do so.

b. Town Project Updates:

- Eagle Trail/English Park Overlook

Mr. Coggsdale stated this item was on the September meeting agenda as “informational only”. He reminded Council this project was included in the FY2021 CIP with a budget of \$32,500.

Mr. Coggsdale informed Council the reinforcement walls were currently being framed. He stated this project was ongoing and was on schedule to keep moving forward.

Council Regular Meeting September 8, 2020

Mr. Higginbotham also informed Council the next section of wall was to be poured that following Thursday.

Mr. Coggsdale stated Mr. Garrett, Altavista Public Works Director, was present at that night's meeting if Council had any questions about the project, to which there were none.

There were no additional comments in regard to this item.

- Shreve Park Bridge

Mr. Coggsdale referenced a previous meeting in which Town Council was provided with information regarding potential bridge structure options. He stated, after that discussion, it was unclear to which option Council was in favor of.

Mr. Coggsdale stated, at that time, staff was requesting input and direction from Council regarding the bridge, in order to move this project forward.

Mr. Coggsdale stated staff would be happy to provide Council with any additional information Council may need to help them with their decision process.

Mayor Mattox stated he did not feel it was necessary to have a bridge at Shreve Park large enough for emergency vehicles. He shared his favor in a pedestrian bridge, similar to the current one, as long as it was ADA accessible.

Mr. Coggsdale stated, while access for "emergency vehicles" had previously been discussed, Council decided it was more prevalent the pedestrian bridge be accessible to town lawn mowers, as well as ADA accessible.

Mr. Higginbotham referenced a drawing he previously shared with staff and Council. He stated the drawing portrayed a bridge large enough for town mowers/vehicles, which would also meet the desired ADA accessibility.

Mr. Higginbotham suggested, with Hurt & Proffitt's review, allowing the town's Public Works Department to install the bridge themselves, which would lower the cost of the project.

Mr. Higginbotham stated, by installing a larger bridge access rather than a pedestrian bridge only, it would keep town vehicles from having to drive through the creek to accomplish their work tasks. He stated he felt the larger option would be more environmentally friendly.

All Council members were in consensus to allow staff to use Mr. Higginbotham's suggested bridge drawing and investigate the cost of such a bridge for the Shreve Park Bridge Project. There was a consensus of Council the bridge should be ADA accessible and also wide enough for town mowers and/or "small" town pickup trucks to be able to cross.

- English Park "Passive" Trail

Mr. Coggsdale informed Council that Town Staff, along with Councilman George, recently met with Ben Leatherland (Hurt & Proffitt) to further review the access points and stream crossings associated with further development of Altavista's trail system in the passive section of English Park.

Mr. Coggsdale shared with Council a map that showed an overview of the potential crossings and trail, with the largest crossing being approximately 30 feet in length.

Council Regular Meeting September 8, 2020

Mr. Higginbotham asked what type of structure would be used for the “crossings”.

Mr. Coggsdale stated culvert pipe would be used for two of the “crossing points”.

Mr. George informed Council the trail site was located on “non-designated wetland”, so a structure was not required, and only a culvert pipe was needed.

Mr. Coggsdale stated the third crossing on the lower end of the proposed trail was approximately 30 feet long, and would require a “bridge” structure. He stated staff was currently working to update previous estimates for a bridge for this crossing.

Mr. Coggsdale stated the passive trail’s proposed concept included two (2) access points: one entering the small field and one entering the larger field. He stated the fore-mentioned bridge structure would connect the two fields.

Mr. Coggsdale reminded Council this project was included in the FY2021 CIP, under “Passive Trails”, with a total of \$150,000 allocated. He stated the majority of funding was the current remaining funds (\$127,490) from the Jenk’s Estate.

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to this project.

Mr. George asked Mr. Eller, Town Attorney, if the town would be receiving any additional funds from the Jenks Estate.

Mr. Eller stated there was a possibility the town would acquire additional funds from the Jenks Estate, but he could not estimate an amount at that time.

Mr. Higginbotham referenced the long bridge structure needed to cross over the widest part of the creek on the passive trail. He stated the bridge was currently in the proposal as being closest to the existing (Eagle) trail. He asked if the bridge could be located further down the creek and closer to the river.

Mr. Coggsdale stated, the closer the creek went to the river, the wider it became. He stated the bridge would be double in size, as would the expense to build.

Mayor Mattox asked the Town Manager, if this item was informational only, or if action was needed from Council that evening, in order to move this project forward.

Mr. Coggsdale stated, at that time, staff was requesting direction from Council on how they wished to proceed.

Mr. George asked Council to consider allowing Town Staff to investigate viable bridge options for the longest creek crossing on the passive trail, and the costs associated with each option.

All Council members were in consensus to do so.

Mr. George informed Council, during a recent discussion with the engineer for this project, he was informed the town would not need to acquire any state or federal permits, but only a “soil erosion” permit from Campbell County.

Mr. George stated the engineer also informed him the town would need to receive a “stamp of approval” from a structural engineer for any proposed bridge structure.

Mr. Higginbotham asked Tom Fore, Utilities Director, if there were still plans to add a town waterline in the area of the passive trail.

Council Regular Meeting September 8, 2020

Mr. Fore stated there was an existing waterline that runs alongside Eagle Trail that the town would be connecting/adding to in the future. He stated the new passive trail will be connected to Eagle Trail, but the waterline project would not be an issue for the passive trail project.

Mr. Higginbotham asked why the additional waterline was not being installed closer to the river.

Mr. Fore stated that location was further away from where the waterline was needed.

Mr. Higginbotham suggested allowing staff to move forward with all aspects of the passive trail project, except for the one needed bridge structure, which required additional information and further discussion and consideration by Council.

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

There was a consensus of Council to place this item on a future work session agenda for further discussion in regard to the fore-mentioned bridge structure.

10. Reports and Communications

Town Manager's Report for the September 8, 2020 Council Meeting

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

PROJECTS/ITEMS

Innovation Center/Co-Working Space Project: Staff continues to work on this item, along with AOT and members of the AEDA. Recently the Town was awarded a \$100,000 USDA grant for furnishings and submitted a Tobacco Revitalization Grant for building upgrades. *Staff met with a vendor in regard to the networking/cabling for the facility; as well as connection to broadband.*

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

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

Bedford Avenue Park Tennis Court Replacement and Sidewalk: Contractor has completed the tennis court portion of this project. This project has been delayed due to the weather, sidewalk will be constructed in spring 2020. Contractor has indicated to the Director of Public Works that the work on this project will begin 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).*

Council Regular Meeting September 8, 2020

Booker Building Evaluation/Visioning Process: The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. 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. Council requested additional information on the floor quotes; this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle. *Staff is working with one of the contractor's to do a small sample area on the floor.*

Dalton's Landing Canoe Launch Project Update: The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation; the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12th). The biological opinion letter has been received; staff is working with our consultants to get it incorporated into the bid documents. DCR is working with the engineer (Gay & Neel) in regards to items needing to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7th and the bids are due Thursday, July 2nd. Bids were received on July 2nd and consideration of award is on tonight's agenda. The project has been awarded to Counts & Dobyns; the contract is being executed and work should begin soon. *The contract has been signed by the Town and returned to the engineers. The project has a substantial completion date of February 15, 2021 and a final completion date of March 15, 2021.*

Personnel Recruitment:

Assistant Town Manager: Staff posted this position on the VML website and requested an advertisement run in the News & Advance the next two Sundays. Staff will also find other mechanisms for reaching target audiences for the position. First review of applicants began on June 3rd; 40+ applications were received and have been distributed to the committee. Interviews for ATM position are ongoing. *Ms. Owens begins on September 21, 2020.*

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

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

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

Council Regular Meeting September 8, 2020

Rt. 43 Gateway Project (Streetscape): The contractor is completing work on 7th Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product.

Work continues on this project. Substantial Completion Inspection scheduled for Friday May 8th. *For additional information, see the current Hurt & Proffitt Update.*

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

WWTP 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 working on an update to DEQ.*

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. *Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27 acre site on the river.*

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

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

Lynch Creek Sewer For the status of this project, see 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.

Council Regular Meeting September 8, 2020

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

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

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

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

Farmer's Market Shade Improvements: Staff is finalizing 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 third and fourth stand. The third stand is complete and in place for use at the Trade Lot Farmers Market.

Town of Hurt Solid Waste Collection Services: Town Council approved the agreement and weekly service will begin on Friday, July 3rd, 2020. Town staff is working with Hurt in regard to collection route. Service will begin on July 3rd. Service is provided for Hurt each Friday. Mayor Hodnett has expressed their satisfaction.

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

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

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

Council Regular Meeting September 8, 2020

Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting. *No additional action at this time.*

English Park Passive Area (Large Field Trail): Town Staff has met with the engineers and are currently working on the conceptual design for the bridges/walkways to cross wetlands to connect the fields as well as connect to the paved trail. The Engineers are collecting and putting together information on the options that will be reviewed by staff and the 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. *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 stated both he and Town Staff would be glad to answer any questions Council may have regarding the September monthly reports.

Mr. Mitchell asked Mr. Coggsdale how his recent meeting went in regard to Broadband Internet in Altavista.

Mr. Coggsdale stated he felt the meeting went well. He stated staff was currently working towards having an additional conversation with a local Broadband Internet provider.

Mr. Mitchell asked if the Broadband project would be completed in time for the town to utilize CARES Act funding for the project, to which Mr. Coggsdale stated it would.

There were no additional comments or questions from Council.

11. Matters from Council

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

- Mr. Emerson referenced the CARES Act (The Coronavirus Aid, Relief, and Economic Security Act). He asked the Town Manager how the town was informing its local small businesses of the funds available to them through the CARES Act.

Mr. Coggsdale stated AOT's Main Street Coordinator, Kirsten Aherron, had informed the town's businesses of the CARES Act funds, and other funds and grants, available to them due to the COVID19 pandemic.

Mr. Coggsdale stated the town had also offered the information through the town's website and social media page to help inform businesses of the available funds.

Council Regular Meeting September 8, 2020

- Mayor Mattox asked for Council's approval to authorize the Town Manager to write a "letter of appreciation" to the representative of N&W Railroad that was responsible for the debris in the river at the train trestle location recently being cleaned up.

All Council members were in consensus to do so.

Mr. Mitchell stated he hoped the initial contact would "inspire" the railroad to keep an eye on the area for future debris issues.

Mr. Coggsdale stated the railroad representative did agree to do so.

Mayor Mattox also thanked the Town Manager, Waverly Coggsdale, for contacting the railroad on this matter, before the debris became a safety issue.

Mayor Mattox asked that the Town Manager, along with himself, both sign the letter/card in appreciation of the outstanding work the railroad did in cleaning up the area.

- Mr. Bennett referenced the recent increase in bicyclist utilizing English Park. He stated the bicyclist had been seen traveling Bedford Avenue, 7th Street, and Pittsylvania Avenue to access the park.

Mr. Bennett suggested placing "Share the Road" signs throughout Altavista's Downtown District and other areas adjacent to downtown to promote bicycle awareness and safety precaution by motor vehicles.

Mr. Bennett asked for Council's approval to place this item on a future work session agenda for further discussion and potential approval.

All Council members were in consensus to do so.

Mr. Coggsdale reminded Council the suggestion of bicycle traffic awareness signs being in the Altavista Parks and Recreation Master Plan.

Mr. Coggsdale stated staff would investigate options and the potential cost of the signs and bring the information to Council at a future work session; along with recommendations for sign placement.

- Mr. Emerson referenced the Center for Healthy Veterans, a veteran's home/treatment center recently approved by Campbell County, and soon to be established near the Town of Altavista.

Mr. Emerson asked for Council's consideration to allow a representative of the veteran's group to attend the next work session (September 22nd) and share with Council a brief overview of their work/mission.

All Council members were in consensus to do so.

Mr. Coggsdale stated he would contact the local Center for Healthy Veterans and inquire if a representative would be available for Council's September 22, 2020 Work Session.

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.

Council Regular Meeting September 8, 2020

12. Closed Session

CLOSED SESSION

DATE: Tuesday September 8, 2020
I move that the Altavista Town Council convene in closed session in accordance with the provisions set out in the Code of Virginia, 1950, as amended,

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

Section 2.2-3711 (A)(3) regarding discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property,

Where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

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

Motion carried.

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

Council went into Closed Session at 7:51 PM.
Notice was given that Council was back in Regular Session at 8:10 PM.

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 Town Council.

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

Council Regular Meeting September 8, 2020

Also Following Closed Session:

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve Town Council to reappoint Laney Thompson to a new term on the Board of Zoning Appeals through August 2025.

Motion carried.

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

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 8:15 PM.

Michael Mattox, Mayor

J. Waverly Coggsdale III, Clerk

Council Work Session September 22, 2020

The Altavista Town Council's September 2020 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on September 22, 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. Tracy Emerson
Mr. Timothy George
Mr. Jay Higginbotham
Mr. Wayne Mitchell

Also Present:

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

2. Agenda Adoption

Mayor Mattox asked Council if they had any questions, comments, or concerns regarding the proposed September 22nd, 2020 Council Work Session Agenda, to which there were none.

