



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

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

**Tuesday, April 13, 2021**  
**6:00 p.m. – Council's Chambers**

**6:00 p.m.      Call to Order, Invocation and Pledge of Allegiance**

**1.    AGENDA ADOPTION**

**2.    RECOGNITIONS AND PRESENTATIONS**

- **Personnel Changes**
- **Spark Innovation Center Update**

**3.    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.)*

**4.    PARTNER UPDATES**

- a. **Chamber of Commerce**
- b. **Altavista On Track**

**5.    CONSENT AGENDA**

- A:    Approval the minutes of the March 9<sup>th</sup> Regular Meeting and the March 23<sup>rd</sup> Work Session**
- B:    Acceptance of Monthly Financial Reports**
- C:    Adoption of the Source Water Protection Plan**
- D:    Approval of FY2021 Budget Amendments/Departmental Transfers**
- E:    Approval of Grass Maintenance Services Contract**
- F:    Adoption of Resolution declaring certain Town property as Surplus and Authorization for Public Works/Public Utilities to utilize surplus equipment proceeds for purchase of mini-excavator**

**6.    PUBLIC HEARING(S)**

- A:    Ordinance Amendment (Text) #OA-21-01 – Section 86-428 (DRO Signs)**
- B:    Ordinance Amendment (Text) #OA-21-02 – Section 62-151 (Weed Control)**
- C:    Ordinance Amendment (Text) #OA-21-03 – Section 58-32 (PC Compensation)**
- D:    Ordinance Amendment (Text) #OA-21-04 – Section 86-22 (ADA Ramps)**

**7. NEW BUSINESS**

- A. SCADA Services Firm Recommendations
- B. Springs SCADA Project (FY2021 CIP)
- C. 1004 10<sup>th</sup> Street Public Nuisance Hearing

**8. UNFINISHED BUSINESS**

- A. Consideration of VDEM Generator Project Bid Award
- B. Consideration of McMinnis Water Line Project Bid Award
- C. Melinda HPZ Engineer Switch
- D. FY2022 Budget and FY2022-2026 CIP/Schedule Public Hearings

**9. REPORTS AND COMMUNICATIONS**

- A. Town Manager's Report
- B. Departmental Reports
- D. Calendars

**10. MATTERS FROM COUNCIL****11. CLOSED SESSION**

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

*Section 2.2-3711 (A) (5) regarding discussion concerning a prospective business or industry or the expansion of an existing industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.*

**12. ADJOURNMENT**

*THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (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 Item#: 2

## **Recognitions and Presentations**

**Title:** Personnel Milestones/Changes

**Staff Resource:** Waverly Coggsdale, Town Clerk

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## **PERSONNEL UPDATES**

### **New Hires**

Sandra Varnadore	Utilities	Waste Water Trainee	3,3/2021
Timothy Boley	Public Works	Maintenance Worker	3/15/2021

### **Departures**

Sherry James	Utilities	Waste Water Trainee	3/4/2021
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# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 2

## **Recognitions and Presentations**

**Title:** Spark Innovation Center Update

**Staff Resource:** Waverly Coggsdale, Town Manager

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## **Spark Innovation Center Update**

Staff has asked our engineering/design team to provide Town Council an update on the Spark Innovation Center.

As you know, the Spark Innovation Center project consists of the renovation of the former Altavista Fire Station (508 7<sup>th</sup> Street) into a “co-working and innovative technology space”. It endeavors to create an environment that supports and nurtures innovation, creativity, and entrepreneurship.

A Feasibility Study was completed by Summit Design and Engineering Services, which estimated the cost of renovation of the facility to be \$401,850 for Phase I (includes exterior and first floor). This figure included Architectural/Engineering/Inspection fees of \$46,367. The Town of Altavista originally allocated \$200,000 of funding to the project through the FY2021 Budget/CIP; in addition, the project has received funding the amount of \$184,306 from the Tobacco Region Revitalization Commission and \$100,000 from USDA. The USDA funds are earmarked for furnishings per the grant. The Town engaged Hurt & Proffit to assist with the design of the project, the accepted proposal totaled \$94,700 (Design & Bidding Phase: \$65,200 and Construction Administration \$29,500). The new Engineer’s Estimated Project budget has been provided to Council separately and will be the focus on conversation at the April Regular Meeting.



### Altavista C<sup>3</sup> Innovation Space First Floor Cost Estimate

Item	Quantity	Per Item Cost	Total Cost	Company	Source
Installation of Storefront System, Awning, & Outdoor Lighting per Frazier Design	1	\$40,000	\$40,000	Not Specified	Summit Design & Engineering Estimate Based on Storefront System Quotes for Current Downtown Revitalization Projects
Installation of Amarr 3502/3552 Roll-Up Doors per Frazier Design	2	\$5,484	\$10,969	Amarr 3502/3552 Roll-Up Doors	<a href="https://www.doorson-line.com/models/glass">https://www.doorson-line.com/models/glass</a> including 50% Premium for Tempered Glass plus \$1,000/Door for Installation
Installation of New Fiber-Cement Siding per Frazier Design (based on SF)	1,130	\$12	\$13,560	James Hardie Siding	<a href="https://www.roofingcalc.com/fiber-cement-siding-cost/">https://www.roofingcalc.com/fiber-cement-siding-cost/</a>
Restoration & Painting of Windows/Exterior Standard Doors (Interior and Exterior)/Attic Louvered Vents	31	\$400	\$12,400	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
Interior Painting, 1st Floor Only	1	\$10,000	\$10,000	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
Installation of Complete HVAC System for 1st Floor (based on SF)	5,625	\$10	\$56,250	Not Specified	Summit Design and Engineering Preliminary Cost Estimate Based on Similarly Configured Recent Project
Installation of Westinghouse Lighting Industrial Style Ceiling Fans	10	\$192	\$1,920	Westinghouse Lighting Industrial 56-inch 3-Blade Ceiling Fan	<a href="https://www.amazon.com/Westinghouse-Lighting-7861400-Industrial-Three-Blade/dp/B001B1C8Q6">https://www.amazon.com/Westinghouse-Lighting-7861400-Industrial-Three-Blade/dp/B001B1C8Q6</a> plus \$100 Installation/Fan
Installation of Shades of Light Industrial Style Pendant Lights	32	\$341	\$10,916	Shades of Light Industrial Pendant Fixture	<a href="https://www.shadesoflight.com/categories/industrial-style?page=1">https://www.shadesoflight.com/categories/industrial-style?page=1</a> plus \$100 Installation/Light
Conversion of Existing Bathroom into a 2 Unisex Handicap Accessible Bathroom Plus Coffee Station	1	\$45,000	\$45,000	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
Demolition & Installation of Front Patio	1	\$35,000	\$35,000	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
Miscellaneous Electrical Work (Reconfiguring Circuits, New Runs to Lighting, Fans, Cubicles, & Bathrooms)	1	\$30,000	\$30,000	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
Miscellaneous Demolition and Carpentry	1	\$15,000	\$15,000	Not Specified	Summit Design and Engineering Preliminary Cost Estimate
<b>Total of Building Adaptation / Improvements</b>			\$281,015		
<b>10% Contingency</b>			\$28,101		
<b>Total for Physical Improvements</b>			\$309,116		
<b>Contractor Overhead and Profit at 15%</b>			\$46,367		
<b>Architecture/Engineering/Inspections at 12%</b>			\$46,367		
<b>Grand Total</b>			<b>\$401,850</b>		



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

## **Consent Agenda**

**Title:** Approve minutes of the March 9<sup>th</sup> Regular Meeting and March 23<sup>rd</sup> Work Session

**Staff Resource:** Waverly Coggsdale, Town Clerk

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### **Action(s):**

Approve the minutes of the Council's Regular Meeting held on March 9<sup>th</sup> and the Work Session held on March 23<sup>rd</sup>.

### **Explanation:**

- Minutes in draft form are attached for Council's review. **(LINK)**
- If there are any corrections, please contact 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.

**THE MINUTES ARE LOCATED AT THE END  
OF THE AGENDA PACKET.**

### **Background:**

### **Funding Source(s):**

N/A

### **Attachment(s):** *(Click on item to open)*

1. 3.09.21 minutes – draft **(LINK)**
2. 3.23.21 minutes – draft **(LINK)**



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

## Consent Agenda

**Title:** Acceptance of Monthly Financial Reports

**Staff Resource:** Tobie Shelton, Finance Director

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### Action(s):

Accept the Monthly Financial Reports.

### Explanation:

- The following financial reports are provided to Council on a monthly basis for review and acceptance:
  - ▷ Check List [\(LINK\)](#)
  - ▷ Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
  - ▷ Reserve and Investments Report [\(LINK\)](#)

**THE MONTHLY FINANCIAL REPORTS ARE LOCATED AT THE  
END OF THE AGENDA PACKET.**

### Background:

### Funding Source(s):

N/A

### Attachment(s): *(Click on item to open)*

1. Check List [\(LINK\)](#)
2. Monthly Revenue and Expenditure Reports (FY2021) [\(LINK\)](#)
3. Reserve and Investments Report [\(LINK\)](#)



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 5C

## Consent Agenda

**Title:** Source Water Protection Program

**Staff Resource:** Tom Fore, Utilities Director  
Sharon Williams, Community Development Coordinator

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### Action(s):

- Approval of Source Water Protection Program.

### Explanation:

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change. Surface water is vulnerable to contamination by several pathways.

### Background:

The Source Water Protection Program was presented to the Planning Commission after 2 years of investigation and drafting the Source Water Protection Program document. The Planning Commission has recommended approval of the Program to Council for Implementation.

The water treatment plant treating the Town of Altavista's drinking water consists of two intakes located along the bank of the Staunton River and Reed Creek. The intake sources are supplemented by two groundwater sources, McMinnis Spring and Reynolds Spring. There is a total water storage capacity of 3.733 million gallons for Altavista's water system (with CCUSA providing 400,000 GPD from Otter River). The Town of Altavista water system serves approximately 1,600 connections with an average use of 2.1 MGD (million gallons per day) and a peak use as high as 2.7 MGD. The Town's water distribution system utilizes two (2) booster pump stations to help distribute treated water throughout the Town. The Town of Altavista also sells water in bulk to the Town of Hurt, the citizens living in North Holly Hills and Tardy Mountain Road areas just outside of town. All the storage tanks result in a combined storage capacity of 3,300,000 gallons. The Town of Altavista Water Plant provides water to the residents and industrial users in the Town of Altavista and areas of Campbell County and has a capacity of 3.0 MGD based on their filtration capacity.

### PLAN PURPOSE

The purpose of the Source Water Protection Plan (SWPP) is to protect surface water, which serves as a source of public water supply, from the threat of contamination because of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

### PLAN GOALS

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community.
- To create an awareness of the communities' drinking water source(s); and
- To provide for a comprehensive action plan in case of an emergency affecting the water source

**Funding Source(s):**

No funds are required as the SWPP was funded through a grant provided by the Virginia Department of Health Office of Water Programs. We had included a cost of \$70,000.00 in the FAIP and were fortunate to take advantage of the grant.

**Attachment(s):** *(Click on item to open)*

- *SWPP Executive Summary*
- *The Source Water Protection Program document was previously provided to Town Council via Dropbox. (259 pages).*

## **PROTECTION OF SURFACE WATER SOURCES**

Protection of sources which supply public drinking water is of vital importance to the residents of the Town of Altavista. The water supply represents a valuable resource and investment which, if it were to become polluted, could negatively impact public health and would be expensive to restore or replace. Reducing or preventing chemical and microbiological contamination of source waters may allow public waterworks to avoid costly treatments and minimize monitoring requirements. The costs associated with drinking water contamination include the following:

- Providing emergency replacement water.
- Paying for treatment and/or remediation expenses.
- Paying to decontaminate or replace water treatment plant infrastructure affected by contamination.
- Finding and developing new supplies.
- Paying for consulting services and staff time.
- Litigating against responsible parties.
- Conducting public information campaigns when incidents occur.
- Potential fines associated with failure to meet the regulations of the Safe Drinking, Water Act, such as the Disinfection Byproduct and monitoring requirements.
- Reducing property value or tax revenue.
- Adding health-related costs from exposure to contaminated water; and
- Loss of production for individuals and businesses that rely on a clean water supply and loss of economic development opportunities.

Additionally, there are other consequences that are associated with contaminated water supplies, including:

- Community fear of the potential harm to their families.
- Community objection to use of treated drinking water.

Many normal day-to-day activities could have the unintended consequence of compromising the community's drinking water supply. Leaking aboveground storage tanks, commercial, industrial, and agricultural activities, storm water runoff, failing septic systems discharges, sanitary sewer overflows, improper use or disposal of household chemicals and fuels, and hazardous materials passing along transportation corridors all have the potential of being sources of contamination when they are in the contributing areas to the public water supply. Preventing contamination is the key to keeping surface water supplies safe.