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

Motion carried:

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

3. Recognitions and Presentations

- a. Introduction of Altavista's new Assistant Town Manager – Amanda "Amie" Owens

Mr. Coggsdale introduced Ms. Owens to Council and informed them her first day of work for the Town of Altavista was Monday, September 21st.

Ms. Owens addressed Council stating she was excited to get started with her new position as Altavista's Assistant Town Manager. She stated she had a productive meeting with the Town Manager that day and was currently working on a few new projects.

Ms. Owens stated she would be meeting with each of the town's department directors over the next few days to learn more about their departments. She stated she looked forward to working with each one in regard to their departmental operations and/or needs.

Ms. Owens thanked Council for their time and stated she also looked forward to working with Council and would be glad to answer any questions they may have.

Council Work Session September 22, 2020

All Council members welcomed Ms. Owens to the Town of Altavista.

Mayor Mattox stated he was happy the town had an Assistant Town Manager once again and stated Council looked forward to working with Ms. Owens on future items.

b. National Center for Healthy Veterans (NCHV) – Local Project Presentation

Mr. Coggsdale informed Council that a few representatives for the National Center for Healthy Veterans (NCHV) were present at that evening's meeting to give Council a presentation in regard to the new NCHV facility that would be located off of Route 29, just north of Altavista.

US Brigadier General Jeffrey Horne, NCHV Vice President, gave Council a brief overview of the organization's "mission statement" and intent for the new veteran center.

General Horne stated he would be representing the NCHV as the Chief Operations Officer for the new center. The General made mention of Mr. Bob Dees, NCHV President, and Mr. Joseph Basel, Farm Director for the center.

General Horne stated he and Mr. Basel would be the two faces seen most often at the farm over the next few months, as they start implementing the approved plan that would become the new veteran's center. He informed Council that Mr. Basel would be moving to the farm within the next couple of weeks with his wife and two children, in order to be onsite as the plan moves forward.

General Horne stated there were approximately twenty million veterans currently in the United States. He stated the National Center for Healthy Veterans (NCHV) was founded in an effort to bridge the gap between public and private groups that strive to help/serve as many veterans as possible.

General Horne stated there were multiple veteran facilities funded and run by the US Government. He stated there had also been private facilities that, due to lack of funding, had been turned over to the government in order to continue operations. He stated the NCHV was privately funded had no intention of doing otherwise.

General Horne shared with Council the NCHV's "integrated solution for best practices". He stated the veteran's center would focus on multiple aspects of living and faith-based recovery, such as life skills, education and training, and meaningful outdoor experiences with hiking, biking, and animal therapy.

General Horne stated the NCHV would also offer its veterans business mentoring and employment opportunities. He stated the overall intent of the center was to offer veterans a "safe and spiritual" environment to heal and help them transition back into civilian life.

General Horne informed Council that NCHV would be partnering with Altavista's local technical school VTI (Virginia Technical Institute) and nearby Liberty University for school training opportunities.

General Horne stated, in approximately four years, there would be a conference center on the NCHV property, along with a 26,000 sq. ft. wellness center. He stated the wellness center would offer physical therapy, dietician training, and other "life skills" mentoring and training for the NCHV onsite veterans.

General Horne stated the site for the new NCHV was a beautiful piece of property. He stated, however, the Altavista farm was chosen, not only for its beautiful landscaping and majestic views, but also for the "loving nature and compassion" the NCHV Board felt both Altavista and Campbell County have for their communities and their US Veterans.

General Horne informed Council the NCHV would be offering an entrepreneur business program for its veterans.

Council Work Session September 22, 2020

General Horne stated the hope would be for veterans to learn the skills they need to start their own business, and potentially remain in Altavista or the surrounding area as a business owner. He stated this not only helps a veteran support their family in a long term aspect, but also allows the veteran to be a part of, and contribute to, the economic growth and stability of the community that helped support their recovery process.

General Horne continued his presentation by sharing with Council the housing infrastructure the NCHV would have for its onsite veterans. He stated there would be five villages that would include twenty “tiny homes” in each village.

General Horne stated, due to war related challenges, some veterans tend to “retreat within” their own space. He stated, while the tiny homes were fully equipped with a bedroom, bathroom, and living space, they would not have their own kitchen.

General Horne informed Council each one of the five veteran villages would have its own 2,500 sq. ft. community center for eating and recreational purposes. He stated the villages were designed to encourage interaction and community involvement.

General Horne also shared with Council the NCHV’s Plan of Operations and assured Council the center and farm would be run with the upmost safety and security.

General Horne stated the NCHV would offer its veterans job training related to either vocational, technical, or business, depending on their interests. He stated the NCHV would equip each veteran with the skills necessary to succeed in their desired life goals.

General Horne stated it was NCHV’s desire to have each veteran do well in all aspects of their lives and recovery, including mentally, spiritually, and physically. He stated this was important, not only for them, but for their families as well.

General Horne stated the National Center for Healthy Veteran’s had a very extensive “governance”. He stated the NCHV had seven, widely experienced, Board of Directors, all of which lived in the state of Virginia, but one. He stated the President, Bob Dees, was in the state at least half of each month, and in Texas with his family the other half.

General Horne briefly went through the steps of how the veterans would be chosen for the NCHV program. He stated there would be veterans coming to the center from all over the United States.

General Horne informed Council the NCHV would have full disclosure of each veteran’s civil and military background and also their medical records. He stated this would ensure the NCHV gives each veteran the individual care needed for their wellness and recovery.

General Horne stated, over the next month, the NCHV would begin the process of excavating for the tiny home villages and graveling roads and driveways on the property. He stated they estimated the first four homes to be up and ready for veteran occupancy by the first part of 2021.

General Horne invited Council to visit the property at any time to view the progress.

General Horne concluded his presentation and stated he would be glad to answer any questions, or address any concerns, Council may have in regard to the new NCHV.

Mayor Mattox asked Council if they had any questions for General Horne in regard to the National Center for Healthy Veterans.

Mr. Mitchell asked if there had been a “risk assessment” conducted to determine the potential effects the NCHV may have on the surrounding community.

General Horne stated the military conducts an assessment for everything they do. He stated the NCHV Board consists of military and military related individuals, and the group went through a detailed risk assessment process when planning this project.

Council Work Session September 22, 2020

General Horne referenced the NCHV website. He stated there was a section on the website that shared twenty-three pages of questions that addressed all aspects of the project, including community concerns.

General Horne informed Council he had recently been in contact with the Altavista Police Department's Chief, Tommy Merricks. He ensured Council the NCHV would have an Emergency Action Plan that would comply with all state and federal guidelines.

Mr. Mitchell asked if there would be a psychologist onsite for the veterans at the center.

General Horne stated, one of the areas focused on during recovery would be a veteran's "mental health", but there would not be a psychologist or psychiatric treatments at the center. He stated each veteran would have their own doctors of choice outside the center.

Mr. Mitchell asked what happens to a veteran after they have finished the NCHV program.

General Horne stated, once a veteran is selected for the NCHV recovery program, the NCHV takes full responsibility for that individual. He stated the NCHV pays for the individual's travel expense to and from the center, from start to finish of their recovery.

Mr. Mitchel asked how the NCHV would be funded.

General Horne stated the initial investment was from private donors. He stated, as the project moves forward, the farm activities, such as boarding horses and raising crops and cattle, would contribute to the centers overall sustainability. He stated the farm animals would have both a medicinal and monetary purpose at the center.

Mr. Emerson stated he was very impressed with the National Center for Healthy Veterans' program and he felt the center was going to be an asset to the community.

General Horne stated there had already been an outpouring of individuals from the Altavista community that want to volunteer at the farm/center.

Mrs. Dalton asked, in regard to their "daily routine" during their six to twelve months stay at the NCHV, would the veterans be bound only to the center, or would they also be out in the community.

General Horne stated "education" could be a big part of a veteran's recovery process. He stated, if a veteran did not have the education to succeed in the career of their choice, the NCHV would help that individual obtain classes from a nearby technical school or college.

General Horne stated he felt the more often a veteran can interact with the communities around them, the better the outcome would be for both the veteran and the community.

Mrs. Dalton asked if any of the veterans that will be living at the NCHV would have their family with them onsite.

General Horne stated no veterans had been chosen for the program yet, but the possibility would not be restricted. He stated each veteran's case would be considered individually.

General Horne informed Council, out of the twenty homes within each NCHV village, there would be four homes set aside for teachers, counselors, and ministers, so there was a possibility that one or all of them may have their family with them.

General Horne stated it was the NCHV's intent to help every veteran they possibly can, whether individually, or with their family unit. He stated, if a veteran does not "fit" into the NCHV's qualifications, or the NCHV is not able to help a veteran to the level they need to be helped, the NCHV would always find that veteran an organization that would best serve their needs.

Council Work Session September 22, 2020

Mr. Higginbotham wished General Horne and the NCHV good luck with this project. He stated he was excited to see the program succeed in the Altavista community.

Mr. George thanked General Horne for his time and for sharing with Council the NCHV's intent and mission in regard to their veteran's program.

Mr. Bennett thanked General Horne and the other military members in attendance for their service to this country and for our freedom.

Mr. Bennett stated there was a great need in this country for additional help and support for our veterans. He stated he appreciated the NCHV for recognizing that need and developing a program that would contribute to the wellbeing of our US veterans.

Mr. Bennett stated he felt the NCHV would be an asset to the Altavista community and he looked forward to seeing what the future holds for the program.

There were no additional questions or comments from Council.

At that time, General Horne introduced Joseph (Joe) Basel. He informed Council that Mr. Basel was going to be the National Center for Healthy Veterans Farm Director.

General Horne stated Joe was caring and compassionate and one of the most intelligent people he knew. He stated Joe was a good organizer and administrator, but also a "great farmer", and the NCHV was happy to have him as their Farm Director.

Mr. Basel stated, as everyone may be seeing him in town a lot over the next few months, he was happy to meet Council and staff face-to-face. He stated his family would also be joining him at the NCHV within the next couple of weeks.

Mr. Basel stated he appreciated the kindness and hospitality shown to him and his crew while visiting Altavista. He stated he was happy to have such an array of local businesses to use and buy from without having to travel further away to Lynchburg.

Mr. Basel stated he felt God was working in great ways in regard to the National Center for Healthy Veterans project and he was honored to be a part of the process. He stated he was excited for what the future holds for the NCHV program.

General Horne thanked Council for allowing him to present them with an overview of the National Center for Healthy Veterans. He asked Council and Town Staff to contact him if they ever have a question or concern about the NCHV.

General Horne stated the NCHV would always strive to do what is best for everyone involved with their veterans program and housing project. He stated that included working with the Town of Altavista to achieve the best possible results.

Mayor Mattox thanked General Horne and Mr. Basel for their time.

4. Public Comments - Agenda Items Only

Mayor Mattox asked if there were any citizen(s) attending the meeting that wished to address Council regarding a work session agenda item, to which there were none.

Mayor Mattox asked the Town Manager if there had been any phone calls or emails received from citizens with questions or concerns, to which there were none.

Mayor Mattox encouraged town citizens to reach out to Town Council or Town Staff anytime they have questions or concerns regarding the town.

Council Work Session September 22, 2020

5. Public Hearing

a. Amendments to FY2021 Adopted Budget

Mr. Coggsdale stated, pursuant to Section 15.2-2507 of the Code of Virginia, the Altavista Town Council would be conducting a public hearing that evening. He stated the hearing was in regard to amendments to the FY2021 Adopted Budget that would increase the budget in an excess of one percent (1%) of the adopted total.

Mr. Coggsdale stated there were several changes to the budget that fall into this category: (1) Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds, (2) Hazard Mitigation Grant Program (WWTP Generator Project), (3) Town of Altavista Water Supply System-wide Emergency Power source, (4) Proceeds from the sale of the former Altavista National Guard Armory, and (5) Recreation/Trail Grant funds and local funds to support construction of the Dalton's Landing Canoe Launch Project.

Mr. Coggsdale informed Council, if approved, the amendments to the FY2021 Adopted Budget would be an estimated \$1,566,846. He stated a notice for the public hearing had been advertised accordingly.

Mayor Mattox opened the public hearing at 5:45 PM.

Mayor Mattox asked if there was anyone present at the meeting that would like to come forward with a comment or concern in regard to the fore-mentioned amendments to the FY2021 Adopted Budget, to which there were none.

Mayor Mattox closed the public hearing at 5:46 PM.

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

Mrs. Dalton, seconded by Mr. George, motioned to approve the proposed amendments to the FY2021 Adopted Budget.

Motion carried:

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

6. Items Referred from Previous Meetings

a. Altavista Outreach and Enrichment (AOE) Request – Storybook Walk

Background:

At the August 25th Work Session, Town Staff provided Council with correspondence from AOE in regard to a request for Council to allow them to pursue available “grant funding”, which would allow for AOE to place a “Storybook Walk” at Avondale Park. Following Council’s discussion, they asked staff to invite an AOE representative to appear before Council to further discuss and consider this project.

Mr. Coggsdale informed Council that Jane Green was in attendance that evening to answer any questions they may have in regard to AOE’s proposed storybook project.

Mrs. Green thanked Council for their time and for the opportunity to discuss this item.

Council Work Session September 22, 2020

Mayor Mattox asked Council for their thoughts and questions regarding the proposed storybook walk.

Mr. Mitchell asked how much of the project's cost would the grant cover.

Mrs. Green stated the fore-mentioned grant would cover all costs of the storybook walk "stations". She stated the AOE would only need help installing the stations.

Mrs. Green asked if the town was able to help the AOE install the storybook stations. She stated, if not, they would ask a local Eagle Scout to help with the installation.

Mr. Mitchell asked if AOE would be implementing the storybook project in all town parks or only the proposed Avondale Park.

Mrs. Green stated the grant AOE was currently working to obtain would be used for a storybook walk at only one town park. She stated the grant would also be used to place "little libraries" at Avondale, Coleman, and Bedford Avenue Parks, as Shreve Park and English Park already have a Little Library.

Mrs. Green stated a storybook walk consisted of twenty stations, spaced out to create the encouraged "walk". She stated the project would need to be at a park that offered a large enough area for the stations to be adequately spaced apart, such as Avondale or English Park.

Mr. Mitchell asked if the storybook station was digital.

Mrs. Green informed Council there would be an actual book used to create the storybook walk. She stated there would be a page consecutively at each station, which would encourage a child to "walk" to each station in order to read the entire book.

Mayor Mattox asked Mrs. Green how often the story (book) would be changed.

Mrs. Green stated, in the summer months, the storybook would be changed out every two weeks, in order to keep the storybook walk current and encourage visitors.

Mrs. Green stated AOE's initial request was to place the storybook walk in Avondale Park, but now believe English Park would be a better fit for the project, as it is a larger park and offers more space for the storybook stations to be adequately spaced.

Mr. Emerson stated he was more in favor of the storybook walk being placed in English Park, as it is a "community park" and receives more visitors than the Avondale "neighborhood" park.

Mr. George referenced the fore-mention of the storybooks being changed out frequently. He asked what the storybook stations would be made of.

Mrs. Green stated the top of the storybook station was similar to a "photo frame". She stated the frame would have an acrylic type face for viewing and the AOE would have a secure way to access the frame.

Mr. Bennett thanked Mrs. Green and the Altavista Outreach and Enrichment group for the work they do for the children of this community.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if approved, would the town's Public Works Department be able to help install the storybook stations in English Park for AOE.

Mr. Coggsdale stated he felt Public Works would be able to help with the installation process of this project.

Council Work Session September 22, 2020

Mayor Mattox also asked the Town Manager if a “consensus of Council” would be sufficient in this matter, or if Council needed to vote on AOE’s request.

Mr. Eller, Town Attorney, stated, since AOE was planning to pursue grant funding from the state for this project, the request would be better served by having Council vote on the item. He stated a vote would be necessary if the state required a “resolution” of approval for the grant process.

There were no additional questions or comments from Council.

Mayor Mattox thanked Mrs. Green for her time and for what she and the Altavista Outreach and Enrichment Program does for the Town of Altavista.

Mrs. Dalton, seconded by Mr. Emerson, motioned to approve the request by Altavista Outreach and Enrichment and allow them to pursue grant funding to cover the cost of placing a “storybook walk” in Altavista’s English Park.

Motion carried:

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

b. Altavista Economic Development Authority (AEDA) Proposal

Mr. Coggsdale referenced the proposal provided by the Altavista Economic Development Authority to Town Council at their August 11th Council meeting. He stated the proposal was a result of the discussion between Town Council and the AEDA at a joint meeting on June 11, 2020.

Mr. Coggsdale stated the proposal narrowed down the focus of AEDA’s existing Economic Development Strategic Plan into two primary areas:

- Downtown Revitalization and community development
 - Vacant building utilization and/or revitalization
 - Increased housing availability and diversity
- Industry
 - Workforce development
 - Business retention and expansion (BRE)

Mr. Coggsdale stated, in addition, the AEDA cites the continued importance of maintaining strong strategic partnerships with local, regional, and state organizations.

Mr. Coggsdale stated, while the proposal sets forth challenges, it addresses each item through a three-phase approach. He informed Council the “first steps” in Phase I and also the entire proposal were in the September 22nd meeting packet for further review.

Mr. Coggsdale stated the “Goals Matrix” from the existing 2019 Economic Development Strategic Plan, which was updated in regard to activity through the 2nd Quarter of 2020, was also in their meeting packet.

Mr. Coggsdale also referenced the Community Development & Housing Analysis, which was provided to Town Council at their August 25, 2020 Work Session. He stated this item was tentatively scheduled to be placed on the October 27, 2020 Work Session for further discussion and consideration by Town Council.

Council Work Session September 22, 2020

Mr. Coggsdale stated, with there being some overlap in the two documents, Council may want to work through both before charting a course of how to move forward.

Mr. Coggsdale informed Council that Walter Maddy, AEDA Consultant and the author of the recent AEDA proposal, was present at that evening's meeting to answer any questions Council may have in regard to the item.

Mayor Mattox stated it was important to note, at that point, the AEDA was only suggesting the town move forward with Phase I, "Organizing" EDA related town groups/organizations to work together towards economic growth for the community".

Mayor Mattox asked Council for their input and thoughts on this matter.

Mr. Mitchell stated, in order for the community to embrace economic development, Town Council would need to show their support for economic development as well. He stated EDA related town organizations working together was a good first step.

Mr. Mitchell stated he felt the recent AEDA proposal was an adequate "road map" for Council to follow in moving forward with that process. He stated he was in favor of placing this item on the October 13th Consent Agenda for approval.

Mrs. Dalton asked for clarification of the "first step" in the AEDA proposal. She stated, to her understanding, the proposal recommended a "coordinator" to oversee all of the EDA related groups and the projects they would be working on together.

Mr. Coggsdale answered Mrs. Dalton stating the AEDA proposal recommended a Project Manager (Town Staff member) be assigned by Council to Chair an "Economic Development (ED) Steering Committee", which would help develop ED projects moving forward.

Mr. Maddy stated the proposed Project Manager would not only hold the coordinator role for the ED Steering Committee, but may also be involved in developing and/or implementing some of the town's future EDA projects.

Mrs. Dalton referenced the town groups and organizations that would be a part of this process: the Altavista Economic Development Authority, Altavista On Track, the Altavista Planning Commission, and the Altavista Area Chamber of Commerce. She reminded Council most of the members in these organizations were volunteers.

Mr. Maddy stated the ED Steering Committee would be considered a "collection of town and ED related knowledge" for the ED Project Manager to utilize. He stated this would be useful when determining future economic development incentives.

Mrs. Dalton stated the town supports the fore-mentioned groups on an annual basis. She suggested being cautious of placing too much responsibility on the ED Project Manager and not also holding the associated groups accountable. She stated they should be continuously working together to accomplish the town's ED goals.

Mr. Coggsdale stated the AEDA proposal both emphasizes and encourages that effort.

Mrs. Dalton also referenced the \$100,000 mentioned in the recent AEDA proposal. She stated, if approved, this would be the first year the town had an AEDA Steering Committee. She suggested having a "line item" in the budget to draw from, rather than a set amount for unknown project/incentive needs.

Mrs. Dalton also suggested Council wait until receiving the fore-mentioned Housing Study at the October Work Session before making a final decision on this item, in case each item had the potential to impact the other.

Mr. Mitchell stated the \$100,000 in the AEDA proposal was considered an initial investment for this plan,

Council Work Session September 22, 2020

Mr. Mitchell stated the funds would only be used on an “if needed” basis, not a definitive budget for use in each fiscal year.

Mr. Higginbotham asked what would be an example that the \$100,000 AEDA budget would potentially be used for.

Mr. Mitchell stated, if the town had an economic development project that qualified for grant funding, and the grant required a “dollar match” from the town, then funds from the AEDA budget could be used for that purpose.

Mr. Bennett stated he felt moving Altavista’s Economic Development Strategic Plan forward was long overdue, and he was in favor of AEDA’s proposal.

Mayor Mattox stated he felt the AEDA proposal needed to be implemented as soon as possible, but he would support the suggestion to wait until the October 27th Work Session to receive the Housing Study, allowing Council additional time for further discussion and consideration.

All Council members were in consensus to do so.

Mayor Mattox thanked Mr. Maddy for the work he does for the Town of Altavista.

Mr. Coggsdale stated, based on Council’s discussion at the October 27th Work Session, staff would place the item on either the November Regular Meeting Agenda for further discussion or the Consent Agenda for approval to move forward.

Mayor Mattox stated he felt the fore-mentioned Housing Study should be similar to the study the town conducted a few years ago.

Mr. Coggsdale stated the “study” the Mayor was speaking of was not directly tied to the Economic Development Strategic Plan, or the AEDA’s proposal, but more of an analysis related to current available housing and community development.

Mr. Bennett asked if the new National Center for Healthy Veterans would affect the Housing Study. He stated he felt the NCHV would be a new variable in the analysis that wasn’t a factor during the last study a few years ago.

Mr. Coggsdale stated, due to the close proximity of the NCHV, there could be a potential for future housing needs in Altavista for NCHV veterans or staff.

Mayor Mattox stated there would always be the chance for contributing factors to change. He stated he felt it was important for the town to begin the AEDA proposal process, and the town could make decisions on any changing variable as they arise.

Mr. Higginbotham asked if waiting until October 27th for the Housing Study would make much of a difference in moving the AEDA proposal forward.

Mrs. Dalton stated she suggested the additional timeframe for Council to make sure they have read the AEDA proposal in depth and understand its complexity.

Mayor Mattox stated, if Council approved the AEDA proposal to move forward now, and additional data shared with Council was found relevant to the plan, then the town would already be set to receive the data and integrate the information into the plan.

Mr. Mitchell made a motion to place the AEDA proposal on the October 13th Regular Meeting Consent Agenda.

Mrs. Dalton suggested placing the item on the “regular” agenda that evening, in case Council had any additional questions or concerns. She stated by doing so, they would not have to amend the agenda by removing the item from the consent agenda. She reminded Council the item could still be voted on as a regular agenda item.

Council Work Session September 22, 2020

Mayor Mattox stated there needed to be a 7-0 vote by Council to place an item on a consent agenda. He asked for Council's decision on the matter.

All Council members were in consensus to place the AEDA proposal on the October 13th Regular Meeting Agenda.

The Town Manager reminded Council they would also need to appoint the proposed ED Steering Committee Project Manager at the October Regular Meeting as well.

c. COVID-19 "Forward Virginia" Regulations - Town-owned Facilities

Background:

This item had previously been discussed by Council at their September 8th Regular Meeting. Council asked for a continuation of the discussion in order to allow Town Staff time to gather additional information, and offer Council recommendations, pertaining to the consideration of the Town of Altavista moving from Phase II to Phase III with town-owned facilities. This item was placed on the September Work Session for that purpose.

Mr. Coggsdale shared with Council the following recommendations by Town Staff in regard to proceeding with Altavista's Phase III Reopening Plan:

- Town owned facilities (rentals):
Capacity 250 patrons or 50% of posted capacity - whichever is less.
(Includes: Booker Building and Train Station)
Outside events (i.e. Avoca weddings) would be 250 persons maximum.
- Basketball:
No games; individual shooting with 10' distance between individuals.
- Picnic Shelters/Pavilions:
Remain Open; all visitors use at their own risk and must adhere to social distancing guidelines. (Rentals are not being accepted at this time.)
- Halloween:
The Town of Altavista does not coordinate town-wide trick-or-treating.
Town Council may want to decide if they want to allow it or not.
 - There had been outside interest in providing a "trunk or treat" at the Trade Lot, however staff is uncertain on any protocol or requirements that would limit interaction. Accordingly, it is not recommended.

Mayor Mattox asked the Town Manager if Town Staff had checked with the Health Department regarding these items.

Mr. Coggsdale stated he did, but had not received any new information from the Health Department recently.

Mr. Coggsdale stated he spoke with people from other localities having to make the same decisions. He stated he was not aware of any new guidelines for this matter.

Mr. Coggsdale referenced the Altavista Trade Lot trunk-or-treat request. He stated, without having full details of how the event would be carried out, staff was unable to recommend the event be approved.

Mrs. Dalton referenced the "basketball" item. She suggested leaving the courts closed until further notice. She stated she felt it would be hard to regulate the "single play" rule/restriction.

Mrs. Dalton stated, in regard to Halloween this year (2020), she did not favor any town-sponsored trick-or-treating or activities.

Council Work Session September 22, 2020

Mrs. Dalton suggested the town's position be "NO Town-organized Halloween Activities". She stated, while there may be local churches that would be hosting a Halloween event, her favor would be for families to keep their children within their own family unit, as a safety precaution during the current COVID-19 pandemic.

Mr. Bennett shared with Council an excerpt from a recent advertisement of Bedford County's Parks and Recreation. He informed Council that Bedford would be hosting and sponsoring a Halloween event at one of their local parks.