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change.

Surface water is vulnerable to contamination by several pathways, including:

- Inorganic contaminants as a result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- Microbial contaminants, such as viruses and bacteria, which can come from sewage treatment plants, failing septic systems, agricultural livestock operations and wildlife.

- Pesticides and herbicides, which can come from a variety of sources such as agriculture, storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, which are by-products of industrial processes and petroleum production and can also come from gas stations, urban storm water runoff and failing septic systems; and
- Radioactive contaminants, which can occur naturally or as the result of oil and gas production and mining activities.
- Any of the above contaminants as a result of chemical spills from storage tanks, trains, trucks, or pipelines.

The characteristics (land use, land cover, soil types, vegetation types, etc.) within the watershed can also impact the likelihood of contamination from a potential source migrating to a surface water intake. Preventing contamination is key to keeping drinking water supplies safe.

### **PLAN PURPOSE**

The purpose of the Source Water Protection Plan (SWPP) is to protect surface water which serves as a source of public water supply from the threat of contamination as a result of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

### **PLAN GOALS**

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community.
- To create an awareness of the communities' drinking water source(s); and
- To provide for a comprehensive action plan in case of an emergency affecting the water source.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 5D

## **Consent Agenda**

**Title:** FY2021 Budget Amendments/Departmental Transfers

**Staff Resource:** Tobie Shelton, Finance Director

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### **Action(s):**

Approve the Budget Amendments (FY2021 Budget) as submitted.

### **Explanation:**

To revise the FY2021 Budget to reflect changes that have occurred thus far during the fiscal year.

### **Background:**

Items that arise during a fiscal year that have been previously approved by Town Council, require amendments to the budget. The attached memo indicates the nature of the budget amendment, as well as the reason and when Council directed staff on the action. Some of the items may be receipt of unbudgeted revenue, which require an amendment to the budget as well.

### **Funding Source(s):**

Amendments as directed by previous action of Council or the receipt of funds to cover an associated expense.

### **Attachment(s):** *(Click on item to open)*

- *Memo- Budget Amendments/Departmental Transfers* **(LINK)**





**DATE:** March 17, 2021  
**TO:** Mayor Mattox and Members of Council  
**FROM:** Tobie Shelton  
**SUBJECT:** Budget Amendments / Departmental Transfers

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Attached are budget amendments that are necessitated by previous Council action or the receipt of funds to cover an associated expense. The adoption of these amendments completes the process.

- Purchase of Property: 7<sup>th</sup> Street / Campbell Ave. \$ 64,030  
(Council Approval: June 9, 2020)
- Purchase of Property: 524 & 528 Main Street \$ 265,000  
(Council Approval: July 14, 2020)
- Access Control System \$ 54,160  
(Consensus: May 26, 2020)
- Firing Range Extension \$ 9,100  
(Council Approval: October 9, 2018)
- Removal & Pruning of trees at English Park \$ 48,370  
(Council Approval: October 13, 2020)
- Gratitude Pay – Redistribution of Funds \$ -0-  
(Council Approval: October 13, 2020)
- Safety Fence / 7<sup>th</sup> Street Property \$ 5,800  
(Council Approval: January 12, 2021)
- Rt. 43 Streetscape Project \$ 62,150  
(Council Approval: May 14, 2019)
- Fence Replacement / War Memorial Ballfield \$ 24,000  
(Council Approval: August 11, 2020)
- Mosley Park / Pavilion Structure \$ 19,000  
(Council Approval: August 25, 2020)
- Installation of Bus Shelter \$ 780  
(Council Approval: October 13, 2020)

- Fire Grant \$ 2,400  
*(Revenue Received through Grant)*
- Avoca Security Cameras \$ 3,300  
*(Council Approval: August 11, 2020)*
- Military Flags \$ 140  
*(Revenue Received through War Memorial Account)*
- Consulting Services / Mr. W. Maddy \$ 4,500  
*(Funded through AEDA)*
- Insurance Claims \$ 11,690  
*(Reimbursable through insurance)*
- Federal/State Forfeiture Accounts \$ 4,600  
*(Revenue Received through seizures)*

Also attached are Departmental Transfers (from one-line item to another)

- Various Departments  
(Redistribution of funds to cover operational costs – no new funds are required)



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Land (New) 010-1101-401.82-16	\$ 64,030.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 64,030.00

#### Summary

To appropriate \$64,030 to purchase the property located at the corner of 7th Street and Campbell Avenue, formally owned by Shelton & Hailey Company as approved at the June 9, 2020 regular Council meeting.

#### Budget Impact

This will result in a net increase to the budget of \$64,030.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Land (New) 010-1101-401.82-16	\$ 265,000.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 265,000.00

#### Summary

To appropriate \$265,000 to purchase the property located at 524 and 528 Main Street (Tax Parcels 83A-11-15-20 and 83A-11-15-21) from Dr. David West, in accordance with the Contract of Sale, as approved at the July 14, 2020 Council meeting.

#### Budget Impact

This will result in a net increase to the budget of \$265,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements Other than Building 010-1101-401.82-30	\$ 54,160.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 54,160.00

#### Summary

To appropriate \$54,160 to implement an Access Control System, which was Phase II of the previously approved APD/Town Hall proposed security upgrade project in the FY2020 CIP, as directed by Council at the May 26, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget of \$54,160.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements other than Building 010-3101-501.81-30	\$ 9,100.00	
General Fund Transfer In from Reserves 010-0000-361.01-00		\$ 9,100.00

#### Summary

To appropriate \$9,100 for the extension of the Police Department Firing Range. This was a FY2018 CIP item that was approved by Council at the October 9, 2018 regular meeting, to carryover funding for. Funds are earmarked in reserves for this project.

#### Budget Impact

This will result in a net increase to the budget of \$9,100.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Tree Removal & Pruning 010-4104-602.30-42	\$ 36,170.00	
Department of Forestry Grant 010-4104-602.50-95	\$ 12,200.00	
Misc. Revenue - Dept. of Forestry 010-0000-351.04-00		\$ 6,700.00
Transfer In from Reserves 010-0000-361.01-00		\$ 41,670.00

#### Summary

To appropriate \$48,370 for the removal of dead trees and pruning other trees as necessary. The Town received a grant in the amount of \$6,700 from the Department of Forestry to partially fund this project with town reserves funding the balance, as approved by Council at the October 13, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$48,370.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund & Enterprise Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Salary - Regular (Public Safety) 010-3101-501.10-02	\$ (57,000.00)	
Gratitude Pay (Administration) 010-1101-401.50-98	\$ 6,000.00	
Gratitude Pay (Public Safety) 010-3101-501.50-98	\$ 3,000.00	
Gratitude Pay (Public Works) 010-4101-601.50-98	\$ 12,750.00	
Gratitude Pay (Transportation) 010-6101-403.50-98	\$ 5,550.00	
Gratitude Pay (Community Development) 010-7201-408.50-98	\$ 2,750.00	
Gratitude Pay (Avoca) 010-9105-801.50-98	\$ 2,000.00	
Gratitude Pay (Wtr Admin) 050-1101-701.50-98	\$ 450.00	
Gratitude Pay (Swr Admin) 050-1101-702.50-98	\$ 300.00	
Gratitude Pay (Water Plant) 050-5001-701.50-98	\$ 9,000.00	
Gratitude Pay (Sewer Plant) 050-5101-702.50-98	\$ 10,000.00	
Gratitude Pay (UT-Distribution) 050-5201-711.50-98	\$ 2,600.00	
Gratitude Pay (UT-Collection) 050-5201-712.50-98	\$ 2,600.00	

#### Summary

To redistribute \$57,000, as approved by Council at the October 13, 2020 regular meeting, of Public Safety's salary and wages budget to cover the cost associated with "gratitude" pay for all employees, during COVID-19.

#### Budget Impact

There is no impact to the budget

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021





## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay 010-4101-608.81-30	\$ 5,800.00	
Transfer In from Reserves 010-0000-361.01-00		\$ 5,800.00

#### Summary

To appropriate \$5,800 for the installation of a temporary safety fence at the 7th Street property; not to exceed a total cost of \$10,000, as approved by Council at the January 12, 2021 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$5,800.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Improvements - Rt. 43 Streetscape Project		
010-4101-803.81-30	\$ 62,150.00	
General Fund		
VDOT Map-21 Grant		
010-000-343.03-00		\$ 51,000.00
Transfer In from Designated Reserves		
010-000-361.03-01		\$ 11,150.00

#### Summary

To appropriate \$62,150 to cover the remaining costs of the Rt.43 Streetscape Project that was awarded to Va. Carolina Paving at the May 14, 2019 Regular meeting.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$62,150. Funds will be transferred in from designated reserves for the town's match on this project, the remaining costs will be funded by the Map 21 Grant.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - War Memorial Ballfield Fence		
010-4104-602.81-08	\$ 24,000.00	
General Fund		
Misc Revenue - Citizens for Altavista Baseball		
010-0000-351.04-00		\$ 12,000.00
Transfer In from Designated Reserves		
010-000-361.03-01		\$ 12,000.00

#### Summary

To appropriate \$24,000 to cover the costs associated with replacing the fence at Altavista War Memorial Baseball field, as approved at the August 11, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$24,000. Funding will be split between the Town and Citizens for Altavista Baseball.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Capital Outlay - Pavilion at Mosley Park		
010-4104-602.82-18	\$ 19,000.00	
General Fund		
Transfer In from Reserves		
010-000-361.01-00		\$ 19,000.00

#### Summary

To appropriate \$19,000 to cover the costs associated with installing a pavilion structure at Mosley Park as well as a concrete pavilion floor, as approved by Council at the August 25, 2020 Work Session.

#### Budget Impact

This will result in a net increase to the budget in the amount of \$19,000.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Capital Outlay - Improvements other than Building 010-6101-40.82-30	\$ 780.00	
General Fund Transfer In from Designated Reserves 010-0000-361.03-01		\$ 780.00

#### Summary

To appropriate \$780 for the installation of a bus shelter that was included in FY2020 CIP for Altavista Community Transit System. Council approved the carryover of funds at the October 13, 2020 regular meeting. Funds are earmarked in reserves for this project.

#### Budget Impact

This will result in a net increase to the budget of \$780.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund Contributions - Fire Grant 010-9101-801.50-72	\$ 2,400.00	
General Fund State / Misc. State Grant (Fire Grant) 010-0000-341.08-00		\$ 2,400.00

#### Summary

To appropriate \$2,400 for the transfer of funds to the AVFC for the receipt of the annual fire grant awarded. This is a pass through of funds only.

#### Budget Impact

This will result in a net increase to the budget of \$2,400.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Miscellaneous - Avoca Security Cameras		
010-9105-801.50-32	\$ 3,300.00	
General Fund		
Transfer in from Designated Reserves - Avoca Main. Funds		
010-0000-361.03-01		\$ 3,300.00

#### Summary

To appropriate \$3,300 for the installation of security cameras at Avoca using a portion of Avoca's "reserve" maintenance funds to cover the cost of the project, as approved by Council at the August 11, 2020 regular meeting.

#### Budget Impact

This will result in a net increase to the budget of \$2,400.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
Agency Fund		
Non-Dept. / War Memorial Account		
060-9102-801.70-03	\$ 140.00	
Transfer in from Designated Account - War Memorial Account		
060-0000-361.09-00		\$ 140.00

### Summary

To appropriate \$140 for the replacement of the military flags at the War Memorial Park, per direction of Mr. Ralph English. Funds were transferred in from the War Memorial Account to the Town's Operating Account, to process a check. The amendment is necessary as the War Memorial Account is part of the Town's general ledger.

### Budget Impact

This will not impact the Town's budget, as funding is through the War Memorial Account.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021





# TOWN OF ALTAVISTA

## BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
PD-Federal Forfeiture Account		
010-3101-501.50-79	\$ 2,750.00	
PD-State Forfeiture Account		
010-3101-501.50-78	\$ 1,850.00	
General Fund		
Miscellaneous Revenue - PD Forfeiture Accounts		\$ 4,600.00
010-0000-361.08-00		

### Summary

To appropriate \$4,600 to cover costs associated with drug enforcement. These funds will be transferred in from the Federal and State Forfeiture Accounts.