Mr. Bennett also shared with Council a recent statement from Campbell County Parks and Recreation in regard to local basketball camps. He informed Council that Campbell County would be hosting a "basketball skills camp" in October at three locations within the county.

Mr. Bennett stated he was not advocating for the Town of Altavista to be involved with any event or activity they deemed unsafe. He stated he just wanted Council to be aware of other localities that were allowing certain citizen events and activities.

Mr. Mitchell reminded Council the State of Virginia and Campbell County were both in Phase III of the Governor's "Forward Virginia" COVID-19 Reopening Plan. He shared his favor with the Town of Altavista also moving into Phase III, which included reopening the town park's basketball courts.

Mr. George stated, since the Town of Altavista does not organize any town Halloween event, the decision would be up to an individual citizen whether they intend to participate in Halloween activities or not.

Mr. Mitchell, seconded by Mr. Bennett, motioned to move the Town of Altavista into Phase III of the Governor's "Forward Virginia" COVID-19 Reopening Plan.

Motion carried:

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

Mayor Mattox asked for appropriate signage to be placed at each basketball court located within a town park.

d. English Park – Tree Removal Follow-up

Background:

At the August 25, 2020 Council Work Session, Town Council considered a request by the Altavista Recreation Committee to remove dead ash trees located in English Park. After discussion, Town Council asked Town Staff to identify the overall number of trees that needed to be removed, the number that posed an immediate hazard along Eagle Trail, and within the park, and determine what the estimated cost would be to remove the trees.

Mr. Coggsdale, Town Manager, informed Council that staff met with the Virginia Department of Forestry (VDOT) on September 9, 2020 to inspect the park and determine which trees needed to be removed or pruned. He stated, each tree requiring attention had been marked by either staff or VDOT.

Council Work Session September 22, 2020

Mr. Coggsdale informed Council the Altavista Public Works Director, David Garrett, created a list based on the trees identified during the inspection and solicited quotes from three companies: Bartlett Tree Experts, Wisecarver Tree Service, and Mason's Tree Services.

Mr. Coggsdale stated there are several options available to Council, should they decide to proceed with the tree removal:

- Option A: Remove 16 ash trees at a cost of \$11,000 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option B: Remove 60 hazardous trees (16 ash and 44 other species) at a cost of \$32,000 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option C: Remove 82 dead trees of various species at a cost of \$42,500 - with a potential cost share reimbursement of \$5,500 from VDOF.
- Option D: Removal of dead trees and limb pruning at a cost of \$47,000 - with a potential cost share reimbursement of \$5,500 from VDOF.

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

Mr. Higginbotham referenced Option B and asked if the “hazardous” trees in this option were ones that were hanging over the park’s trails and could potentially harm a pedestrian of the trail, to which Mr. Garrett stated was correct.

Mayor Mattox asked if the town would be held liable if one of the fore-mentioned trees were to fall on a trail patron.

Mr. Eller, Town Attorney, stated if a tree is known to be dead, the town was responsible for removing the dead tree, or otherwise they could be held liable if the said tree falls on a trail patron. He stated this applies only to the trees on or adjacent to the trail, not trees that may fall off the path of the trail where citizens should not be walking.

Mr. Higginbotham asked how many of the trees that were considered hazardous were actually on the trail.

Mr. Garrett stated the sixty trees in Option B were either on the trail, or in close proximity to the trail’s path.

Mr. Higginbotham asked for clarification of the word “hazardous” in Option B.

Mr. Garrett stated the trees deemed “hazardous” were identified as having the potential to negatively impact the trail.

Mr. George asked, if he understood the quotes correctly, Option D would cost the town \$41,000.

Mr. Coggsdale answered, stating Mr. George was correct.

Mrs. Dalton asked if funds had been identified for this project.

Mr. Coggsdale stated there had not been. He stated, if the English Park Tree Removal Project was approved, Council would need to decide how to pay for the project.

Mr. Emerson reminded Council of the town’s initial intent to have a trail system throughout English Park. He stated, with that effort comes the responsibility of maintaining a safe environment for patrons of the park and the trail system.

Mr. Emerson stated he felt, if the town knows of hazardous trees in the park that are on or around the trail, they need to be taken down as soon as possible.

Council Work Session September 22, 2020

Mr. Higginbotham stated the decision was not whether to take down the hazardous trees or not, but which option to choose; whether to only take down trees showing an immediate hazard (Option B), or choosing Option D and removing or pruning all trees identified during the recent inspection.

Mr. Emerson shared his favor in Option D of the available options, which included removing or pruning all trees identified as needing attention.

Mrs. Dalton stated she was also in favor of Option D of the quotes/options.

Mr. Bennett referenced the \$5,500 grant the town will be receiving from the Virginia Department of Forestry (VDOF) for this project. He asked if the town would be eligible to apply for the same grant again in the next calendar or fiscal year.

Ms. Williams, Altavista Community Development Director, answered Mr. Bennett. She stated it would depend on how often the grant was offered. She informed Council this particular grant was offered twice in this calendar year because of the ash trees becoming such an issue recently.

Ms. Williams stated staff would look for additional funding opportunities if the town had any similar projects like this one in the future.

Mr. Bennett shared the reason he asked about the VDOF grant. He stated, the town could choose to implement Option B this year and utilize this year's available \$5,500. He continued by stating, the remainder of the project (in Option D) could be completed in the next calendar year, so the town could apply for another VDOF grant.

Mr. Higginbotham stated Mr. Bennett's suggestion was a good thought for consideration.

Mr. Coggsdale reminded Council the fore-mentioned VDOF grant was specifically for the removal of "ash trees" only, not any other species of trees.

Mr. Emerson reminded Council there were other areas in English Park the town was looking to expand and potentially constructing additional trails. He stated there would always be an opportunity to explore grant funding for such projects.

Mr. Emerson, seconded by Mrs. Dalton, motioned to place this item on the October 13th Consent Agenda for approval of Option D – the removal of dead trees and pruning other trees as necessary, for a cost of \$41,500 (\$47,000 minus the \$5,500 VDOF grant).

Mayor Mattox asked, since that evening's meeting was a "work session", for consensus of Council to place this item on the October 13th Council Meeting Regular Agenda.

All Council members were in consensus to do so.

Mayor Mattox asked David Garrett, Public Works Director, if his department had any funds allocated for this project, to which Mr. Garrett stated they did not.

Mayor Mattox asked Council for their thoughts on using the town's Reserve Fund as the source of funding for the English Park Tree Removal Project.

Council was in consensus to also consider the town's Reserve Fund as the source of funding for this project at the October 13th Regular Meeting.

Mr. Coggsdale stated he would place both considerations for this item/project on the regular meeting agenda for October 13, 2020.

Council Work Session September 22, 2020

7. New Items for Discussion / Unfinished Items

a. WWTP Electrical Upgrades (Phase II & III) – Consideration of Bid Award

Background:

Bids for this project were received on Thursday, September 17, 2020. Staff and Scott Bortz, the project's engineer, reviewed the bids and will be presenting a recommendation to Town Council at their September 22nd Work Session. This project will be funded through the Virginia Clean Water Revolving Loan Fund.

Mr. Scott Bortz, project engineer, and Mr. Tom Fore, Altavista Utilities Director, came before Council with an update on the bid process for this project. Mr. Bortz informed Council the town received only one bid, which came from English Construction at \$3,952,000. He reminded Council the engineer estimate for this project was \$3,281,000.

Mr. Bortz informed Council there were four "sub-contractors" that submitted an electrical bid, but English Construction was the only General Contractor. He stated three of the four sub-contractors were planning to submit their bid through English Construction.

Mr. Bortz stated he felt Altavista's Waste Water Treatment Plant was in good shape overall, but the plant was aging and in much need of some improvements, such as this electrical upgrade project. He stated the electrical upgrade would not only ensure the viability of the WWTP for many years to come, but also save the town money in utility costs long term.

Mr. Bortz reminded Council the DEQ funding package (loan) was for \$4,327,000. He stated, with bids coming in for the electrical upgrade being higher than expected, he recommended increasing the DEQ fund package to \$5,320,000.

Mr. Bortz informed Council that DEQ's loan rate was currently low at 1%. He stated it would be his recommendation to move forward with awarding the bid for this project to English Construction while the rates were low.

Mayor Mattox asked if the 1% rate was new.

Mr. Bortz stated DEQ's loan rate had been 2% just a few months ago, but loan rates had recently been decreasing. He stated there was no indication of how long the DEQ loan rate would stay at 1%.

Mayor Mattox pointed out the 1% rate difference was a substantial amount of money and may help offset the recent unexpected cost increase to this project.

Mr. Bortz stated he would be happy to answer any questions Council may have.

Mayor Mattox asked Council if they had any questions or concerns in regard to this item.

Mr. Higginbotham asked if any of the sub-contractors that bid on this project were local.

Mr. Fore answered stating the following sub-contractors that submitted a bid and were local companies were: Moore's, CRB, and Southern Air.

Mr. Bortz stated this was an odd job to bid on because it was "heavy" in both material work and electrical work. He stated it would be tough for a sub-contractor to bid on this project alone and see the amount of profit they may see on other more simple jobs.

Mayor Mattox asked Mr. Fore if he had any comments he would like to add.

Mr. Fore stated this project had been well thought out and evaluated. He stated the upgrade would help the Waste Water Treatment Plant become more efficient.

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

Council Work Session September 22, 2020

All Council members were in consensus to place this item on the October 13th Regular Meeting Agenda for official approval. The item would not be placed on the consent agenda, as two of the seven members of Council would need to abstain from voting.

b. Small Business Saturday

Mr. Coggsdale stated Sharon Williams, Altavista's Community Development Director, would be addressing them that evening in regard to this item.

Ms. Williams informed Council that she and Kirsten Aherron, Altavista On Track (AOT) Main Street Coordinator, had a discussion recently with the Altavista Chamber of Commerce Board of Directors in regard to forming a partnership and promoting "Small Business Saturday" on November 28, 2020.

Ms. Williams reminded Council the Chamber usually organizes the town's participation on Small Business Saturday. She stated, with the Chamber currently being in a "transition stage", they reached out to AOT and Town Staff for assistance with the 2020 event.

Ms. Williams stated the collective groups were all aware that small businesses were being hit especially hard by the COVID-19 pandemic, and they each understood the importance of supporting the local economy.

Ms. Williams reminded Council of several businesses that had recently closed. She stated she and the other two groups were concerned about town vacancies going forward.

Ms. Williams stated it was the town's, AOT's, and the Chamber's intent to encourage and promote shopping in Altavista's Downtown District and other small businesses in town. She stated, not knowing when the COVID-19 pandemic would subside, they want to make sure Altavista's retailers, restaurants, and commercial landlords were supported.

Ms. Williams stated Town Staff, AOT, and the Chamber of Commerce were requesting Council consider allowing local businesses, on that one day only (November 28th), to have merchandise on their adjacent public right-of-ways (sidewalks). She stated, if approved, Broad Street and Campbell Street would be closed to vehicular traffic during the event.

Ms. Williams asked Council to consider the possibility of designating a town bus or trolley for transportation from public parking areas for this event.

Ms. Williams stated, at that time, AOT, the Altavista Chamber of Commerce, and Town Staff were recommending Town Council authorize their proposed partnership for promotion of Small Business Saturday in Altavista.

Ms. Williams stated staff was also requesting Town Council authorize the Town Manager to explore if this venture qualifies as "business support" under the CARES Act, and to spend up to \$5,000 on eligible items such as promotional materials and/or supplies.

Ms. Williams stated she and Mrs. Aherron were both available to answer any questions Council may have in regard to Small Business Saturday or the fore-mentioned requests.

Mayor Mattox stated he realized the Chamber historically handles this event. He thanked Ms. Williams and Mrs. Aherron both for "stepping up" to help the Chamber with the event this year. He stated he felt the event would benefit from the proposed partnership.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, if Council needed a consensus or a vote to move this item/request forward.

Mr. Eller stated, with the request to close two town streets during the fore-mentioned event, it may be better served with a "vote".

Council Work Session September 22, 2020

The Town Manager stated he had the authority to sanction the street closing request, but he would like the event and the request to be “endorsed” by Council with an official vote.

Mayor Mattox asked Council if they had any questions or concerns in regard to the Small Business Saturday event, or the request by AOT and the Community Development Director, Ms. Williams, to partner with the Chamber of Commerce for the 2020 event.

Mr. Mitchell stated he was excited to hear that the event would still be happening this year. He stated the event fits with the town’s current “economic development initiative”.

Mr. Emerson shared his favor with approving Ms. Williams’ and Mrs. Aherron’s request to partner with the Chamber of Commerce for the Small Business Saturday event.

Mr. Emerson asked the Town Manager if this event would qualify for CARES Act funds.

Mr. Coggsdale stated, if approved, staff would investigate which items, if any, pertaining to promoting and/or implementing the event would be eligible for CARES Act funding.

Mr. Mitchell suggested Town Staff check with Altavista’s Chief of Police, Tommy Merricks, regarding whether or not his department would be able to monitor the requested streets being closed for this event.