### Budget Impact

This will no impact the town's budget, as these funds are handled through the Federal and State Forfeiture Accounts.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / Reimbursement of Claim		
010-9102-801.50-96	\$ 11,690.00	
General Fund		
Insurance Reimbursement of Claim		
010-0000-351.08-00		\$ 7,200.00
Miscellaneous Revenue - Damage to Town Property		
010-0000-351.04-00		\$ 2,940.00
Avoca Maintenance Funds		
010-0000-361.03-01		\$ 1,550.00

#### Summary

To appropriate \$11,690 for the repair of various damaged claims during the fiscal year. Damage to decorative light fixture/pole on Main St., damage to ceiling and wall at Avoca, and damage to the controller for the flow control valve used to fill Melinda Tank should we have issued with the Bedford Tank.

#### Budget Impact

These funds are fully reimbursable after meeting the deductible.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021



## TOWN OF ALTAVISTA

### BUDGET AMENDMENT

BE IT ORDAINED by the Town Council of Altavista, VA, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2021:

Section 1. To amend the General Fund, as follows:

<u>Account</u>	<u>Expense</u>	<u>Revenue</u>
General Fund		
Non-Dept. / EDA Checking Account		
010-9102-802.70-08	\$ 4,500.00	
General Fund		
Transfer In from Designated Funds (EDA LGIP Acct)		
010-0000-361.03-01		\$ 4,500.00

#### Summary

To appropriate \$4,500 for the consulting services of Walter Maddy. Funds were transferred in from AEDA's LGIP Account to AEDA's Operating checking account, to process a check. The amendment is necessary as AEDA's LGIP account is part of the Town's general ledger.

#### Budget Impact

This will not impact the Town's Budget as funding is through AEDA.

Section 2. Copies of this budget amendment shall be furnished to the Clerk of the Town Council and to the Finance Director for their direction.

Adopted this 13th day of April 2021

## DEPARTMENTAL FUNDS TRANSFER

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnl ID#: DT-1

See Processing Instructions Below

Requester Tobie Shelton Required Department Name: Council Required Date of Request: 2/24/2021 Fiscal Year: 2021  
Phone #: \_\_\_\_\_ Email Address: [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov)

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

[Excluding Salary/Wages Line Items](#)

### DEBIT: (Charge)

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span>	Reference
010-1001-400.50-32	\$240.00	Misc. - Election Costs	

Total Debits: \$240.00

### CREDIT:

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <span style="color: red;">REQUIRED FIELD (Limit to 30 Characters)</span>	Reference
010-1001-400.50-26	-\$240.00	Conventions & Educations	

Total Credits: -\$240.00

Total Credits and Total Debits must be equal zero.

### Approvals Required:

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

**DEPARTMENTAL FUNDS TRANSFER**

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnl ID#:

DT-2

**See Processing Instructions Below**Requester Tobie Shelton

Required

Department  
Name : Administration

Required

Date of  
Request: 2/24/2021Fiscal Year: 2021Phone #: \_\_\_\_\_ Email Address: [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov)Reason for  
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

[Excluding Salary/Wages Line Items](#)**DEBIT: (Charge)**

Account Number		Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-1101-401.50-30		\$250.00	Refunds - Cig stamps/meals tax		
010-1101-401.50-34		\$2,680.00	Lodging tax		

Total Debits: \$2,930.00**CREDIT:**

Account Number		Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-1101-401.50-26		-\$2,930.00	Conventions & Educations		

Total Credits: -\$2,930.00

Total Credits and Total Debits must be equal zero.

**Approvals Required:**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

**DEPARTMENTAL FUNDS TRANSFER**

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-3

**See Processing Instructions Below**Requester Tobie Shelton  
*Required*Department  
Name : Public Safety  
*Required*Date of  
Request: 2/24/2021 Fiscal Year: 2021Phone #: \_\_\_\_\_ Email Address: [jemerricks@altavistava.gov](mailto:jemerricks@altavistava.gov)Reason for  
Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

[Excluding Salary/Wages Line Items](#)**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
010-3101-501.50-04	\$500.00	Heating Services	
010-3101-501.50-32	\$400.00	Miscellaneous	
010-3101-501.60-04	\$300.00	Repairs & Main.	
010-3101-501.60-10	\$2,150.00	Uniforms	
010-3101-501.60-48	\$8,820.00	Ammunition & Batteries	

Total Debits: \$12,170.00**CREDIT:**

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
010-3101-501.50-24	-\$10,000.00	Subsistence & Lodging	
010-3101-501.50-26	-\$600.00	Conventions and Education	
010-3101-501.60-06	-\$1,570.00	Fuels & Lubricants	

Total Credits: -\$12,170.00**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

**DEPARTMENTAL FUNDS TRANSFER**

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jrnl ID#: **DT-4****See Processing Instructions Below**

Requester Tobie Shelton Department Name: Public Works Date of Request: 2/24/2021 Fiscal Year: 2021  
*Required* *Required*  
Phone #: \_\_\_\_\_ Email Address: dtgarrett@altavistava.gov

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

Excluding Salary/Wages Line Items**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-4101-601.50-26	\$200.00	Conventions & Education		
010-4101-602.50-34	\$200.00	Misc. Reimbursement		

Total Debits: \$400.00**CREDIT:**

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-4101-601.50-24	-\$400.00	Subsistence & Lodging		

Total Credits: -\$400.00**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.

**DEPARTMENTAL FUNDS TRANSFER**

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#: **DT-5****See Processing Instructions Below**

Requester Tobie Shelton Department Name: Transportation Date of Request: 2/24/2021 Fiscal Year: 2021  
*Required* *Required*  
Phone #: \_\_\_\_\_ Email Address: [awowens@altavistava.gov](mailto:awowens@altavistava.gov)

Reason for Transfer:

Transfer of funds within the department to cover operational costs of the department. No new funds are required.

[Excluding Salary/Wages Line Items](#)**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-6101-403.30-16	\$350.00	Physicals		
010-6101-403.60-02	\$50.00	Office Supplies		
010-6101-403.60-08	\$1,000.00	Vehicle & Equip Maintenance		
Total Debits:		\$1,400.00		

**CREDIT:**

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference	
010-6101-403.30-06	-\$350.00	Advertising		
010-6101-403.60-14	-\$50.00	Other Operating Supplies		
010-6101-403.60-06	-\$1,000.00	Fuels & Lubricants		
Total Credits:		-\$1,400.00		

**Total Credits and Total Debits must be equal zero.****Approvals Required:**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



**DEPARTMENTAL FUNDS TRANSFER**

General Accounting  
Town of Altavista, 510 7th Street, Altavista, Virginia 24517

Transfer Jnl ID#:

DT-6

**See Processing Instructions Below**Requester Tobie Shelton

Required

Department  
Name : Water Department

Required

Date of  
Request: 2/24/2021Fiscal Year: 2021Phone #: \_\_\_\_\_ Email Address: [tcshelton@altavistava.gov](mailto:tcshelton@altavistava.gov)Reason for  
Transfer:

Proper funding for debt service was allocated in the FY2021 Budget, however, the distribution was not accurate. Transfer is to redistribute funding for debt service, as actual distribution was unknown prior to the adoption of FY2021 Budget. No new funds are required.

[Excluding Salary/Wages Line Items](#)**DEBIT: (Charge)**

Account Number	Amount - Enter as Positive ( + ) Incr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
050-9104-701.90-02	\$66,000.00	Debt Service - Principal	

Total Debits: \$66,000.00**CREDIT:**

Account Number	Amount - Enter as Negative ( - ) Decr Amt	Description - <b>REQUIRED FIELD (Limit to 30 Characters)</b>	Reference
050-5001-701.90-04	-\$47,700.00	Debt Service - Interest	
050-9104-701.91-04	-\$13,500.00	Debt Service - Interest	
050-5001-701.90-02	-\$4,800.00	Debt Service - Principal	

Total Credits: -\$66,000.00

Total Credits and Total Debits must be equal zero.

**Approvals Required:**

Prepared By \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Departmental Funds Transfer was approved at the Regular Council Meeting held on June 10, 2014.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

## **Consent Agenda**

**Title:** Consideration of Grass Maintenance Services Contract

**Staff Resource:** David Garrett, Public Works Director, Tom Fore, Utilities Director, Amie Owens, Assistant Town Manager

---

## **Action(s):**

Approve the bid of Myers Lawn Care for the Greenhill Cemetery, Avoca Museum and Code Enforcement Abatement.

## **Explanation:**

- Grass maintenance is a key element in the appearance of the Town and its properties. The goal each year is to ensure that grass maintenance services can be provided in the most efficient and cost-effective manner possible.

## **Background:**

A request for bids for grass maintenance services was put out in February in advance of the mowing season. Three bids were received on February 26. All of these bids were significantly more than the budgeted costs for the upcoming year. The current FY budget amount was \$42,240 for 30 cuts and that was the number used for the proposed FY 2022 budget. Bids ranged from a low of \$72,300 to a high of \$88,050.

Upon review of submissions, it was determined that there was a potential for some of the areas to be mowed utilizing existing staff and reducing the number of areas that may be required to be contracted. A spreadsheet illustrating the comparison between the costs was developed.

The lowest bidder was contacted related to the potential change in the scope of work to be reduced to only two areas – Green Hill Cemetery and Avoca Museum. The bidder was willing to honor the submitted pricing and the limited scope.

The current mowing vendor was amenable to completing the first month's mowing (April 2021) until a new agreement could be finalized.

## **Funding Source(s):**

Cemetery Fund \$19,500 and Avoca (\$7,800) reimbursed to Town.

## **Attachment(s):**

- *Bid Tabulation Spreadsheet*

Town of Altavista  
Bid Tabulation Sheet  
2021 Annual Mowing Services

Location	Town Cost	L&A Lawn Care	Dustin Keller Enterprises	Myers Lawn Care	2021 New Contract Amount	2019/2020 Budget Amount	2019 L & A's Contract
Green Hill Cemetery - <b>Contractor Cuts</b>	\$580.27	\$750.00	\$1,050.00	\$650.00	\$19,500.00	\$14,850.00	\$495.00
McMinnis Springs - <b>B&amp;G Cuts</b>	\$72.53	\$70.00	\$105.00	\$75.00	\$2,250.00	\$1,440.00	\$48.00
Reynolds Springs - <b>B&amp;G Cuts</b>	\$72.53	\$80.00	\$78.00	\$75.00	\$2,250.00	\$1,200.00	\$40.00
Melinda Tank - <b>B&amp;G Cuts</b>	\$67.41	\$50.00	\$52.00	\$60.00	\$1,800.00	\$900.00	\$30.00
Clarion Tank - <b>B&amp;G Cuts</b>	\$67.41	\$45.00	\$40.00	\$60.00	\$1,800.00	\$450.00	\$15.00
Water Plant - <b>WTP Staff Cuts</b>	\$120.89	\$325.00	\$275.00	\$260.00	\$7,800.00	\$3,750.00	\$125.00
Wastewater Plant (weed eat only) <b>WWTP Staff</b>	\$169.42	\$300.00	\$235.00	\$275.00	\$8,250.00	\$3,375.00	\$225.00
Main Street R/W - <b>Street Crew Cuts</b>	\$290.14	\$375.00	\$130.00	\$280.00	\$8,400.00	\$6,150.00	\$205.00
Bedford Avenue R/W - <b>Street Crew Cuts</b>	\$290.14	\$375.00	\$184.00	\$415.00	\$12,450.00	\$6,750.00	\$225.00
Avoca Museum - <b>Contractor Cuts</b>	\$290.14	\$565.00	\$315.00	\$260.00	\$7,800.00		
Total cost per cut	\$2,020.88	\$2,935.00	\$2,464.00	\$2,410.00			\$1,408.00
Estimated # of cuts 30	\$60,626.40	\$88,050.00	\$73,920.00	\$72,300.00	\$72,300.00	\$38,865.00	\$42,240.00
Private Property		Unit Price/hr.	Unit Price/hr.	Unit Price/hr.			
Tall Grass Abatement		\$65.00	\$75.00	\$85.00			



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5F

## **Consent Agenda**

**Title:** Consideration of Declaration of Town property as Surplus

**Staff Resource:** Waverly Coggsdale, Town Manager

---

## **Action(s):**

Adoption of the attached Resolution declaring certain town property as surplus.

Approval of the proceeds from certain equipment be utilized by Public Works and Public Utilities to purchase a new mini-excavator.

## **Explanation:**

- Twice a year staff will be presenting items that require Town Council's approval to be declared surplus; this allows the items to be sold or discarded.
- Attached are items submitted by departments for declaration as surplus.
- The memo from Public Works/Public Utilities requests that the funds from their surplus items being used for the purchase of an additional mini-excavator. (Memo – *Attachment*)

## **Background:**

- Staff has set two opportunities (March and September) for departments to submit items that need to be declared surplus for disposition.
- The proceeds from the sale of these items go into their respective fund (General or Utility (Enterprise) as Miscellaneous Revenue.