Mr. Coggsdale informed Council, if approved, Chief Merricks had agreed to do so.

There were no additional questions or comments from Council in regard to this item.

All Council members were in consensus to place the request by the Community Development Director, Sharon Williams, and AOT Main Street Coordinator, Kirsten Aherron, on the October 13, 2020 Regular Council Meeting Consent Agenda.

c. FY2020 Carryover Request

Mrs. Tobie Shelton, Town of Altavista Treasurer/Finance Director, addressed Council in regard to this item.

Mrs. Shelton requested Council consider approving staff to “carryover” funds from the FY2020 Budget and place them in the town’s Reserve Fund for use in the FY2021 Budget, to complete identified FY2020 CIP Projects. She stated this action was an annual process.

Mrs. Shelton stated most of the projects had been started in FY2020, but not yet completed. She stated staff identified six CIP projects, totaling \$187,080, which staff would like to earmark in reserves for a future budget amendment.

Mrs. Shelton shared with Council a list of the six CIP projects identified for the carryover:

- Altavista Police Department – \$20,000 to erect a carport; and install a 40’ storage container and portable toilet at the firing range.
- Public Works – \$55,000 (total) to cover the cost to replace the 2000 ½ ton pick-up with a one-ton flatbed dump truck with hitch and snowplow. This replacement was order in March 2020 with a delivery date of October 2020. Previously allocated funds from prior budgets totaling \$27,500 are designated in reserves for this purchase.
- PW/Recreation - \$50,000 to construct a new access bridge over the creek at Shreve Park.
- Transportation – \$5,500 to cover the remaining cost associated with installation of the bus shelter that has been ordered and delivered.
- Water – \$22,750 to cover FY2020 costs associated with tank maintenance, as we did not receive the bill in time to pay out of FY2020 budget.
- Wastewater – \$33,830 to cover FY2020 costs associated with replacement of a 40hp pump at the main pump station; the bill was not received in time to pay out of FY2020’s budget.

Mayor Mattox asked Council if they had any questions for Mrs. Shelton in regard to the carryover request.

Council Work Session September 22, 2020

Mr. Higginbotham referenced one of the carryover CIP projects, the \$20,000 APD firing range carport. He stated he felt the cost was a little “heavy” (expensive).

Mrs. Shelton reminded Council the \$20,000 was the initial budget Council approved for this project. She stated the actual cost of the project is estimated to come in under budget.

Mr. Higginbotham also referenced the Public Works Department CIP project to replace a ½ ton pickup truck with a (1) ton flatbed truck with hitch and snowplow. He questioned the \$27,500 amount of the requested carryover.

Mrs. Shelton reminded Council there was \$27,500 from FY2020, but also \$27,500 from the previous FY2019 allocated for this project, totaling \$55,000 as the total carryover amount requested.

There were no additional comments from Council in regard to this item.

All Council members were in consensus to place this item on the October 13th Regular Council Meeting Consent Agenda for adoption approval of the FY2020 carryover request.

d. Consideration Request for Declaration of Surplus Items – Altavista Police Department

Background:

Staff has implemented two opportunities each year for town departments to present to Town Council items that need to be declared as “surplus” for proper disposal; Council’s March Work Session and Council’s September Work Session.

Mr. Coggsdale informed Council that Chief Merricks had provided him with a list of items the Altavista Police Department would like Town Council to consider allowing them to declare as “surplus”, so the items could be disposed of properly.

Mr. Higginbotham made a motion to approve Chief Merrick’s request.

All Council members were in consensus to place this item on the October 13th Regular Council Meeting Consent Agenda for official approval.

e. CARES Act Funding Discussion

Mr. Coggsdale stated that Councilman Bennett had requested a discussion in regard to CARES Act funding be placed on that evening’s work session agenda.

Mr. Coggsdale informed Council that Town Staff had been attempting to formulate a plan for the town’s use of the \$597,000 in CARES Act funding that would be forwarded to the Town of Altavista from Campbell County’s recent allocation of CARES Act funds.

Mr. Coggsdale stated staff had items of interest that would possibly fit the criteria for CARES Act funding, but stated staff would also like Council’s input on the matter.

Mr. Coggsdale reminded Council that any CARES Act funds utilized by the Town of Altavista would need to be spent by December 31st of this calendar year (2020).

Mayor Mattox asked if VTI (Virginia Technical Institute) could be supported with CARES Act funding.

Mr. Coggsdale answered Mayor Mattox stating it would depend on what type of support Council was referring to.

Mrs. Dalton asked if the school (VTI) qualified for CARES Act funding themselves.

Mr. Coggsdale answered Mrs. Dalton stating they did not.

Council Work Session September 22, 2020

Mr. Bennett stated the recent COVID-19 pandemic had forced companies and businesses to rethink and/or rework how they operate. He stated, while other localities closed their offices, the Town of Altavista used state safety guidelines and stayed open to the public.

Mr. Bennett stated he felt a company's employees were their greatest asset. He thanked all town employees for the work they do for the town.

Mr. Bennett shared with Council a newspaper ad that discussed a nearby locality (City of Lynchburg) utilizing CARES Act funding and recently announcing they were going to give each of their 1200 municipal employees a "one time" \$1,700 bonus.

Mr. Bennett suggested Council consider allowing the Town Manager to investigate whether or not the Town of Altavista could also utilize CARES Act funding to offer all of its employees a bonus for continuing to work during the COVID-19 pandemic.

Mayor Mattox also shared his appreciation for all to the town's employees and their continued work during the COVID-19 pandemic. He stated he also appreciated all of the other businesses that stayed open during the pandemic, such as gas stations and grocery stores.

Mayor Mattox asked Council if they had any input/comments pertaining to this item.

Mr. Mitchell stated he shared in the appreciation for all Town of Altavista employees and the "exemplary job" they have done to keep the town operating as normal as possible during the COVID-19 pandemic.

Mr. Mitchell stated he would like to see as much of the town's CARES Act funds to be shared with the community as a whole.

Mr. Mitchell suggested Council also consider allowing the Town Manager to investigate whether or not the town could utilize their available CARES Act funds to reimburse Altavista On Track (AOT) for the \$17,500 in grants they disbursed to some of Altavista's Downtown District small businesses during the onset of the COVID-19 pandemic.

Mr. Coggsdale stated reimbursing AOT for their recent small business grants due to COVID-19 was one of the items on staff's list to investigate for potential qualification.

Mr. Mitchell asked the Town Manager how much of the town's \$597,000 in CARES Act funds have been allocated to qualified projects and how much was left to consider for use.

Mr. Coggsdale stated, with the projects staff was currently evaluating for CARES Act qualification, they would only be utilizing approximately one quarter (1/4) of the town's available CARES Act funds.

Mr. Coggsdale stated he was in constant contact with the finance director for Campbell County. He informed Council the county had also contacted Altavista's small businesses and the businesses were telling the county they were "fine" at this time.

Mr. Emerson stated he also knew of other Virginia localities utilizing the CARES Act Program for employee bonuses and/or spending the entirety of their allocated funding for bonuses and other projects.

Mr. Emerson stated it was uncertain of what was going to happen in the upcoming months. He stated, if the town ensued a decrease in annual revenue due to COVID-19, there was a possibility the town would not be able to give its employees a pay raise.

Mr. Emerson shared his favor with the Town of Altavista utilizing their available CARES Act funding and giving their employees a "one time" bonus, if the option qualified.

Council Work Session September 22, 2020

Mrs. Dalton stated she was “impressed” with Mr. Bennett’s idea. She suggested allowing the Town Manager to take all of Council’s ideas/input and investigate whether or not they qualified for use under the CARES Act Program.

Mayor Mattox referenced the Altavista Fire Company’s recent loan to purchase a new fire truck. He asked if the town could utilize some of their CARES Act funds to help the fire company lower their loan debt.

Mr. Coggsdale stated he would place the item on the list to investigate for qualification of use in regard to the town’s available funds through the CARES Act Program.

Mr. Coggsdale stated there was a potential for localities to be audited on the use of their CARES Act funds. He stated he would evaluate each idea/suggestion carefully to determine whether or not they meet the qualifications of the CARES Act Program.

Mr. Coggsdale requested Council’s approval to move forward with this matter and evaluate each suggested item for its potential qualification to use CARES Act funding. He stated he would present Council with a list of qualified items for their consideration at the October 13th Regular Council Meeting, along with a projected dollar amount for each item.

All Council members were in consensus for the Town Manager to do so.

Mr. George asked how many employees the Town of Altavista currently employed.

Mrs. Shelton stated there was currently a total of (59) town employees.

Mr. Higginbotham asked how many town employees were hourly verses salary.

Mrs. Shelton stated all department directors were salaried employees, which was approximately 20% of the town’s total employee count.

Mr. George reminded Council there were other grants and funds available from the state specifically allocated to help small businesses in regard to COVID-19. He shared his favor with Mr. Bennett’s idea to utilize CARES Act funding to give town employees a bonus.

Mr. Bennett stated he felt the Town of Altavista was a unique locality. He stated the individuals in the community truly cared about each other.

Mr. Bennett stated he felt the CARES Act Program was an opportunity for the Town of Altavista to also show how much it cares for the community.

There were no additional comments from Council on this item.

f. Town Code Review: Chapter 18 - Animals

Background:

Staff was asked to place this item on the September 22nd Agenda for review/discussion by Town Council. The Town Code dealing with animals “running at large” (Sec. 18-87) contains the same language that is authorized by the Code of Virginia, Section 3.2-6538. In addition, the Code of Virginia (Sec. 3.2-6539) indicates that a governing body may adopt ordinances requiring that dogs be kept on a leash; and that such resolution would be directed to the circuit court to order a referendum as to whether the ordinance shall become effective. In addition to the ordinance regarding dogs “running at large”, the town also regulates that dogs be “on a leash” while in town parks.

Mayor Mattox stated he asked staff to place this item on the agenda in order to request consideration from Council to place “signage” in all Altavista parks in regard to the fore-mentioned Town Code/Ordinance.

Mayor Mattox requested the signage read, or similar to, “All dogs are required to be leashed while in town parks”, in accordance with the Town Ordinance of Altavista.

Council Work Session September 22, 2020

Mayor Mattox stated he hoped the signage would clear up any confusion about the town's leash law when citizens are visiting a town park with their dog.

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

Mr. Mitchell referenced English Park's Eagle Trail. He asked for Council's consideration to allow staff to paint directional arrows on the trail to help ensure bikers were being considerate of the two-way traffic pattern.

Mr. Mitchell stated there had been some recent issues with bicyclist not using considerate etiquette while biking on the trail. He stated he hoped the arrows would deter the issue.

Mr. Higginbotham stated he did not want the park to be "littered" with multiple signs everywhere. He stated his favor with one sign at the entrance of the park in regard to the Town Ordinance pertaining to dogs/dog leashes.

Mr. Bennett shared his favor with the Mayor's request for dog leash signage. He stated he felt this would also be a good time to for Council to revisit the previously discussed "dog park" item for English Park.

Mr. George stated the Altavista Parks and Recreation Committee still has the item on their list of desired CIP items for potential future implementation.

Mr. Coggsdale stated there may be grant funding available for the future dog park project.

There were no additional comments from Council in regard to this item/request.

All Council members were in consensus to allow Town Staff to place signage in all town parks in accordance with the Town Code/Ordinance that all dogs are required to be on a leash when in a town park.

8. Public Comments (Non-Agenda Items)

There were no town citizens present at the September 22nd, 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.

9. Matters from Council

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

- Mr. Mitchell informed Council he recently saw individuals "skate boarding" in the splash pad area of English Park. He asked Mr. Garrett, Altavista Public Works Director, if his department had noticed any damage to the splash pad equipment lately.

Mr. Garrett stated, to his knowledge, there was no damage to the splash pad area or equipment at that time.

Mr. Mitchell referenced the "skate park" item previously discussed by Council a few years ago. He stated he was not sure whether a skate park was needed in Altavista. He asked for Council's thoughts on the matter.

Mrs. Dalton stated the item had been discussed about 10-12 years ago, when skate parks were more popular, but she did not feel having a skate park in Altavista would be used enough to justify its cost.

Mr. Coggsdale stated, when the item was previously discussed, it was in park because of a citizen wanting to raise funds for a skate park so his son would have somewhere to skate.

Council Work Session September 22, 2020

Mr. Coggsdale stated the citizen lost interest when his son grew older and no longer skated.

Mrs. Dalton stated the item received very little support when previously discussed.

Mr. Mitchell stated he was concerned, if skate boarding continued at the English Park playground/splash pad, there was a chance for equipment damage and potential vandalism.

Mr. Coggsdale stated he would have Town Staff “keep an eye” on the situation.

- Mr. Emerson referenced the (COVID-19) CARES Act Program. He stated there was a lot of money remaining to be allocated in Altavista’s available CARES Act funds. He stated he hoped the town could direct some of those funds to town businesses.
- Mayor Mattox referenced a recent incident on a Sunday afternoon when a citizen’s had an emergency water/sewer issue. He stated Town Staff had the issue fixed within an hour.

Mayor Mattox thanked those staff members for taking care of the issue in a timely manner. He also thanked all of Altavista’s Staff for taking such good care of the community.

- Mr. Higginbotham asked the Town Manager for an update on Dalton’s Landing.

Mr. Coggsdale informed Council the “Notice to Proceed” had been issued to the contractor for this project. He stated the contractor was currently working with VDOT and Campbell County to obtain the two required bonds for the project.

Mr. Coggsdale stated, once the bonds were in place, staff would hold a “pre-construction” meeting with all involved and potentially give a “green light” to move forward.

Mr. Higginbotham asked how long it would take to have the two bonds in place.

Mr. Coggsdale stated he was told it should only take one week to obtain the bonds.

There were no additional comments or questions in regard to this matter.

- Mr. Bennett asked the Town Manager when the park on Avondale Drive (Altavista) would officially be dedicated as the John Mosley Memorial Park.

Mr. Coggsdale stated staff was currently working on the memorial “sign” for the park’s dedication.

Mr. Bennett asked if the dedication would be in the fall of 2020 or spring of 2021.

Mr. Coggsdale stated, if Council agreed, the spring of 2021 would be a more viable option. He stated the spring timeframe would give staff time to prepare for the dedication. He stated the new pavilion project for that park should also be complete by that time.

- Mr. Bennett referenced Council agenda packets they receive for each meeting. He suggested staff offer Council a “to do list” in the packet, as a reminder for them to discuss items that were previously suggested.

Mr. Coggsdale stated, if an idea/suggestion is mentioned and Council has a desire to discuss the item, he then places said item on a future agenda for discussion/consideration.

- Mr. Bennett asked for an update on the previously discussed/approved Utility Account Discount Program.

Mr. Coggsdale informed Council he would be finalizing the process for the program that week, and Mrs. Shelton, Altavista Finance Director, would be placing an insert in with the next utility bills, which would be mailed October 1st.

There were no further comments or concerns from Council.

Council Work Session September 22, 2020

10. Closed Session

DATE: Tuesday September 22nd, 2020

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

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

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

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

Council went into closed session at 7:30 PM.

Notice was given that council was back in regular session 7:55 PM.

FOLLOWING CLOSED SESSION:

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

CERTIFICATION OF CLOSED MEETING

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

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

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

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

11. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Council, to which there were none.

Mayor Mattox thanked the Town Manager and Town Staff for the hard work they continue to do for the Town of Altavista and the community.

Mayor Mattox adjourned the meeting at 7:56 PM.

Michael E. Mattox, Mayor

J. Waverly Coggsdale, III, Clerk

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40820	886	AT&T MOBILITY	09/04/2020	305.92		00	OUTSTANDING	
40821	910	BADGER METER INC	09/04/2020	3,288.00		00	OUTSTANDING	
40822	103	BEACON CREDIT UNION	09/04/2020	305.00		00	OUTSTANDING	
40823	16	CAMPBELL COUNTY UTILITIES & SE	09/04/2020	4,512.60		00	OUTSTANDING	
40824	833	DISCOVERY FORD	09/04/2020	1,012.45		00	OUTSTANDING	
40825	164	DMV	09/04/2020	575.00		00	OUTSTANDING	
40826	20	J JOHNSON ELLER JR	09/04/2020	2,000.00		00	OUTSTANDING	
40827	41	FISHER SCIENTIFIC	09/04/2020	966.41		00	OUTSTANDING	
40828	49	GERALDINE KAUFFMAN	09/04/2020	2,321.50		00	OUTSTANDING	
40829	652	HAWKINS LOCK & KEY CO INC	09/04/2020	221.80		00	OUTSTANDING	
40830	57	ICMA RETIREMENT TRUST-457 #304	09/04/2020	295.00		00	OUTSTANDING	
40831	871	L&A'S LAWN CARE & CLEANING SER	09/04/2020	4,499.00		00	OUTSTANDING	
40832	734	PEARSON EQUIPMENT CO INC	09/04/2020	280.00		00	OUTSTANDING	
40833	843	BETTY PICKERAL	09/04/2020	1,150.00		00	OUTSTANDING	
40834	907	POSM SOFTWARE	09/04/2020	750.00		00	OUTSTANDING	
40835	1	PROFESSIONAL DRUG SCREENING SE	09/04/2020	82.00		00	OUTSTANDING	
40836	655	RALPH M FARMER PAINTING	09/04/2020	1,450.00		00	OUTSTANDING	
40837	85	TREASURER OF VA /CHILD SUPPORT	09/04/2020	253.15		00	OUTSTANDING	
40838	92	UNIFIRST CORP	09/04/2020	2,408.32		00	OUTSTANDING	
40839	900	US BANK EQUIPMENT FINANCE	09/04/2020	232.66		00	OUTSTANDING	
40840	101	VIRGINIA EMPLOYMENT COMMISSION	09/04/2020	514.50		00	OUTSTANDING	
40841	128	ADAMS CONSTRUCTION CO	09/10/2020	278.15		00	OUTSTANDING	
40842	1	CELLCO PARTNERSHIP	09/10/2020	1,165.69		00	OUTSTANDING	
40843	145	CHANDLER CONCRETE CO INC	09/10/2020	3,830.00		00	OUTSTANDING	
40844	1	CHELSEA PUGH	09/10/2020	107.25		00	OUTSTANDING	
40845	9999997	CLAY, MARLENE	09/10/2020	88.75		00	OUTSTANDING	
40846	874	CORPORATE MEDICAL SERVICES	09/10/2020	96.00		00	OUTSTANDING	
40847	9999997	GLEDHILL, HAILEY	09/10/2020	18.75		00	OUTSTANDING	
40848	9999999	HAYNES BRIAN EUGENE	09/10/2020	157.43		00	OUTSTANDING	
40849	332	HURT & PROFFITT INC	09/10/2020	5,125.00		00	OUTSTANDING	
40850	566	INTEGRATED TECHNOLOGY GROUP IN	09/10/2020	5,593.20		00	OUTSTANDING	
40851	860	MUNICIPAL EMERGENCY SERV DEPOS	09/10/2020	1,381.89		00	OUTSTANDING	
40852	300	NAPA AUTO PARTS	09/10/2020	1,366.24		00	OUTSTANDING	
40853	67	ORKIN PEST CONTROL LLC	09/10/2020	318.65		00	OUTSTANDING	
40854	588	PITNEY BOWES GLOBAL FINANCIAL	09/10/2020	169.08		00	OUTSTANDING	
40855	510	RIVER VALLEY RESOURCES LLC	09/10/2020	566.00		00	OUTSTANDING	
40856	625	SAM GREEN VAULT	09/10/2020	500.00		00	OUTSTANDING	
40857	9999999	SIMERLY RONALD EDWARD	09/10/2020	107.36		00	OUTSTANDING	
40858	136	USABLUBOOK	09/10/2020	55.82		00	OUTSTANDING	
40859	793	XEROX FINANCIAL SERVICES	09/10/2020	415.78		00	OUTSTANDING	
40860	839	AXON ENTERPRISE INC	09/18/2020	60.00		00	OUTSTANDING	
40861	103	BEACON CREDIT UNION	09/18/2020	305.00		00	OUTSTANDING	
40862	12	BRENNTAG MID-SOUTH INC	09/18/2020	850.86		00	OUTSTANDING	
40863	294	BUSINESS CARD	09/18/2020	16,539.13		00	OUTSTANDING	
40864	583	CAMPBELL COUNTY PUBLIC LIBRARY	09/18/2020	946.20		00	OUTSTANDING	
40865	36	DOMINION VIRGINIA POWER	09/18/2020	35,017.91		00	OUTSTANDING	
40866	924	ENGINEERING CONCEPTS INC	09/18/2020	3,125.00		00	OUTSTANDING	
40867	930	ENGLISH AUTO ALIGNMENT LLC	09/18/2020	153.35		00	OUTSTANDING	
40868	301	ENGLISH'S LLC	09/18/2020	467.23		00	OUTSTANDING	
40869	40	FEDERAL EXPRESS CORPORATION	09/18/2020	376.27		00	OUTSTANDING	
40870	118	FERGUSON ENTERPRISES LLC	09/18/2020	8,933.85		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
40871	119	FOSTER ELECTRIC CO INC	09/18/2020	256.55		00	OUTSTANDING	
40872	639	GAY AND NEEL INC	09/18/2020	350.00		00	OUTSTANDING	
40873	916	GRANITE TELECOMMUNICATIONS	09/18/2020	641.59		00	OUTSTANDING	
40874	52	HACH COMPANY	09/18/2020	1,605.90		00	OUTSTANDING	
40875	274	HAJOCA CORPORATION	09/18/2020	293.17		00	OUTSTANDING	
40876	305	HAWKINS-GRAVES INC	09/18/2020	1,254.21		00	OUTSTANDING	
40877	57	ICMA RETIREMENT TRUST-457 #304	09/18/2020	295.00		00	OUTSTANDING	
40878	947	J & J EQUIPMENT RENTALS INC	09/18/2020	910.00		00	OUTSTANDING	
40879	143	KONE BROOKLYN	09/18/2020	684.64		00	OUTSTANDING	
40880	1	LAURA HARMON	09/18/2020	350.50		00	OUTSTANDING	
40881	250	OVERHEAD DOOR COMPANY OF LYNCH	09/18/2020	671.00		00	OUTSTANDING	
40882	798	PEED & BORTZ LLC	09/18/2020	83,605.00		00	OUTSTANDING	
40883	358	PHILLIPS EQUIPMENT CORPORATION	09/18/2020	3,037.87		00	OUTSTANDING	
40884	72	PHYSICIANS TREATMENT CENTER	09/18/2020	390.00		00	OUTSTANDING	
40885	857	RIVERSTREET NETWORKS	09/18/2020	366.95		00	OUTSTANDING	
40886	467	SONNY MERRYMAN INC	09/18/2020	4,686.22		00	OUTSTANDING	
40887	533	STIMULUS, LLC	09/18/2020	295.00		00	OUTSTANDING	
40888	628	TENCARVA MACHINERY CO	09/18/2020	2,885.01		00	OUTSTANDING	
40889	186	THE NEWS & ADVANCE	09/18/2020	495.00		00	OUTSTANDING	
40890	357	TOMMY MERRICKS	09/18/2020	4,428.00		00	OUTSTANDING	
40891	85	TREASURER OF VA /CHILD SUPPORT	09/18/2020	253.15		00	OUTSTANDING	
40892	601	VACORP	09/18/2020	321.63		00	OUTSTANDING	
40893	110	VUPS INC	09/18/2020	96.60		00	OUTSTANDING	
40894	756	WAGeworks INC	09/18/2020	115.15		00	OUTSTANDING	
40895	9	AFLAC	09/25/2020	3,782.36		00	OUTSTANDING	
40896	84	ALTAVISTA JOURNAL	09/25/2020	355.65		00	OUTSTANDING	
40897	1	AMANDA OWENS	09/25/2020	515.00		00	OUTSTANDING	
40898	91	ANTHEM BLUE CROSS/BLUE SHIELD	09/25/2020	46,483.00		00	OUTSTANDING	
40899	4	BOXLEY AGGREGATES	09/25/2020	3,667.88		00	OUTSTANDING	
40900	427	CENTURYLINK	09/25/2020	593.78		00	OUTSTANDING	
40901	125	CVCJA	09/25/2020	450.00		00	OUTSTANDING	
40902	43	FOSTER FUELS INC	09/25/2020	11,447.47		00	OUTSTANDING	
40903	332	HURT & PROFFITT INC	09/25/2020	2,405.00		00	OUTSTANDING	
40904	58	INSTRUMENTATION SERVICES INC	09/25/2020	708.00		00	OUTSTANDING	
40905	566	INTEGRATED TECHNOLOGY GROUP IN	09/25/2020	885.39		00	OUTSTANDING	
40906	218	MINNESOTA LIFE	09/25/2020	119.12		00	OUTSTANDING	
40907	816	PACE ANAYLTICAL SERVICES LLC	09/25/2020	1,871.29		00	OUTSTANDING	
40908	884	RESERVE ACCOUNT	09/25/2020	4,000.00		00	OUTSTANDING	
40909	211	E WAYNE SLOOP PHD PC	09/25/2020	120.00		00	OUTSTANDING	
40910	80	SOUTHSIDE ELECTRIC COOP	09/25/2020	941.12		00	OUTSTANDING	
40911	778	SPRINT	09/25/2020	1,143.43		00	OUTSTANDING	
40912	1	THE LAW OFFICE OF PAMELA WILLO	09/25/2020	133.80		00	OUTSTANDING	
40913	35	TREASURER OF VA/VITA	09/25/2020	7.59		00	OUTSTANDING	
40914	885	VIRGINIA RISK SHARING ASSOCIAT	09/25/2020	32,876.25		00	OUTSTANDING	
40915	658	WKDE-FM	09/25/2020	110.00		00	OUTSTANDING	