## **Funding Source(s):**

The proceeds from the sale of these items are recognized as revenue.

## **Attachment(s):**

- *Resolution*
- *Memo – Use of funds*
- *Department surplus items lists*



**Town of Altavista**

P.O. Box 420  
510 Seventh Street  
Altavista, VA 24517

(434) 369-5001 voice  
(434) 369-4369 fax

[www.altavistava.gov](http://www.altavistava.gov)

**Mayor**

Mike Mattox

**Vice Mayor**

Reggie Bennett

**Town Council Members**

Jay Higginbotham  
Tracy Emerson  
Tim George  
Wayne Mitchell  
Scott Lowman

**Town Manager**

J. Waverly Coggsdale, III  
[jwcoggsdale@altavistava.gov](mailto:jwcoggsdale@altavistava.gov)

**RESOLUTION DECLARING SURPLUS ITEMS FOR PUBLIC AUCTION**

**WHEREAS**, the Town Council must authorize the disposal of any surplus property that as an item or group of items has a fair market value of greater than \$5,000, and,

**WHEREAS**, the Town Council of the Town of Altavista, Virginia desires to declare surplus and dispose of certain Town-owned property, and,

**WHEREAS**, the Town-owned property described on the attached list (Schedule A) is hereby declared to be surplus to the needs of the Town of Altavista,

**NOW, THEREFORE, BE IT RESOLVED** that the Town Manager is hereby authorized to dispose of the listed items by any means allowable to include offering for sale at public auction, donation to a non-profit organization, Internet on-line auction, upset bid process, or destruction. The Town will utilize the services of GovDeals.com an internet on-line auction service to sell the items described on the attached Schedule A, and any items not sold via this method may subsequently be sold by the Town Manager by private sale or destroyed. Notice of Public On-line Auction will be advertised as required per statute. The Town Manager shall have the right to add to or delete from the properties to be sold aforesaid.

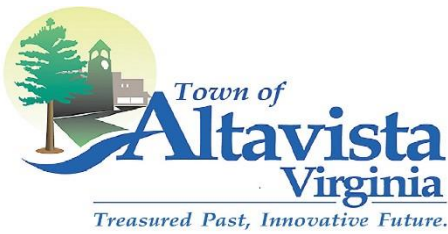
Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mike Mattox, Mayor

ATTEST:

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

*Items are subject to change.*



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

TO: Mayor Mattox and Town Council (via Town Manager)  
FROM: David Garrett, Director of Public Works, Tom Fore, Director of Utilities and Amie Owens, Asst. Town Manager  
RE: Surplus of Equipment and Use of Funds to Purchase Small Excavator  
DATE: March 17, 2021

---

Due to the number of projects that both the Public Works and Utilities crews are working on at any given time, it has been determined that there is need for another small excavator for use in more compact areas to allow for simultaneous completion of projects.

In review of equipment inventory and daily work schedule, it was determined that there were times when the small excavator was needed by both public works and utilities, causing delays or schedule changes to accommodate both using the equipment. There are five pieces of equipment that are slated for surplus, which, if sold, would provide enough funding for this purchase. The estimated cost is \$40,000 and would include the necessary attachments.

The request is outside of the regular CIP process due to a reevaluation of equipment needs and the number of times that the smaller excavator has been required and is in use on another project. The small excavator is used currently in public works for cemetery grave preparation, trail maintenance, park maintenance, moving of small items and by utilities to clear culverts, dig in small areas for line repairs and moving of smaller items.

There are larger excavators (100 and 200) available that can be used when there is ample area to do so or if there are larger items to move. One such excavator (200) that was included in the CIP previously; however, due to the fact it was not utilized frequently, its replacement was taken out of the CIP, as it is more cost-effective to rent it when needed.

The purchase of the small excavator would ensure that both public works and utilities have access to equipment when needed. Accordingly, we request approval to utilize funds from the sale of surplus equipment to purchase a small excavator. The surplus items are included in Schedule A.

## SCHEDULE "A" (Surplus Items) (UPDATED)

# PUBLIC WORKS/PUBLIC UTILITIES SURPLUS EQUIPMENT

NOTE: The Motor Grader was removed from the original list per Town Council's direction at the March 23, 2021 Work Session.

1997 IT14G Caterpillar Front End Loader with attachments  
Estimated Auction Value  
\$15,000.00 or less





## SCHEDULE "A" (Surplus Items)

1995 Hyundai 200 Excavator  
Estimated Auction Value  
\$25,000.00 or less



1999 ½ ton GMC Pickup Truck  
Estimated Auction Value  
\$1,500.00





## SCHEDULE "A" (Surplus Items)

Husqvarna Snow Blower  
Engine Blown  
Estimated Auction Value  
\$50.00



1997 Ford 1 Ton Bucket Truck  
Estimated Auction Value  
\$5,000.00



## SCHEDULE "A" (Surplus Items)

### Police Department Surplus

Assorted Holsters. These are outdated or do not fit our present weapons,



Assorted old cameras



## **SCHEDULE "A" (Surplus Items)**

Assorted old tasers and holsters



Assorted old leather gear



## **SCHEDULE "A" (Surplus Items)**

Assorted old AR-15 forearms and misc. parts



Assorted Rifle Cases





## SCHEDULE "A" (Surplus Items)

Assorted old gear bags



Old MagLights



## SCHEDULE "A" (Surplus Items)

Assorted old cameras



Old radar unit





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6A

## **Public Hearing(s)**

**Title:** Ordinance Amendment #OA-21-01 DRO Signage

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

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## **Action(s):**

Hold a public hearing on a Zoning Ordinance text amendment for signage within the Downtown Revitalization Overlay District (DRO) to increase the number and size permitted. Council may approve the recommendation of the Planning Commission to amend the Ordinance. Council may opt to not amend the ordinance or take no action.

## **Explanation:**

The Planning Commission held a public hearing on Monday, April 5, 2021 and recommended that Town Council amend the Zoning Ordinance to increase the number of signs permit, to increase the allowable square footage, and to establish a process where additional signs can be requested through a Special Use Permit.

## **Background:**

### ***DRO Signage:***

Recently staff received a request from a downtown business requesting to install an additional wall sign. Staff reviewed the Zoning Ordinance and saw that the signage was not allowed in the Downtown Revitalization Overlay (DRO) District, as the maximum allowable square footage for signage had already been exceeded.

The Planning Commission and staff reviewed the existing regulation and regulations for other Main Street communities and are of the opinion that additional flexibility is warranted. They are of the opinion that there may be cases where additional signage might be needed and recommend the ordinance include a provision, which would allow a business to apply for a Special Use Permit instead of a Variance to exceed the allowable number or square footage allowed by the ordinance.

## **Funding Source(s):**

N/A

## **Attachment(s):** *(Click on item to open)*

- *Staff Report* (**LINK**)
- *Draft Ordinance Amendment* (**LINK**)

**Town Council Staff Report  
Ordinance Amendment #OA-21-01 Signage in the DRO  
Public Hearing April 13, 2021**

**Request**

To amend Section 86-428 of the Zoning Ordinance to increase the allowable signage in the Downtown Revitalization Overlay District (DRO)

**Summary**

Staff received a request from First National Bank, to install an additional wall sign. Staff reviewed the Zoning Ordinance and saw that the signage was not allowed in the Downtown Revitalization Overlay (DRO) District, as the maximum allowable square footage for signage had already been exceeded.

At the December 2020 Planning Commission meeting, it was recommended that staff review the allowable signage in the Downtown Revitalization Overlay District (DRO). Staff suggested that additional signage might be appropriate for large lots, multi-story buildings, and lots with multiple street frontages.

At its March 1, 2021, meeting the Planning Commission reviewed the draft ordinance with staff and made recommendations on changes to the proposed language which included an increase in the allowable signage from three (3) to four (4) signs, increasing the allowable square footage from one (1) sq. ft for each linear foot of lot frontage to two (2) sq. ft., limits signs for multi-tenant buildings to two (2) sq ft per lot frontage regardless of the number of tenants, and adds a provision that additional signage may be request through a Special Use Permit.

**Staff Recommendation:**

Staff is of the opinion that the Town's sign ordinance is confusing and does not adequately address the needs of businesses. While it is recommended that the entire code be addresses; staff recommends revising the DRO ordinance first, as this was brought to their attention by two (2) businesses in the district.

Staff reviewed signage regulations for Main Street localities as requested by the Planning Commission and discussed the proposed text with the Planning Commission and incorporated their recommendation into the revised language.

Staff is of the opinion that a change to the ordinance would adequately address the needs for most businesses in the district and is consistent with small downtowns. The Planning Commission at its March 1, 2021 meeting stated that the code could be amended in the future if it was thought that the change was too liberal.

**Public Input**

The public hearings were advertised in the Altavista Journal for both the Planning Commission and Town Council. As of the writing of this report, no comments have been received in favor of or opposition to this request.



### **Planning Commission Recommendation**

The Planning Commission held a public hearing on the proposed text amendment on Monday, April 21, 2021 and voted 4-0 to recommend that Town Council approve the request.

An Ordinance to repeal, amend and re-ordain Section 86-428 of the Code of the Town of Altavista, 1968, relating to regulations for signs in the DRO.

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

1. That Section 86-428 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-428. - Regulations for signs in the DRO.**

Unless otherwise specified below, all signage within the district must comply with the regulations set forth in article V of this zoning ordinance.

(1) *Maximum size and number of signs.*

- a. ~~Three~~ Four signs maximum per business per street or opened alley facing. Where buildings only face one street, but signs can be seen from passing traffic, wall signs (only) may be used on side walls, but all sign sizes and numbers apply as if they were placed at the building front. Number and size of all signs will be limited to a maximum of ~~three~~ four regardless of where they are placed.
- b. ~~Thirty square feet maximum per sign, regardless of the number. Total area of all signs shall be limited to two square feet for each linear foot of lot frontage.~~
- e. ~~Sixty square feet maximum aggregate.~~
- d. c. No freestanding sign shall exceed 15 feet in height measured from the base of the sign or the grade of the nearest street, whichever is higher.
- d. No wall sign may exceed the height of the wall where it is located.

(2) *Signs for multiple businesses on a single zoning lot.*

- a. Maximum size of signs per business.
  - ~~1.~~ Thirty square feet maximum per sign, Total area of all signs shall be limited to two square feet for each linear foot of lot frontage regardless of the number of businesses.
  - ~~2.~~ ~~Sixty square feet maximum aggregate.~~

(3) Request for additional signage

- a. Additional signage may be approved through a Special Use Permit in accordance with Sec. 86-7.

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6B

## **Public Hearing(s)**

**Title:** Text Amendment – Ordinance Amendment #OA-21-02 Weed Control

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

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## **Action(s):**

Hold a public hearing to amend to Sec. 62-151 *Weed Control* of Town Code to allow one violation notice to cover the entire growing season. Council may approve the recommendation of the Planning Commission to amend the Ordinance. Council may opt to not amend the ordinance or take no action.

## **Explanation:**

Staff is seeking to amend Town Code to allow one notice to cover the entire grass cutting season as permitted by §15.2-901 of the Code of Virginia.

## **Background:**

As staff continues to improve efforts to abate violations, they have discussed a provision of state code that is not utilized by the Town. Under §15.2-901 *Locality may provide for removal or disposal of trash, cutting of grass, weeds, and running bamboo; penalty in certain counties; penalty* a locality can allow one written notice to the owner of record to cover the entire growing season. That initial notice is considered reasonable notice for the rest of the season.

As grass season is nearing staff expects to see an increase in the number of violations that are report pertaining to tall grass. Staff has found that in many cases there are repeat violations at the same address. Staff is requesting to adopt the proposed provision to streamline the process by allowing the one (1) notice to cover the entire growing season, which would allow staff to immediately abate the next violation without proving another 10-day notice.

## **Funding Source(s):**

N/A

## **Attachment(s):** (Click on item to open)

- Staff Report ([LINK](#))
- Draft Ordinance ([LINK](#))

**Town Council Staff Report  
Ordinance Amendment #OA-21-02 Weed Control  
Public Hearing April 12, 2021**

**Request**

To amend Section Sec. 62-151 *Weed Control* of Town Code to allow one violation notice to cover the entire growing season.

**Summary**

As staff continues to improve efforts to abate violations, they have discussed a provision of state code that is not utilized by the Town. Under §15.2-901 *Locality may provide for removal or disposal of trash, cutting of grass, weeds, and running bamboo; penalty in certain counties; penalty* a locality can allow one written notice to the owner of record to cover the entire growing season. That initial notice is considered reasonable notice for the rest of the season.

As grass season is nearing staff expects to see an increase in the number of violations that are report pertaining to tall grass. Staff has found that in many cases there are repeat violations at the same address. Staff is requesting to adopt the proposed provision to streamline the process by allowing the one (1) notice to cover the entire growing season, which would allow staff to immediately abate the next violation without proving another 10-day notice.

**Staff Recommendation:**

Staff is of the opinion that fees and compensation should not be included in Town Code, as they are subject to change and it forces the town to incur an unnecessary cost to advertise for public hearings.

**Public Input**

The public hearing was advertised in the Altavista. As of the writing of this report, no comments have been received in favor of or opposition to this request.

**Planning Commission Recommendation**

The proposed text amendment did not require a public hearing before the Planning Commission. However, the Town Attorney, Director of Public Works, and Community Development Director discussed the request with the Planning Commission in October of 2020 as part of a discussion on various Town Code updates the Community Development Director has oversight over. At that meeting the Planning Commission recommended that staff proceed with presenting an amendment to Town Council as it would streamline the enforcement process for staff and reduce the cost incurred with sending multiple violation notices.

Sec. 62-151. - Weed control.

- (a) *Weeds* shall mean any plant, grass, or other vegetation of uncontrolled growth over 12 inches high, other than trees, shrubbery, agricultural plants, or flowering landscaping with controlled growth, and excluding therefrom the following:

- (1) Growth located on banks of continually flowing streams.
- (2) Natural and undisturbed slopes of a vertical angle of 30 degrees or greater excluding such areas which are contiguous to the street right of way.
- (3) Cliffs, bluffs, ravines, and other similar areas with vegetation foliage.
- (4) Natural and undisturbed wooded areas.

- (b) ~~It shall constitute a public nuisance for an owner or occupant of any property in the town to permit weeds to grow thereon within 50 feet of a residential, commercial or industrial structure designed and constructed for human occupancy or within such distance of such structure on the public right-of-way between such property bordering on a public street and the curb line or pavement edge of the street.~~

It shall constitute a public nuisance for an owner of vacant, developed or undeveloped property in the town, including such property upon which buildings or other improvements are located, whether residential, commercial or industrial, to permit weeds as defined in subsection (a) above to grow thereon, including such weeds which are located between such property bordering on a public street and the curb line or pavement edge of the street.

- (c) It shall be unlawful for any owner or occupant of a property in the town to cause or allow a public nuisance as described in this section to exist with respect to such property or such area of public right-of-way. An owner or occupant of such a property shall abate any such public nuisance on said property and where required on any public right-of-way bordering such property.
- (d) Upon determination by the town manager, or his/her designee, that there exists on any property within the town, including the area between such land or premises and the curblin, any weeds as defined in subsection (a) above constituting a public nuisance under the provisions of subsection (b) above, notice shall be served on the owner of such property or his/her agent, or on the occupant thereof, or both, to cause such weeds to be cut and removed from such property within five days from the date of delivery of such notice. Such notice shall state that if such owner fails to cut and remove said weeds by the time specified the town may do so and in such event said owner will be charged with the expense thereof including an administrative fee of \$75.00.
- (e) Service of the notice provided for in subsection (d) shall be by first class mail with delivery confirmation, personal delivery or posting in a conspicuous place upon the property; provided, however, that if the property is unoccupied and the owner or his/her agent cannot

be found by the exercise of due diligence or is unknown, such notice shall be sufficient against the owner if given by first class mail to the owner's last known mailing address and posted in a conspicuous place upon the property. The town manager, or his/her designee, is hereby authorized to deliver or post such notices. For purposes of this provision, one written notice per growing season to the owner of record of the subject property shall be considered reasonable notice.

- (f) In the event that said owner or occupant fails to cut and remove said weeds from such property within the time specified the town may have such weeds cut by its agents or employees, in which event the cost and expenses thereof including an administrative fee of \$75.00 shall be chargeable to and paid by the owner of such property and may be collected by the town as taxes are collected.
- (g) Every charge authorized by this section with which the owner of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia, §§ 58.1-3940 et seq. and 58.1-3965 et seq. The town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.
- (h) Upon the completion of such removal, the town manager shall send by certified mail to such owner a bill for the cost and expenses of the removal including an administrative fee of \$75.00 with the notation thereon that such charges are collectible by the town as taxes are collected and that failure to pay the bill within 60 days of the date thereof will result in a lien being perfected against the property and the institution of other collection procedures. Upon the owner's failure to pay such bill by the date set thereon, the town manager shall perfect such lien by recording the lien in the clerk's office of the Circuit Court of Campbell County and may, pursuant to law, institute such collection procedures as he or she may deem necessary.

(Ord. of 7-13-2004(3), § 1)





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6C

## **Public Hearing(s)**

**Title:** Ordinance Amendment #OA-21-03 Planning Commission Salary

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

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## **Action(s):**

Hold a public hearing to amend Section 58-32 of Town Code to eliminate the maximum stipend for Planning Commissioners. Council may approve the recommendation of the Planning Commission to amend the Ordinance. Council may opt to not amend the ordinance or take no action.

## **Explanation:**

Chapter 58 *Planning* of Town Code outlines the duties and responsibilities of the Planning Commission. It also contains a provision that they be compensated for those duties. The Planning Commission held a public hearing on Monday, April 5, 2021 and voted to recommend that Town Council approve the text amendment.

## **Background:**

Town Code currently states that Planning Commissioners may receive no more than \$300 per year for their service to the town. During the adoption of the town's budget for Fiscal Year 2021, Council increased the salary to \$50 a month for non-Certified Commissioners and \$75 a month for Certified Commissioners. Compensation is tied to attendance and set by Town Council each year during the budget process.

## **Funding Source(s):**

N/A

## **Attachment(s):** *(Click on item to open)*

- *Staff Report* (**LINK**)
- *Draft Ordinance Amendments* (**LINK**)



**Town Council Staff Report  
Ordinance Amendment #OA-21-03 Planning Commission Salary  
Public Hearing April 12, 2021**

**Request**

To amend Section 58-32 of Town Code to eliminate the maximum stipend for Planning Commissioners.

**Summary**

Town Code currently states that Planning Commissioners may receive no more than \$300 per year for their service to the town. During the adoption of the town's budget for Fiscal Year 2021, Council increased the salary to \$50 a month for non-Certified Commissioners and \$75 a month for Certified Commissioners. Compensation is tied to attendance and set by Town Council each year during the budget process.

**Staff Recommendation:**

Staff is of the opinion that fees and compensation should not be included in Town Code, as they are subject to change and it forces the town to incur an unnecessary cost to advertise for public hearings.

**Public Input**

The public hearings were advertised in the Altavista Journal for both the Planning Commission and Town Council. As of the writing of this report, no comments have been received in favor of or opposition to this request.

**Planning Commission Recommendation**

The Planning Commission held a public hearing on the proposed text amendment on Monday, April 21, 2021 and voted 4-0 to recommend that Town Council approve the request.

An Ordinance to repeal, amend and re-ordain Section 58-32 of the Code of the Town of Altavista, 1968, relating to composition; appointment; term; vacancies; salaries (of the Planning Commission).

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

1. That Section 58-32 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 58-32. Composition; appointment; term; vacancies; salaries.**

- (a) The commission shall consist of a minimum of five members and a maximum of seven members. They shall consist of at least four members and up to six members at large and one member from the town council and shall be appointed by the town council. One member may be a member of the administrative branch of government of the town. They shall be residents of the town qualified by knowledge and experience to make decisions on questions of community growth and development; provided, however, that at least one-half of the members so appointed shall be owners of real property. The term of the member from the town council, and from the administrative branch, if there are any, shall be coextensive with the term of office to which he or she has been elected or appointed, unless the town council, at the first regular meeting each year, appoints others to serve as their representatives. Appointments of members shall be for staggered terms of four years each, unless the town council shall desire to establish different terms of office. Vacancies shall be filled by appointment for the unexpired term only. Members may be removed for malfeasance in office.
- (b) The members of the commission, as now constituted or hereafter appointed, may receive a salary to be fixed by the town council by resolution, ~~not to exceed \$300.00 per annum for each member. The salary of the members of the commission, if any, when fixed, shall so continue until changed by the council, and shall be payable out of the treasury of the town in monthly installments.~~

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6D

## **Public Hearing(s)**

**Title:** Ordinance Amendment #OA-21-04 Permitted Projections

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

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## **Action(s):**

Hold a public hearing to amend Section 86-22 of Town Code to permit ADA accessible ramps to project into a required yard when no other reasonable alternative is available. Council may approve the recommendation of the Planning Commission to amend the Ordinance. Council may opt to not amend the ordinance or take no action.

## **Explanation:**

Sec. 86-22 of the Zoning Ordinance allows certain features of a building to project up to three feet (3') in a required yard, including window bays, vestibules, uncovered porches, eaves, and disabled access ramps. Since many homes were built prior to zoning and many do not have off-street parking, it might be difficult for a disabled citizen to build a ramp without the added cost of applying to the Board of Zoning Appeals and paying a \$300 application fee. The Planning Commission held a public hearing on Monday, April 5, 2021 and voted to recommend that Town Council approve the text amendment.

## **Background:**

Staff recently received a request to install a ramp at the home of a citizen. The property is zoned R-2 (Medium Density Residential), which has a front yard setback of not less than 35'. A review of the property revealed that it had been built prior to the adoption of zoning by the town in 1948. The existing structure is nonconforming (grandfathered) and a three-foot encroachment into the yard would not meet the citizen's need. Staff is of the opinion that the current code does not meet the intent of the Americans with Disabilities Act (ADA) without the disabled citizen incurring additional cost and time to request a Variance.

## **Funding Source(s):**

N/A

## **Attachment(s):** *(Click on item to open)*

- *Staff Report* ([LINK](#))
- *Draft Ordinance Amendment* ([LINK](#))

**Town Council Staff Report  
Ordinance Amendment #OA-21-04 Permitted Projections  
Public Hearing April 12, 2021**

**Request**

To amend 86-22 *Definitions* of the Zoning Ordinance to permit ramps for ingress and egress to project into a required yard where no alternative placement is available.

**Summary**

Sec. 86-22 of the Zoning Ordinance allows certain features of a building to project up to three feet (3') in a required yard, including window bays, vestibules, uncovered porches, eaves, and disabled access ramps.

Staff recently received a request to install a ramp at the home of a citizen. The property is zoned R-2 (Medium Density Residential), which has a front yard setback of not less than 35'. A review of the property revealed that it had been built prior to the adoption of zoning by the Town in 1948. The existing structure is nonconforming (grandfathered) and a three-foot encroachment into the yard would not meet the citizen's need.

After visiting the site staff determined that there were no other reasonable means of access. Under the existing code the only way to permit a ramp that met their needs; the citizen would have to apply to the Board of Zoning Appeals for a Variance from this requirement and pay a \$300 fee for a public hearing. It is the opinion of staff that this is an unnecessary burden and does not meet the intent of the Americans with Disabilities Act.

Since many homes were built prior to zoning and many do not have off-street parking, it might be difficult for a disabled citizen to meet the requirements of the existing code.

**Staff Recommendation:**

Staff is of the opinion that ramps be allowed to project into a required yard when no other reasonable alternative is available.

**Public Input**

The public hearings were advertised in the Altavista Journal for both the Planning Commission and Town Council. As of the writing of this report, no comments have been received in favor of or opposition to this request.

**Planning Commission Recommendation**

The Planning Commission held a public hearing on the proposed text amendment on Monday, April 21, 2021 and voted 4-0 to recommend that Town Council approve the request.

An Ordinance to repeal, amend and re-ordain Section 86-22 of the Code of the Town of Altavista, 1968, relating to definitions, general terms (Zoning Ordinance).

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

1. That Section 86-22 of the Code of the Town of Altavista, 1968, be repealed, amended and re-ordained as follows:

**Sec. 86-22. Definitions, general terms.**

The words and terms listed below shall have the following meanings:

*Abutting* means contiguous or adjoining; having property or zoning district lines in common, or separated by a right-of-way.

*Access* means of approach, to provide vehicular or pedestrian physical entrance to a property.

*Accessory building or structure* means a building or structure detached from a principal building on the same lot and customarily incidental and subordinate to the principal building or use. Where an accessory building or structure is attached to the principal building in a substantial manner, as a covered structure made of materials complementary to the principal structure, such accessory building shall be considered a part of the principal building. A walkway alone shall not be considered a substantial connection for the purposes of this chapter. For purposes of this chapter, any swimming pool in a residential district shall be considered an accessory structure.

*Accessory use* means a use of land, or a building or structure or portion thereof, customarily incidental and subordinate to the principal use of the land or building or structure and located on the same lot with such principal use.

*Acreage* means a parcel of land, regardless of area, described by metes and bounds and not as a lot shown on any recorded subdivision plat.