BANK: 00 *****

NO. OF CHECKS: 96 CHECKS OUTSTANDING 336,443.42 ***

PREPARED 10/01/2020,13:31:05

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 *****

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 09/01/2020 TO: 09/30/2020

PAGE 3

ACCOUNTING PERIOD 03/2021

REPORT NUMBER 15

CHECK			VENDOR		VENDOR		CHECK		CHECK		DATE		BANK		ORIGINAL	
NO			NO		NAME		DATE		AMOUNT		CLEARED		CODE		STATUS	
OUTSTANDING CHECKS:			96		RECONCILED CHECKS:				VOID CHECKS:							
			336,443.42				.00		.00						.00	

PREPARED 10/01/2020,13:31:05

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 *****

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 09/01/2020 TO: 09/30/2020

PAGE 4

ACCOUNTING PERIOD 03/2021

REPORT NUMBER 15

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
-------------	--------------	----------------	---------------	-----------------	-----------------	--------------	--------	--------------------

NO. OF CHECKS:	96	TOTAL CHECKS	336,443.42	***				
OUTSTANDING CHECKS:	96	RECONCILED CHECKS:						
	336,443.42		.00	.00				.00

Town of Altavista
FY 2021 Revenue Report
25% of Year Lapsed

General Fund Revenue	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Property Taxes - Real Property	210,000	210,000	134	0	631	0	210,000
Public Service - Real & Personal	98,700	98,700	0	0	0	0	98,700
Personal Property	260,000	260,000	1,274	-12	3,905	2	260,000
Personal Property - PPTRA	100,000	100,000	-60	0	-72	0	100,000
Machinery & Tools	1,844,000	1,844,000	4,065	0	12,040	1	1,844,000
Mobile Homes - Current	150	150	4	1	-1	-1	150
Penalties - All Taxes	4,500	4,500	192	4	706	16	4,500
Interest - All Taxes	3,500	3,500	309	9	1,233	35	3,500
Local Sales & Use Taxes	165,000	165,000	17,210	10	50,201	30	165,000
Local Electric and Gas Taxes	114,000	114,000	9,506	8	28,257	25	114,000
Local Motor Vehicle License Tax	46,000	46,000	454	1	2,367	5	46,000
Local Bank Stock Taxes	159,000	159,000	0	0	0	0	159,000
Local Hotel & Motel Taxes	80,000	80,000	12,167	15	31,955	40	80,000
Local Meal Taxes	973,000	973,000	85,976	9	260,177	27	973,000
Container Rental Fees	1,300	1,300	33	3	33	3	1,300
Communications Tax	34,000	34,000	2,621	8	8,148	24	34,000
Transit Passenger Revenue	5,000	5,000	20	0	20	0	5,000
Local Cigarette Tax	130,000	130,000	11,250	9	26,306	20	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	0	0	0	0	4,500
Business License Fees/Retail Services	58,000	58,000	0	0	851	1	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	0	0	0	0	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	0	0	0	0	10,000
Business License Fees/Wholesale Businesses	450	450	0	0	0	0	450
Business License Fees/Utilities	2,700	2,700	0	0	166	0	2,700

Town of Altavista
FY 2021 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Business License Fees/Hotels	850	850	0	0	0	0	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	80	7	313	28	1,100
Fines & Forfeitures - Court	15,000	15,000	499	3	2,795	19	15,000
Parking Fines	300	300	0	0	0	0	300
Interest and Interest Income	190,000	190,000	12,281	6	16,645	9	190,000
Rents - Rental of General Property	1,000	1,000	175	18	475	48	1,000
Rents - Pavilion Rentals	2,500	2,500	0	0	0	0	2,500
Rents - Booker Building Rentals	3,300	3,300	0	0	0	0	3,300
Rents - Rental of Real Property	80,000	80,000	2,322	3	12,410	16	80,000
Property Maintenance Enforcement	0	0	0	0	380	0	0
Railroad Rolling Stock Taxes	16,450	16,450	0	0	16,099	98	16,450
State DCJS Grant	89,100	89,100	22,284	25	22,284	25	89,100
State Rental Taxes	1,000	1,000	118	12	281	28	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	0	0	12,600
State/VDOT Contract Services	3,000	3,000	0	0	0	0	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	0	0	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Campbell County Grants	0	0	0	0	0	0	0
Litter Grant	1,900	1,900	0	0	1,555	82	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	0	0	684	3	23,000
VDOT TEA 21 Grant	0	0	19,401	0	22,536	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	10,739	8	26,698	21	126,950
Federal/Byrne Justice Grant	0	0	1,749	0	1,749	0	0
Misc. - Sale of Supplies & Materials	7,500	7,500	226	3	285	4	7,500
Misc. - Sale of Supplies & Materials/Transit	0	0	0	0	0	0	0

Town of Altavista
FY 2021 Revenue Report
25% of Year Lapsed

General Fund Revenue (Continued)	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Misc. - Cash Discounts	100	100	6	6	6	6	100
Miscellaneous	25,000	25,000	216,247	865	227,935	912	25,000
Misc / Canoe Launch Project	0	0	0	0	252	0	0
Reimbursement of Insurance Claim	0	0	1,500	0	1,500	0	0
Misc. - State Forfeiture Fund	0	0	0	0	6,300	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding			138	0	138		
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	100	0	100	0	0
Transfer In from General Fund (C.I.P.)	0	0	0	0	0	0	0
Transfer In from General Fund Forfeiture Acct	3,000	3,000	0	0	0	0	3,000
Transfer In from General Fund Design. Reserves	0	0	0	0	0	0	0
Transfer In Designated	176,290	176,290	0	0	0	0	176,290
Transfer from CIF	0	0	0	0	0	0	0
	<u>5,111,710</u>	<u>5,111,710</u>	<u>433,018</u>	<u>8</u>	<u>795,572</u>	<u>16</u>	<u>5,111,710</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
ALL FUNDS TOTAL							
Operations	7,503,750	7,503,750	459,319	6	1,326,408	18	7,503,750
Debt Service	806,850	806,850	0	0	367,343	0	806,850
CIP	1,683,510	1,683,510	98,201	6	535,582	32	1,683,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
ALL FUNDS - GRAND TOTAL:	<u>10,084,110</u>	<u>10,084,110</u>	<u>557,520</u>	<u>6</u>	<u>2,229,333</u>	<u>22</u>	<u>10,084,110</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Council / Planning Commission							
Operations	39,400	39,400	2,757	7	8,646	22	39,400
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Administration - TOTAL:	<u>44,400</u>	<u>44,400</u>	<u>2,757</u>	<u>6</u>	<u>8,646</u>	<u>19</u>	<u>44,400</u>
Administration							
Operations	906,610	906,610	61,460	7	165,826	18	906,610
Debt Service	0	0	0	0	0	0	0
CIP	41,000	41,000	0	0	171,192	418	41,000
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>61,460</u>	<u>6</u>	<u>337,018</u>	<u>36</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	3,398	1	45,056	9	483,310
Transfer Out to Cemetery Fund	-54,300	-54,300	0	0	0	0	-54,300
Transfer Out to Enterprise Fund	0	0	0	0	0	0	0
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to CIF	0	0	0	0	0	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	-65,000	-65,000	0	0	0	0	-65,000
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>3,398</u>	<u>1</u>	<u>45,056</u>	<u>12</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>3,398</u>	<u>1</u>	<u>45,056</u>	<u>12</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	85,903	8	248,048	22	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	75,250	75,250	2,679	4	64,544	86	75,250
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>88,582</u>	<u>7</u>	<u>312,592</u>	<u>26</u>	<u>1,196,040</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
GENERAL FUND (FUND 10)							
Public Works							
Operations	1,046,160	1,046,160	71,692	7	181,600	17	1,046,160
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	<u>654,300</u>	<u>654,300</u>	<u>6,791</u>	<u>1</u>	<u>31,568</u>	<u>5</u>	<u>654,300</u>
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>78,483</u>	<u>5</u>	<u>228,956</u>	<u>13</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	0	0	2,030	4	50,100
CIP	<u>200,000</u>	<u>200,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>200,000</u>
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>0</u>	<u>0</u>	<u>2,030</u>	<u>1</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	8,888	6	28,214	18	157,100
CIP	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>8,888</u>	<u>6</u>	<u>28,214</u>	<u>18</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	10,835	8	27,320	21	129,130
Debt Service	0	0	0	0	0	0	0
CIP	<u>109,800</u>	<u>109,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>109,800</u>
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>10,835</u>	<u>5</u>	<u>27,320</u>	<u>11</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	5,428	8	16,206	24	68,350
Debt Service	0	0	0	0	0	0	0
CIP	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>5,000</u>
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>5,428</u>	<u>7</u>	<u>16,206</u>	<u>22</u>	<u>73,350</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

GENERAL FUND TOTALS

Operations	3,881,650	3,881,650	250,361	6	722,945	19	3,881,650
Debt Service	20,410	20,410	0	0	15,789	0	20,410
CIP	1,090,350	1,090,350	9,471	1	267,304	25	1,090,350
GENERAL FUND - GRAND TOTAL:	<u>4,992,410</u>	<u>4,992,410</u>	<u>259,832</u>	<u>5</u>	<u>1,006,037</u>	<u>20</u>	<u>4,992,410</u>

Town of Altavista
Council / Planning Commission
FY 2021 Expenditure Report
25% of year Lapsed

<u>COUNCIL / PLANNING COMMISSION - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	28,000	28,000	2,332	8	7,597	27	28,000
Other Employee Benefits			0	0	0	0	
Services	5,000	5,000	0	0	0	0	5,000
Other Charges	6,400	6,400	424	7	1,048	16	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	44,400	44,400	2,757	6	8,646	19	44,400

Town of Altavista
Administration
FY 2021 Expenditure Report
25% of year Lapsed

<u>ADMINISTRATION - FUND 10</u>	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	519,100	519,100	38,926	7	104,069	20	519,100
Other Employee Benefits	36,060	36,060	836	2	1,445	4	36,060
Services	234,700	234,700	8,350	4	24,593	10	234,700
Other Charges	74,750	74,750	10,353	14	25,890	35	74,750
Materials & Supplies	42,000	42,000	2,994	7	9,829	23	42,000
Capital Outlay	41,000	41,000	0	0	171,192	418	41,000
Total Expenditures	947,610	947,610	61,460	6	337,018	36	947,610

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
25% of Year Lapsed

<u>NON-DEPARTMENTAL - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
CONTRIBUTIONS - OTHER CHARGES							
Other Charges - Misc.	56,260	56,260	0	0	14,610	26	56,260
<i>Campbell County Treasurer</i>	78,000	78,000	0	0	0	0	78,000
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Snowflake Project: Garden Club</i>	0	0	0	0	0	0	0
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	0	0	1,000
Economic Development Incentives	166,150	166,150	0	0	0	0	166,150
Contribution - YMCA Recreation Program	100,000	100,000	0	25	25,000	25	100,000
Contribution - Altavista Fire Co.	12,600	12,600	0	0	0	0	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	1,250	25	5,000
CONTRIBUTIONS - OTHER CHARGES - TOTAL	341,010	341,010	0	0	40,860	12	341,010
NON-DEPARTMENTAL - Non-Departmental							
Insurance Claim	0	0	2,789	0	2,789	0	0
Fuel - Fire Company	23,000	23,000	609	3	1,407	6	23,000
NON-DEPARTMENT - ND - TOTAL	23,000	23,000	3,398	15	4,196	18	23,000
NON-DEPARTMENTAL - SUBTOTAL	364,010	364,010	3,398	1	45,056	12	364,010
TRANSFER OUT							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300

Town of Altavista
Non-Departmental
FY 2021 Expenditure Report
25% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
<u>NON-DEPARTMENTAL - FUND 10</u>							
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
Transfer Out - CIF	0	0	0	0	0	0	0
Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
TRANSFER OUT - TOTAL	119,300	119,300	0	0	0	0	119,300
DEBT SERVICE							
Debt Service - Principal	0	0	0	0	0	0	0
Debt Service - Interest	0	0	0	0	0	0	0
DEBT SERVICE - TOTAL	0	0	0	0	0	0	0
NON-DEPARTMENTAL TOTAL - EXCLUDING CAPITAL	483,310	483,310	3,398	1	45,056	9	483,310
NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT	364,010	364,010	3,398	1	45,056	12	364,010

Town of Altavista
Public Safety
FY 2021 Expenditure Report
25% of Year Lapsed

<u>PUBLIC SAFETY - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	959,000	959,000	75,959	8	216,295	23	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	1,845	5	5,545	16	34,340
Other Charges	54,550	54,550	4,884	9	17,454	32	54,550
Materials & Supplies	72,900	72,900	3,214	4	8,754	12	72,900
Capital Outlay	75,250	75,250	2,679	4	64,544	86	75,250
Total Expenditures	1,196,040	1,196,040	88,582	7	312,592	26	1,196,040