*Addition* means any construction that increases the gross floor area of a building or structure, or results in an expanded footprint of a building or structure on the ground.

*Alley* means a right-of-way that provides secondary vehicle and service access to abutting properties that have frontage on one or more streets.

*Alteration* means any change or rearrangement in the supporting members of an existing building, such as bearing walls, columns, beams, girders or interior partitions, or any enlargement or reduction of a building or structure, whether horizontally or vertically, or the moving of a building or a structure from one location to another.

*Amendment* means a modification to this chapter, including the text or associated maps that has been approved by the town council.

*Antenna* means a communication device that transmits or receives electromagnetic signals. Antennas may be directional, including panels and microwave dishes, or omnidirectional including satellite dishes, whips, dipoles, and parabolic types. An antenna does not include the tower or other supporting structure to which it is attached. For purposes of this chapter, an "antenna" does not include a satellite dish antenna, which is otherwise defined.

*Base flood* means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of being equaled or exceeded in any given year). Areas including the base flood are depicted as zone A, AE, AH, AO, AR, A99, V and VE on the Altavista flood insurance rate map (FIRM).

*Base flood elevation (BFE)* means the water surface elevation which occurs in a 100-year flood as designated by the Federal Emergency Management Agency.

*Basement* means that portion of a building that is partly or completely below grade plane. A basement shall be considered a story above grade where the finished surface of the floor above the basement is (i) more than six feet above grade, (ii) more than six feet above grade for more than 50 percent of the total building perimeter, or (iii) more than 12 feet above the finished ground at any point.

*Berm* means a landscaped earthen mound, incorporated as part of a site design, and intended to enhance the compatibility of abutting or nearby properties through the mitigation of sound, the screening of views, and/or the visual enhancement of a property's landscaped character.

*Best management practices (BMP)* means a practice, or combination of practices as determined by the appropriate state and/or local agencies to be the most effective, practical means of preventing or reducing the amount of pollution generated by non-point sources to a level compatible with the water quality goals of the Town of Altavista and/or the Commonwealth of Virginia.

*Board of zoning appeals* means the Town of Altavista Board of Zoning Appeals, also referred to in this chapter as the BZA.

*Buffer yard* means a yard improved with screening and/or landscaping materials required between abutting zoning districts of differing intensities or between adjoining land uses for the purpose of decreasing the adverse impact of differing uses and districts.

*Building* means any structure having a roof supported by columns or walls and intended for the shelter, housing or enclosure of any individual, animal, activity, process, equipment, goods or materials of any kind.



*Building, coverage* means that portion of a lot, which when viewed from directly above, would be covered by any building or structure. For the purposes of this definition, lot shall include contiguous lots of the same ownership within a single zoning district which are to be used, developed or built upon as a unit.

*Building, height* means the vertical distance measured from the average adjoining grade on all sides of a building or structure to the highest point of a flat roof, the deck line of a mansard roof or in the case of a pitched, gambrel or hip roof, the mean level between the eaves and the highest point of the roof.

*Building wall, front* means, when viewed from above, the wall, parallel to the street right-of-way, that passes through the point of the principal building nearest the street right-of-way.

*Building wall, rear* means, when viewed from above, the wall, parallel to the rear lot line that passes through the point of the principal building nearest the rear lot line.

*Building wall, side* means when viewed from above, the wall, parallel to a side lot line that passes through the point of the principal building nearest the side lot line.

*Caregiver* means, for purposes of section 86-460, an adult who provides care for a mentally or physically impaired person within the commonwealth and the caregiver shall be either related by blood, marriage, or adoption to, or shall be the legally appointed guardian of, the mentally or physically impaired person for who care is being provided.

*Certificate of zoning compliance* means, for the purposes of this chapter, official certification that premises conform to all applicable provisions of the town zoning ordinance and may be lawfully used or occupied.

*Channel* means a perceptible natural or artificial waterway which periodically or continuously contains moving water confined to a definite bed and banks.

*Cluster subdivision* means an alternative means of subdividing land that concentrates building density in specific areas of a site to allow the remaining land to be permanently reserved for the preservation of environmentally-sensitive features and open space.

*Code of Virginia* means the Code of Virginia 1950, as amended.

*Commercial delivery* means the delivery of goods, products, materials or other items associated with a home occupation by any means or frequency other than that which would normally occur in a residential neighborhood.

*Commission* means the Planning Commission of the Town of Altavista.

*Condominium* means a building or group of buildings, created pursuant to the Virginia Condominium Act, Code of Virginia, § 55-79.39 et seq., in which units are owned individually,

and the structure, common areas and facilities are owned by all the owners on a proportional, undivided basis.

*Construction, new* means structures for which construction commenced on or after the effective date of this chapter and including any subsequent improvements to such structures.

*Construction, start* means the date a building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns or any work beyond the stage of excavation or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwellings units or not part of the main structure.

*Council* means the Town Council of Altavista, Virginia.

*Deck* means a structure, of any materials, without a roof, directly adjacent to a principal building which has an average elevation of 30 inches or greater from finished grade

*Dedication* means the transfer of private property to public ownership upon written acceptance.

*Density* means the number of dwelling units permitted per unit of land, commonly expressed as dwelling units per acre.

*Development* means any man-made change to improved or unimproved real estate including but not limited to buildings or other structures, the placement of manufactured homes, streets and other paving, utilities, filling, grading, excavation, mining, dredging, drilling operations, or storage of equipment or materials.

*District* means a zoning district as described and permitted by Code of Virginia, § 15.2-2280 et seq.

*Driveway* means a private roadway providing access for vehicles to a parking space, garage, dwelling, or other structure.

*Dwelling unit* means a room or group of rooms connected together containing cooking, bathroom and sleeping facilities constituting a separate, independent housekeeping unit, physically separated from any other dwelling unit in the same structure.



*Easement* means a portion of a lot or acreage reserved for present or future use by a person or entity other than the fee simple owner of the lot or acreage. Easements may exist on the ground, or under or above the lot or acreage.

*Establishment* means any business, enterprise, or other land use permitted by this chapter.

*Family* means one or more persons related by blood, marriage, or adoption, or under approved foster care, or a group of not more than four persons (including domestic help) living together as a single housekeeping unit. For the purposes of dwelling unit occupancy in a single-family residential zoning district (R1), the term shall include not more than two unrelated persons in addition to the family. For dwelling unit occupancy in all other zoning districts, the term shall include not more than four unrelated persons in addition to the family.

*Flood* means general and temporary inundation of normally dry land areas from (1) the overflow of inland waters; (2) the unusual and rapid accumulation or runoff of surface waters from any source; (3) mudslides (i.e. mudflows), which are approximately caused or precipitated by accumulations of water on or under the ground; or (4) the collapse or subsidence of land along a body of water as a result of erosion or undermining caused by water or currents of water exceeding anticipated cyclical levels or suddenly caused by an unusually high water level in a natural body of water, accompanied by a severe storm or by an unanticipated form of nature, such as a flash flood, or by some similarly unusual and unforeseeable event which results in flooding as defined in this section.

*Flood, one hundred-year* means a flood that, on the average, is likely to occur once every 100 years (i.e., that has a one percent chance of occurring each year, although the flood may occur in any year).

*Flood proofing* means any combination of structural and nonstructural additions, changes or adjustments to a structure or property which reduces or eliminates flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

*Floodplain* means:

- (1) A relatively flat or low land area adjoining a river, stream, or watercourse which is subject to partial or complete inundation; or
- (2) An area subject to the unusual and rapid accumulation of run-off or surface waters from any source.

*Floodway* means the designated area of the floodplain required to carry and discharge floodwaters of a given magnitude. For the purposes of this article, the floodway shall be capable of accommodating a flood of the 100-year magnitude.

*Floodway fringe* means that area characterized during floods by shallow, slow-moving water and represents a low hazard potential; more specifically, the floodway fringe is that area of the 100-year flood elevations contained in the flood profiles of the flood insurance study

adopted by the Town of Altavista and as shown on the flood insurance rate map (FIRM) accompanying that study.

*Floor area, finished* means the sum of the horizontal areas of a building which is intended for human habitation and use and which has a floor to ceiling height of six and one-half feet or greater. Areas excluded from the finished floor area would include unfinished basements and attics, storage and utility rooms, and garages.

*Floor area, gross* means the sum of the horizontal areas of the several stories of a building, measured from the exterior faces of exterior walls, or in the case of a common wall separating two buildings, from the centerline of such common wall. Gross floor area shall exclude interior parking and loading spaces, and airspace above atriums.

*Floor area ratio (FAR)* means the ratio of the total floor area of buildings located on a certain parcel of land to the area of that parcel. [Note: As a formula: Floor area ratio = (total covered area on all floors of all buildings on a parcel) divided by (area of the parcel). Thus, a FAR of 2.0 would indicate that the total floor area of a building is two times the gross area of the parcel on which it is constructed.]

*Garage, private* means a building for the private use of the owner or occupant of a principal residential building situated on the same lot as the principal building for the storage of motor vehicles.

*Glare* means the effect produced by lighting, with a brightness or intensity sufficient to cause annoyance, discomfort, or loss in visual performance and visibility.

*Greenhouse, private* means a structure for the raising of plants or flowers indoors not for commercial retail purposes.

*Greenhouse, retail* means a structure for the raising of plants or flowers indoors for commercial or retail purposes.

*Hardscaping* means the paved areas such as streets, sidewalks, man-made stormwater management or drainage features, retaining walls, or other permanent structures for any permissible use where the soil is no longer exposed to the surface of the earth.

*Historic structure* means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of the Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a

district preliminarily determined by the secretary to qualify as a registered historic district;

- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - a. By an approved state program as determined by the Secretary of the Interior; or
  - b. Directly by the Secretary of the Interior in states without approved programs.

*Land disturbing activity* means any land change which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands in the commonwealth, including, but not limited to, clearing, grading, excavating, transporting and filling of land.

*Landscaping* means the improvement of the appearance of an area by the planting of trees, grass, shrubs, or other plant materials.

*Loading space, off-street* means space for bulk pick-ups and deliveries, scaled to delivery vehicles expected to be used and accessible to such vehicles when required off-street parking spaces are filled.

*Lot* means a parcel of land intended to be separately owned, developed, or otherwise used as a unit, established by plat, subdivision, or as otherwise permitted by law.

*Lot, corner* means a lot abutting on two or more streets at their intersection, or on two parts of the same street forming an interior angle of less than 135 degrees.

*Lot coverage* means that portion of a lot, which when viewed from directly above, would be covered by any building or structure, parking and loading areas and other surface which is impermeable or substantially impervious to storm water. Gravel parking areas shall be considered impervious. For the purposes of this definition, lot shall include contiguous lots of the same ownership within a single zoning district which are to be used, developed or built upon as a unit.

*Lot, double frontage* means an interior lot having frontage on two streets.

*Lot, flag lot* means a panhandle or flag-shaped lot with its widest point (called the "flag") set back from the road at the rear of another lot, and having a thin strip of land (called the "stem") connecting to the road to provide legal access and frontage.



*Lot, frontage* means the horizontal distance between the side lot lines measured at the front yard setback line. All sides of a lot which abut a street shall be considered frontage. On curvilinear streets the arc between the side lot lines shall be considered the lot frontage.

*Lot, interior* means a lot, other than a corner lot.

*Lot, irregular* means a lot of such a shape or configuration that technically meets the area, frontage and width to depth requirements of this chapter but meets these requirements by incorporating unusual elongations, angles, curvilinear lines unrelated to topography or other natural land features.

*Lot of record* means a lot which has been recorded in the office of the clerk of the appropriate court.

*Lot, width of* means the mean horizontal distance between the side lot lines. The mean shall consist of the straight line horizontal distances of the front and rear lot lines and the distance of a line connecting the midpoints of the side lot lines; provided however, that for a flag-lot, no part of the pole shall be considered in calculating such distances.

*Lowest floor* means the lowest enclosed area, including basement, of any structure. An unfurnished or flood-resistant enclosure usable solely for the parking of vehicles, building access or storage, in an area other than a basement area, is not considered a building's lowest floor, provided that such enclosure is not built so as to render the structure in violation of the applicable non-elevation design requirements of this chapter.

*Mentally or physically impaired person* means, for purposes of section 86-460, a person who is a resident of Virginia and who requires assistance with two or more activities of daily living, as defined in Code of Virginia, § 63.2-2200 and as certified in writing by a physician licensed by the Commonwealth of Virginia.

*Mixed-use building* means a combination of two or more use types within a single structure.

*Monopole* means a single pole structure, usually self supporting, used to support antennas.

*Natural watercourse* means any natural stream river, creek, waterway, gully, or wash in which water flows in a definite direction or course, either continuously or intermittently, and has a definite channel, bed and banks.

*Nonconforming lot* means a lot, the area, dimensions or location of which was lawful at the time the lot was created, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Nonconforming structure* means any structure the size, dimensions or location of which was lawful when erected or altered, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Nonconforming use* means a use or activity which was lawful when originally established, but which fails to conform to the current standards and regulations due to the adoption, revision or amendment of this chapter.

*Not-for-profit* means an organization or activity which has obtained nontaxable status from the U. S. Internal Revenue Service.

*Off-street parking area* means space provided for vehicular parking outside the dedicated street right-of-way.

*Open space* means any parcel or area of land or water essentially unimproved and set aside, dedicated or reserved for public or private use or enjoyment, or for the use and enjoyment of owners and occupants of land adjoining or neighboring such open space. Open space may be passive or active. Passive open space remains in a completely undeveloped state and lacks formal facilities. Active open space has developed facilities such as recreation centers, playgrounds, swimming pools, tennis and basketball courts, and similar facilities.

*Open space, common* means land within or related to a development, not individually owned or dedicated for public use, which is intended for the common use or enjoyment of the residents of the development and may include such complementary structures as are necessary and appropriate. Common open space may include recreation centers, playgrounds, swimming pools, tennis and basketball courts, and similar facilities.

*Outdoor display* means the display and sale of products primarily outside of a permanent building or structure, including vehicles, garden supplies, plant materials, tires, oil and other vehicle maintenance supplies, food and beverages, fireworks and holiday decorations.

*Outdoor storage* means the keeping, in other than a building, of any goods, materials, or merchandise on the same parcel for more than 24 consecutive hours.

*Overlay district* means a district established by this chapter to prescribe special regulations to be applied to a site in combination with the underlying or base district.

*Patio* means a level surfaced area, constructed of any materials, directly adjacent to a principal building which has an average elevation of not more than 30 inches from finished grade, and without walls or a roof.

*Perennial* means occurring or existing on a regular or continual basis.

*Porch* means a roofed open area, which may be glazed or screened, usually attached to or part of and with direct access to or from, a building.



*Principal building or structure* means a building or structure in which the primary use of the lot on which the building is located is conducted.

*Principal use* means the main use of land or structures as distinguished from a secondary or accessory use.

*Private* means, unless otherwise specifically indicated, private shall mean anything not owned, operated, provided and/or maintained by a local, state, or federal government.

*Projections (into yards)* means the parts of buildings, such as architectural features, that shall be exempted from the yard requirements of this chapter. Thus, bay windows, vestibules, eaves, uncovered porches, disabled access ramps, and the like may be permitted to project up to three feet into required yards. Ramps providing means of ingress or egress required by law may project into required yards when such ramps cannot be located elsewhere in compliance with applicable yard and ingress or egress requirements.

*Public* means, unless otherwise specifically indicated, public shall mean anything owned, operated, provided and/or maintained by a local, state, or federal government.

*Public water and sewer systems* means a water or sewer system owned and operated by: (1) a municipality, public service authority or county; or (2) a private individual or a corporation approved and properly licensed by the State Corporation Commission prior to the adoption date of this chapter; and meeting the requirements of the State Health Department and/or Virginia Department of Environmental Quality.

*Recreational vehicle* means a vehicle which is (1) built on a single chassis; (2) 400 square feet or less when measured at the largest horizontal projections; (3) designed to be self-propelled or permanently towable by a light-duty truck; and (4) designed primarily not for use as a permanent dwelling but as temporary living quarters for recreation camping, travel or seasonal use.

*Replacement cost* means the cost of restoring a damaged building or structure to its original condition. Replacement cost shall include reasonable estimates of the cost of materials and labor and shall be compared with the assessed value as determined by the town to determine the percentage of the cost of improvements.

*Right-of-way* means a legally established area or strip of land, either public or private, on which an irrevocable right of passage has been recorded.

*Screening* means a method of visually shielding or obscuring one or more abutting or nearby structures or uses from other structures or uses by fencing, walls, berms or by densely planted vegetation. Screening is intended to substantially obscure the visual impacts between adjoining uses.

*Setback* means the minimum distance by which any building or structure must be separated from a street right-of-way or lot line.

*Shopping center* means a group of commercial establishments planned, constructed and managed as a total entity with shared access, customer and employee parking provided onsite, provision of goods delivery separated from customer access, aesthetic considerations and protection from the elements.

*Shoreline* means a boundary line between a body of water and the land. This line shall consist of the sloping margin of, or the ground bordering a stream, river, reservoir, lake, etc., and serve to define the limits of, and confine the waters to, the natural channel or impoundment during periods of normal flow or volume.

*Slope, steep* means terrain generally classified as having a 25 percent vertical rise to the horizontal run.

*Special use permit* means a use with operating and/or physical characteristics different from those uses permitted by right in a given zoning district which may, nonetheless, be compatible with those by-right uses under special conditions and with adequate public input and review. Special use permits are allowed only at the discretion and approval of council following review and recommendation by the commission and staff.

*Specified anatomical areas* means: (1) less than completely and opaquely covered: (i) human genitals, pubic region, (ii) buttock, and (iii) female breast below a point immediately above the top of the areola; and (b) human male genitals in a discernibly turgid state, even if completely and opaquely covered.

*Specified sexual activities* means: (1) human genitals in a state of sexual stimulation or arousal; (2) acts of human masturbation, sexual intercourse, or sodomy; and (3) fondling or other erotic touching of human genitals, pubic region, buttock, or female breast.

*Stoop* means a platform, without a roof, located at the entrance of a building with sufficient area to facilitate only the ingress and egress to the building.

*Story* means that portion of a building included between the surface of any floor and the floor next above it, or if there is not a floor above it, then the space between the floor and the ceiling above it.

*Story, above grade* means any story having its finished floor surface entirely above grade except that a basement shall be considered as a story above grade when the distance from grade to the finished surface of the floor above the basement is more than six feet for more than 50 percent of the total perimeter or more than 12 feet at any point.

*Story, half* means the space under a sloping roof, which has the line of intersection of roof decking and wall face not more than three feet above the top floor level, and in which space not more than two-thirds of the floor area is finished for use.

*Street* means any vehicular way which: (1) is an existing federal, state or municipal roadway; or (2) is shown on a plat approved pursuant to law; or (3) is approved by other official



action. The term street shall include road and highway. Unless otherwise indicated, the term street shall refer to both public and private streets.

*Street, cul-de-sac* means a street with only one outlet and an appropriate turnaround for a safe and convenient reversal of traffic movement.

*Structure* means anything that is constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground, including but not limited to buildings, signs, manufactured homes and above-ground swimming pools. Walls and fences shall not be deemed structures except as otherwise specifically provided in this chapter.

*Substantial alteration* means expansion or modification of a building or site which would result in a disturbance of land exceeding an area of 2,500 square feet.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its condition before damage would equal or exceed 50 percent of the market value of the structure before such damage occurred.

*Substantial improvement* means any repair, reconstruction or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either before the improvement or repair is started, or if the structure has been damaged and is being restored, before the damage occurred. This term includes structures which have incurred "substantial damage" regardless of the actual repair work performed. For the purpose of this definition "substantial improvement" is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure. The term does not however, include either any project for improvement for a structure to comply with existing state or county health, sanitary or safety code specifications which are solely necessary to assure safe living condition or any alteration of a structure listed on the National Register of Historic Places.

*Transient* means, for purposes of this chapter, transient shall refer to the limited, temporary and/or short term occupancy, associated with the hotel/motel/motor lodge or extended stay lodging use types. Transient occupants must have, and be able to demonstrate that they maintain, a principal place of permanent residence elsewhere.

*Town charter* means the Charter of the Town of Altavista, Virginia.

*Use* means an activity on a piece of land other than development.

*Variance* means a reasonable deviation from the provisions regulating the size or area of a lot or parcel of land, or the size, area, bulk or location of a building or structure in accordance with, and as further defined in Code of Virginia, § 15.2-2201.

*Yard* means a required open space on a lot, unoccupied and unobstructed from the ground upward, unless otherwise provided by this chapter.



*Yard, front* means a yard between the front building line and the street right-of-way extending across the full width of the lot. For the purpose of placement of accessory buildings when the principal building exists on the lot the term front yard shall mean a yard between the front building wall and the street right-of-way extending across the full width of the lot.

*Yard, rear* means a yard between the rear line of the building and the rear line of the lot extending the full width of the lot.

*Yard, side* means a yard between the side line of the building and the side line of the lot extending from the front lot line to the rear lot line.

*Zoning administrator* means the zoning administrator of the Town of Altavista or an authorized agent thereof, also referred to in this chapter as the administrator.

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



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7A

## **New Business**

**Title:** SCADA Term Services and Firm Prequalification's for Town CIP Projects

**Staff Resource:** Tom Fore, Utilities Director

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### **Action(s):**

- Allow the Manager to sign Term Services Agreements with four firms (Altavista Instruments and Controls, Lord and Company, Sunapsys, and Valley Automation and accept all six firms as pre-qualified and listed as Town approved SCADA control firms to bid directly or as subcontractors on future capital projects.

### **Explanation:**

The Town had contracted with Woodard and Curran during 2016 to install and perform the Town's SCADA services and since the COVID outbreak Woodard and Curran's ability to service the Town's SCADA system has not been occurring. By having Multiple vendors that are signed term services providers this will ensure reliability and resiliency.

### **Background:**

The Town's Water & Wastewater facilities have SCADA Systems within the plant to better control the operations and maintenance of the plants and facilities. With the loss of our current SCADA provider staff believes having multiple firms available to staff during times that the SCADA system needs updates or repairs it gives staff the ability to call for assistance immediately and the competition to maintain the lowest price possible from the vendors will allow the SCADA systems to be reliable.

### **Funding Source(s):**

There is no funding required for having the Term Services agreements or pre-qualifying the Firms for future CIP projects.

### **Attachment(s):** *(Click on item to open)*

- *Peed & Bortz recommendation letter.*

PEED & BORTZ, L.L.C.  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

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April 1, 2021

Mr. Tom Fore  
Town of Altavista  
Director of Public Utilities  
P.O. Box 420  
Altavista, Virginia 24517

Re: SCADA Request for Proposals  
19-76

Dear Mr. Fore:

The Town of Altavista requested proposals from SCADA (Supervisory Control & Data Acquisition) System integrators for Term Services and/or prequalification for future bid projects. The Term Services contracts would be used by the Town for on-call support of existing facilities as well as to requesting quotes for new installations. The bid prequalification would approve integrators to bid directly or as subcontractors on future capital projects.

Six controls firms provided proposals to the Town by the March 30<sup>th</sup> deadline. A summary of information they provided on the required Proposal Submittal Form is attached.

Indicated typical and guaranteed response times are similar for all six proposing firms as within one to two days. Hourly service rates are also similar for five of the firms between \$120 and \$158 per hour. The \$85/hour rate indicated by SOAP Engineering is significantly lower than others; however, it is notable that they are also located in Texas and significantly further away than the other firms. Additional travel time for on-site services would be expected to offset hourly savings in many cases.

The Request for Proposals required firms to provide non-binding cost estimates for various typical Remote Telemetry Units (RTUs), which were specified in the documents. These estimates were requested for general comparison of reasonableness and for the Town's information preparing budgets.

Our experience has been that typical RTU prices for the type of installations specified would be between \$10,000 and \$20,000 each depending on project specific factors, such as amount of field wiring required and level of programming integration to the main SCADA system. The typical costs indicated by Altavista Instruments & Controls (AIC), Lord & Company, Sunapsys, and Valley Automation are generally in the range expected. The costs provided

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Mr. Tom Fore  
April 1, 2021  
Page 2

should be considered very approximate and not for exact comparison, as firms likely made various different assumptions for the typical systems specified. It is likely that quotes would be somewhat different and more competitive for actual installations with full plans and specifications provided. AIC's pump station RTU cost is significantly higher than expected; however, it is likely that this represents some misinterpretation of that particular RTU specification. The overall RTU cost would be expected to be similar to the tank and control valve RTUs specified, which was the case for the other integrators. Since AIC's costs for those other two typical RTUs was within the range expected, we feel that is sufficient to demonstrate their cost reasonableness.

The RTU cost estimates provided by Smart Design Controls and SOAP Engineering are all significantly above those anticipated. We feel that those are above the level which would be considered reasonable, and make it unlikely that they would be cost competitive for future RTU installations.

We recommend that the Town proceed with Term Service agreements with Altavista Instruments & Controls, Lord & Company, Sunapsys, and Valley Automation. These four firms appear reasonable alternatives for both on-call support services and future telemetry installations. The four firms are also considered sufficient to ensure that the Town receives competitive quotes requesting pricing for future specific installations.