Town of Altavista
Public Works
FY 2021 Expenditure Report
25% of Year Lapsed

PUBLIC WORKS - FUND 10	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	652,950	652,950	40,084	6	121,335	19	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	5,573	10	8,584	15	57,260
Other Charges	46,180	46,180	6,770	15	13,334	29	46,180
Materials & Supplies	289,770	289,770	19,265	7	38,346	13	289,770
Debt Service	20,410	20,410	0	0	15,789	77	20,410
Capital Outlay	654,300	654,300	6,791	1	31,568	5	654,300
Total Expenditures	1,720,870	1,720,870	78,483	5	228,956	13	1,720,870

Town of Altavista
Economic Development
FY 2021 Expenditure Report
25% of Year Lapsed

<u>ECONOMIC DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	0	0	0	0	0	0	0
Other Employee Benefits	0	0	0	0	0	0	0
Services	30,000	30,000	0	0	2,030	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	0	0	0	0	3,000
Capital Outlay	200,000	200,000	0	0	0	0	200,000
Total Expenditures	250,100	250,100	0	0	2,030	1	250,100

Town of Altavista
Community Development
FY 2021 Expenditure Report
25% of Year Lapsed

<u>COMMUNITY DEVELOPMENT - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	127,600	127,600	8,805	7	27,965	22	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	0	0	10,000
Other Charges	15,150	15,150	83	1	249	2	15,150
Materials & Supplies	4,350	4,350	0	0	0	0	4,350
Capital Outlay	0	0	0	0	0	0	0
Total Expenditures	157,100	157,100	8,888	6	28,214	18	157,100

Town of Altavista
Transit System
FY 2021 Expenditure Report
25% of Year Lapsed

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	103,470	103,470	7,646	7	21,634	21	103,470
Services	2,050	2,050	275	13	275	13	2,050
Other Charges	4,010	4,010	400	10	800	20	4,010
Materials & Supplies	19,600	19,600	2,515	13	4,612	24	19,600
Capital Outlay	109,800	109,800	0	0	0	0	109,800
Total Expenditures	238,930	238,930	10,835	5	27,320	11	238,930

Town of Altavista
Avoca Museum
FY 2021 Expenditure Report
25% of Year Lapsed

<u>AVOCA MUSEUM - FUND 10</u>	<u>FY 2021 Adopted Budget</u>	<u>FY 2021 Amended Budget</u>	<u>FY 2021 MTD</u>	<u>MTD % of Budget</u>	<u>FY 2021 YTD</u>	<u>YTD % of Budget</u>	<u>YTD Projections</u>
Wages & Benefits	67,900	67,900	5,373	8	16,058	24	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	36	8	108	24	450
Materials & Supplies	0	0	19	0	39	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
Total Expenditures	73,350	73,350	5,428	7	16,206	22	73,350

Town of Altavista
FY 2021 Revenue Report
25% of Year Lapsed

Enterprise Fund Revenue	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Interest/Interest Income	8,000	8,000	230	3	747	9	8,000
Water Charges - Industrial	1,283,320	1,283,320	71,463	6	316,489	25	1,283,320
Water Charges - Business/Residential	280,000	280,000	58,765	21	71,862	26	280,000
Water Charges - Outside Community	173,000	173,000	21,389	12	32,555	19	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	0	0	1,500
Bulk Water Purchase	2,000	2,000	2,352	0	8,081	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	79,050	5	372,742	24	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	53,996	22	65,932	27	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	0	0	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	0	0	0	0	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	0	0	25,332	18	143,000
Charges for Service - Water/Sewer Penalties	6,700	6,700	0	0	0	0	6,700
Charges for Service - Base Rate Fee/Monthly	50,000	50,000	4,423	9	12,155	24	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	35,870	26	36,046	26	140,000
Misc. Cash Discounts	0	0	5	0	5	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	290	1	3,675	15	25,000
State Fluoride Grant	0	0	0	0	0	0	0
Transfer In from Fund 50 (CIP Designated Res)	0	0	0	0	0	0	0
Transfer In from Reserves	25,600	25,600	0	0	0	0	25,600
Transfer from Water & Sewer	62,520	62,520	0	0	0	0	62,520
Transfer in From General Fund	0	0	0	0		0	0
ENTERPRISE FUND - REVENUE:	<u>4,014,340</u>	<u>4,014,340</u>	<u>327,833</u>	<u>8</u>	<u>945,622</u>	<u>24</u>	<u>4,014,340</u>

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
ENTERPRISE FUND (FUND 50)							
Water Department							
Operations	1,376,490	1,376,490	89,426	6	274,957	20	1,376,490
Debt Service	604,090	604,090	0	0	351,554	0	604,090
CIP	229,650	229,650	5,125	2	45,064	20	229,650
Transfer Out	0	0	0	0	0	0	0
Water Department - TOTAL:	<u>2,210,230</u>	<u>2,210,230</u>	<u>94,551</u>	<u>4</u>	<u>671,575</u>	<u>30</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	98,201	7	283,023	19	1,490,060
Debt Service	182,350	182,350	0	0	0	0	182,350
CIP	131,700	131,700	83,605	63	203,797	<u>155</u>	131,700
Transfer Out	0	0	0	0	0	0	0
Wastewater Department - TOTAL:	<u>1,804,110</u>	<u>1,804,110</u>	<u>181,806</u>	<u>10</u>	<u>486,819</u>	<u>27</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	187,627	7	557,979	19	2,866,550
Debt Service	786,440	786,440	0	0	351,554	0	786,440
CIP	361,350	361,350	88,730	<u>25</u>	248,861	<u>69</u>	361,350
Transfer Out	0	0	0	0	0	0	0
ENTERPRISE FUND - GRAND TOTAL:	<u>4,014,340</u>	<u>4,014,340</u>	<u>276,357</u>	<u>7</u>	<u>1,158,394</u>	<u>29</u>	<u>4,014,340</u>

Town of Altavista
Water Department
FY 2021 Expenditure Report
25% of Year Lapsed

WATER DEPARTMENT - FUND 50	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
Wages & Benefits	688,690	688,690	51,519	7	151,297	22	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	6,769	5	10,992	7	147,100
Other Charges	242,450	242,450	15,551	6	47,537	20	242,450
Materials & Supplies	298,250	298,250	15,587	5	65,131	22	298,250
Debt Service	604,090	604,090	0	0	351,554	0	604,090
Capital Outlay	229,650	229,650	5,125	2	45,064	20	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
Total Expenditures	2,210,230	2,210,230	94,551	4	671,575	30	2,210,230

Town of Altavista
Wastewater Department
FY 2021 Expenditure Report
25% of Year Lapsed

	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
WASTEWATER DEPARTMENT - FUND 50							
Wages & Benefits	809,710	809,710	61,212	8	182,878	23	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	1,969	4	2,637	6	43,800
Other Charges	396,350	396,350	25,258	6	74,648	19	396,350
Materials & Supplies	240,200	240,200	9,763	4	22,860	10	240,200
Debt Service	182,350	182,350	0	0	0	0	182,350
Capital Outlay	131,700	131,700	83,605	63	203,797	155	131,700
Transfer Out	0	0	0		0		0
Total Expenditures	1,804,110	1,804,110	181,806	10	486,819	27	1,804,110

Town of Altavista
Fund Expenditure Totals
FY 2021
25% of Year Lapsed

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
State/Hwy Reimbursement Fund (Fund 20)							
Operations	705,000	705,000	17,325	2	39,152	6	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</u>	<u>19,418</u>	<u>8</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>17,325</u>	<u>2</u>	<u>58,570</u>	<u>6</u>	<u>936,810</u>

	FY 2021 Adopted <u>Budget</u>	FY 2021 Amended <u>Budget</u>	FY 2021 <u>MTD</u>	MTD % of <u>Budget</u>	FY 2021 <u>YTD</u>	YTD % of <u>Budget</u>	YTD <u>Projections</u>
Cemetery Fund - (Fund 90)							
Cemetery - Operations - Total:	50,550	50,550	4,007	8	6,332	13	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>4,007</u>	<u>5</u>	<u>6,332</u>	<u>8</u>	<u>75,550</u>

Town of Altavista
FY 2021 State/Highway Fund
25% of Year Lapsed

State/Highway Reimbursement Fund - Fund 20	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Street & Highway/Interest Income	0	0	180	0	674	0	0
Street & Highway Maintenance	730,000	730,000	183,012	25	183,012	25	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	2	0	2	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
State/Highway Reimbursement Fund - GRAND TOTAL	936,810	936,810	183,194	20	183,689	20	936,810
EXPENDITURES							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	1,619	3	3,106	6	48,200
Maintenance - Pavement	400,000	400,000	3,713	1	6,129	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	4,275	8	7,922	14	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	77	1	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	250	0	4,898	8	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	6,461	13	14,072	28	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	1,007	1	2,949	4	80,000
State/Highway Reimb. Fund - Subtotal:	705,000	705,000	17,325	2	39,152	6	705,000
Motor Vehicles- Replc.	90,560	90,560	0	0	0	0	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	0	0	39,250
Machinery & Equip. - New	17,000	17,000	0	0	17,000	0	17,000
Improvements Other Than Buildings - New	85,000	85,000	0	0	2,418	3	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
State/Highway Reimb. Fund - Capital Outlay - Subtotal	231,810	231,810	0	0	19,418	8	231,810
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
State/Highway Fund - GRAND TOTAL:	936,810	936,810	17,325	2	58,570	6	936,810

Town of Altavista
FY 2021 Cemetery Fund
25% of Year Lapsed

Cemetery Fund - Fund 90	FY 2021 Adopted Budget	FY 2021 Amended Budget	FY 2021 MTD	MTD % of Budget	FY 2021 YTD	YTD % of Budget	YTD Projections
REVENUE							
Permits/Burials	17,250	17,250	3,375	20	8,875	51	17,250
Interest/Interest Income	0	0	1,729	0	2,147	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	1,900	48	3,200	80	4,000
Miscellaneous/Misc.	0	0	0	0	50	0	0
Transfer In From General Fund	54,300	54,300	0	0	0	0	54,300
Cemetery Fund - GRAND TOTAL:	75,550	75,550	7,004	9	14,272	19	75,550
EXPENDITURES							
Salaries and Wages/Regular	9,700	9,700	1,389	14	2,004	21	9,700
Salaries and Wages/Overtime	1,000	1,000	266	27	266	27	1,000
Benefits/FICA	800	800	118	15	161	20	800
Benefits/VRS	1,000	1,000	72	7	82	8	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	85	5	187	12	1,550
Benefits/Group Life	200	200	19	10	28	14	200
VRS Hybrid Employer Contr.	0	0	62	0	111	0	0
ICMA Hybrid Employer Contr.	0	0	10	0	17	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	0	0	-1,980	-20	10,000
Opening/Closing Graves	1,500	1,500	500	33	1,000	0	1,500
CONTRACTUAL SERVICES							
Mowing Contract	24,800	24,800	1,485	6	4,455	0	24,800
CAPITAL OUTLAY							
Machinery & Equip. - New	0	0	0	0	0	0	0
TRANSFER OUT							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Cemetery Fund - GRAND TOTAL:	75,550	75,550	4,007	5	6,332	8	75,550

Town of Altavista
Investment and Deposit Totals
Balance as of
September 30, 2020



UNDESIGNATED BALANCES

General Fund Reserves

Money Market Account	2,321,046.02	
Certificate of Deposit	2,926,394.54	
LGIP	7,638,983.84	
Sub-Total		\$ 12,886,424.40

Enterprise Fund Reserves

Money Market Account	288,734.37	
Certificate of Deposit		
LGIP	556,479.33	
Sub-Total		\$ 845,213.70

Total Undesignated \$ 13,731,638.10

DESIGNATED BALANCES

Highway Fund

Money Market Account	100,100.00	
Certificate of Deposit	0.00	
LGIP	1,005,285.05	
Sub-Total		\$ 1,105,385.05

Green Hill Cemetery

Money Market Account	50,343.40	
Certificate of Deposit	617,326.85	
LGIP	77,151.32	
Sub-Total		\$ 744,821.57

AEDA

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,381.71	
Sub-Total		\$ 270,381.71

Federal Forfeiture Account

\$2,885.82

State Forfeiture Account

\$12,320.72

Operating Cash Account

\$ 1,383,575.41

Total Designated \$ 3,519,370.28

Grand Total Investments and Deposits \$ 17,251,008.38

DISTRIBUTION OF UNDESIGNATED FUNDS

Policy Money	7,686,656.00
PCB	569,707.59
Accrued Liability	173,549.00
ED rem balance of \$35,000(website and marketing)	6,240.00
Earmarked for Final Downtown Map-21 Project	215,720.00
Earmarked for AOT No Interest Loan Program	20,000.00
"Pop-Up" Altavista Funding	10,000.00
COVID-Relief for small businesses - approved 4/14/2020	20,000.00
Funds earmarked for items not completed during prior FY	486,705.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	298,000.00
Park Improvements as designated by Roberta F. Jenks' Estate	135,831.14
Park Improvements	11,300.00
Splash Pad Project	33,810.00
Proceeds from sale of EMS building	265,050.00
Main St Sidewalk Extension Match (VDOT)	187,158.00

Balance Remaining of Undesignated Funds \$ 3,267,927.74

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