We'd also recommend that all six proposing firms be prequalified and listed as Town approved controls firms to bid directly or as subcontractors on future capital projects. All firms have adequate credentials and installation history to suggest their technical qualifications. The primary reason for not selecting Smart Design Controls and SOAP Engineering for Term Services, is that their typical installation costs are significantly higher than the other four firms making it unlikely that they would be cost competitive. Since the four recommended firms are more comparable and provide an adequate competitive selection, it is not considered worthwhile for the Town to maintain Term Services agreements with the other two firms. For future bid projects, those two firms could be listed as approved integrators without requiring the Town to maintain additional agreements or requiring additional coordination efforts. The larger pool of approved integrators and available options to General Contractors is more likely to improve competitiveness on bid projects.

Please contact me if you have any questions or would like any additional information.

Sincerely,



Russell Jackson, PE  
Partner

**Town of Altavista  
Request For Proposals  
SCADA System Services For Utilities  
March 30, 2021**

**Summary of Received Proposals**

Firm	Year Established	# Employees		Response Time		Standard Service Rates			Typical RTU Estimates		
		Controls Service	Field Staff	Typical	Guaranteed	Hourly Field	Minimum Field Charge	Telephone Support	Water Tank	Meter/ Control Valve	Pump Station
Altavista Instruments & Controls Inc.	1992	16	13	<=1 Day	1 Day	\$135/hr	N/A	\$135/hr(>1hr)	\$20,000	\$20,000	\$45,000
Lord & Company, Inc.	1982	26	4	1 Day	2 Days	\$158/hr	\$632/trip	\$120/hr	\$16,000	\$16,000	\$16,000
Smart Design Controls	2015	2	2	2 Days	-	\$140/hr	\$540/trip	\$140/hr	\$29,269	\$28,152	\$25,382
SOAP Engineering, LLC	2014	35	30	1 Day	1 Day	\$85/hr	\$850/trip	\$75/hr	\$30,000	\$40,000	\$35,000
Sunapsys, Inc.	1994	13	10	<=1 Day	1 Day	\$140/hr	\$560/trip	\$140/hr	\$11,000	\$11,000	\$11,000
Valley Automation, Inc.	2006	5	1	1 Day	1 Day	\$125/hr	\$780/trip	-	\$7,500	\$7,500	\$9,500



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7B

## New Business

**Title:** CIP Springs SCADA Project.

**Staff Resource:** Tom Fore, Utilities Director

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### **Action(s):**

- Approve for Town staff to move forward with the Springs SCADA Implementation.

### **Explanation:**

The Town Council approved the 2021 CIP Budget that included the Springs SCADA Project (\$130,000). The Town staff deferred this project because of the VDEM Generator Project. Once the VDEM Project is underway staff recommends tying in the Generators as well as other controls at the Springs to the Springs SCADA Project. The Town will also seek to add the Staunton River & Bedford Pump Station to this project as Additive Alternates in the bid documents.

### **Background:**

The Town's FAIP recommends the SCADA Improvements to the Springs and the Pump Stations.

### **Funding Source(s):**

*Utility CIP funding (FY2021- \$130,000)*

### **Attachment(s):** *(Click on item to open)*

- *None currently.*



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 7C

## **New Business**

**Title:** Public Nuisance Hearing

**Staff Resource:** Sharon D. Williams, AICP, Community Development Director

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### **Action(s):**

Hold a hearing on the property addressed at 1004 10<sup>th</sup> St to determine if a public nuisance exists.

### **Explanation:**

Staff is seeking to have Town Council declare 1004 10<sup>th</sup> St a public nuisance pursuant to Sec. 34-34.1(2) of town code to abate an ongoing violation.

### **Background:**

The town has had multiple violations of town code at 1004 10<sup>th</sup> St, which have included a shed placed in the required front yard, an inoperable vehicle stored on the property, and an accumulation of rubbish (tires and debris). On July 14, 2020, Town Council declared this property as a public nuisance and ordered the violation be abated. Shortly thereafter the owner died, and the town attempted to work with the heirs to gain compliance, which did not occur until December 21, 2020.

A recent inspection of the property revealed an accumulation of rubbish (trash and other debris) on the side porch and around the property. Staff sent a Notice of Violation to the heirs of the property owner with a corrective action dated of April 12, 2021.

If the rubbish has not been removed, staff requests that Council declare the property a public nuisance, give the property owner 15 days to abate the violation, and direct staff to have the materials removed if the heirs of the owner fail to do so. The cost of the removal and a \$75 administrative fee would be billed to the estate.

### **Funding Source(s):**

Unknown

### **Attachment(s):** *(Click on item to open)*

- Town Code ([LINK](#))
- Picture dated April 1, 2021 ([LINK](#))

Sec. 34-31.1. - Specific conditions or activities constituting a public nuisance.

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

- (1) Overgrown vegetation including grass, weeds, brush, or other plants which have reached a stage of growth so as to provide cover or harborage or potential cover or harborage for rats, mice, snakes or other vermin, or to cause a blighting problem, or adversely affect the public health and safety. Such growth between the property line and the street curbline shall also constitute a public nuisance. See also section 62-151 of this Code.
- (2) Accumulation of rubbish, trash, refuse, junk and other abandoned materials, metals, lumber or other things. Outside storage on any property of junk, trash, rubbish, garbage, refuse, litter, waste materials, tires, motor vehicle parts, wheels, metal scraps, plumbing fixtures, broken appliances or machines, and other objects or substances which might harbor rats, mice, snakes and other vermin, or which constitute a fire hazard or endanger the public health or safety. Trash or garbage which is placed within a trash can or bin shall not be deemed to be stored outside.
- (3) Any building or other structure which is in such a dilapidated condition that it is unfit for human habitation, or kept in such an unsanitary condition that it is a menace to the health of people residing in the vicinity thereof, is open and/or unsecured from entry or presents a fire hazard to the building itself and/or to other properties in the vicinity where it is located; or structures with exposed or faulty electrical wiring, broken windows, visible rotting or molding wood, faulty/rotten roofing or other materials, structures which are likely to collapse or fall over.
- (4) Vacant buildings. Any vacant or abandoned buildings that are not sealed so as to prevent the entry of persons or rats and other vermin.
- (5) Any building, structure or other place or location where any activity or condition, which is in violation of local, state or federal law, is conducted, performed or maintained.
- (6) Outside storage of abandoned or unused objects. Outside storage on a residential property of any offensive, unwholesome, unsanitary, or unhealthy item or substance, including but not limited to abandoned, unused, or discarded objects such as household furniture, appliances, equipment, mattresses, tools, lumber, building materials, and other objects that may cause a blighting problem. For the purpose of this subsection, the term "residential property" shall mean a property zoned R-1 or R-2 or a property zoned C-1 or C-2 on which the principal use is a residence. Nothing contained herein shall prohibit storage of materials used in conjunction with a construction project for which a building permit has been issued and which is being diligently pursued.
- (7) All obnoxious odors and stench, as well as the conditions, substances or other causes which give rise to the emission or generation of such odors and stench.
- (8) The carcasses of animals or fowl not disposed of immediately after the death of such animal or fowl. (see town Code section 62-42(c)(9) for provisions as to pick up by town).
- (9) Any aggregation of animals creating a foul odor.
- (10) Any animal that:
  - a. Molests passersby or passing vehicles or interferes with traffic;
  - b. Attacks other animals;
  - c. Trespasses on school grounds and interferes with school activities;
  - d. Habitually turns over garbage cans of any person other than the owner or custodian thereof;
  - e. Damages private or public property;



- f. By loud, frequent or habitual crying, barking, howling or other noise causes disturbance of the peace and quiet of any person or neighborhood; or
- g. Dogs running at large in violation of town Code section 18-87.
- (11) The pollution of any public well or cistern, stream, lake, canal or body of water by sewage, dead animals, industrial wastes or other substances.
- (12) Any accumulation of stagnant water permitted or maintained on any lot or piece of ground.
- (13) Emission of dense smoke and/or noxious fumes, for a continuing period in excess of 30 minutes.
- (14) Artificial light. Any artificial light source, with the exception of standard "dusk to dawn" lights, maintained by a responsible party or parties in a direction or in such a high level of brightness as to place an unreasonable burden on adjoining property.

(Ord. of 3-13-2018(2))

Sec. 34-32. - Procedure.

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

the property from which the public nuisance emanates to abate such public nuisance within such period as the town manager deems expedient for public health and safety. If such responsible party or parties fails to abate such public nuisance, the town manager or duly authorized agent may take immediate and summary action to abate such public nuisance to the extent that the imminence and the seriousness of such public nuisance are reasonably reduced to a safe level. In this case, the right to notice and hearing to the responsible party or parties of property from which such public nuisance emanates shall be afforded to such responsible party or parties as soon after such public nuisance is abated as is possible. The council shall at the hearing render a decision as to the permanent abatement of such public nuisance, and such decision shall be implemented and enforced in the same manner as set forth in subsection (c) of this section. See sections 34-34, 34-35, 34-37 and 34-38.

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

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



1004 10<sup>th</sup> St

April 1, 2021







# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8A

## Unfinished Business

**Title: Consideration of VDEM Generator Project Bid Award**

**Staff Resource:** Tom Fore, Utilities Director

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### Action(s):

- Award Bid and appropriate an additional \$33,899.00 to fully fund the project and allow staff to purchase Generators for each project from the firm recommended by Peed & Bortz.

### Explanation:

Council approved going to bid for **VDEM Generator Project** at its January 26<sup>th</sup> work session. The bids have been received and Scott Bortz of Peed & Bortz will provide the Council on their recommendation to award the bid.

### Background:

The generator project for the Staunton River Pump Station, Bedford Ave. Pump Station, McMinnis Spring and Reynolds Spring originally has been in the CIP without a funding source until VDEM provided a grant in the amount of \$523,005.00 to create design plans and install generators.

After reviewing the bids, Anderson Construction's unit prices for the Additive Alternates of concrete and generator platform are substantially higher than the other two bidders. After discussion with a representative of Anderson Construction, Peed & Bortz has determined they misread the contract documents and should have put the total costs for the concrete and platform in their base bids. If added to their base bid (\$295,199 + \$28,200 + \$89,000), the total of \$412,399 is still substantially lower than either of the other base bids (\$547,700 & \$581,000). Anderson Construction has expressed an interest in performing this work for a contract amount of **\$412,399**.

The low procurement cost for both Fidelity (Kohler) and Carter (Cat) will be a total of approximately \$141,000 for all four generators. Cummins price is \$174,088.

### Funding Source(s):

VDEM Grant the Total Award for \$523,005.00 with the Town providing a \$24,905.00 match. Based on the Option 2 of Peed & Bortz's Memo VDEM Generators-Bid opening the total construction amount of **\$553,399 is still more than \$73,994** than the budget funding. The Council had previously marked \$65,000.00 for this project in the CIP with \$24,905.00 being used for the grant it leaves a balance of \$40,095. The additional amount needed to cover this deficit is \$33,899.00. The Town staff has also requested information to see if VDEM can increase its appropriation to cover the deficit and are awaiting an answer from VDEM.

**Attachment(s):** *(Click on item to open)*

- *Peed & Bortz Recommendation*
- *Anderson Letter*
- *Bid Tabulation Sheet*
- *Master's Generator Recommendation*

**PEED & BORTZ, L.L.C.**  
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

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6 April 2021

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, Virginia 24517

Re: Water Supply System Wide Emergency Power Source  
Recommendation to Award  
JN 20-51

Dear Mr. Coggsdale,

Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced construction project to Anderson Construction, Inc. of Lynchburg, VA. Anderson Construction, Inc. was the low bidder based on the announced bid criteria including the base bid and all additive alternates. We recommend the Town award the base bid for \$295,199.00 and execute a change order for \$117,200.00 for a contract of \$412,399.00. This contract will not include the material procurement for the generators & switchgear as procured separately since the material costs provided in the Anderson Construction bid exceed the manufacturer procurement bid price (see below). The change order is necessary to include work omitted from the original base bid amount. A letter regarding the omission from Anderson Construction, Inc. is included with this recommendation letter. The bid form and bid bond are included with this letter as well.

The recommendation is contingent upon a satisfactory reference check of Anderson Construction, Inc. to confirm that they have the experience, equipment, manpower, and other resources to accomplish this work in accordance with the plans and specifications.

In addition, Peed & Bortz, LLC recommends that the Town of Altavista award the above referenced generator procurement contract to Fidelity Power Systems for their Sourcewell bids on the four generators and switchgear at \$136,796.93. While Fidelity provided lower bid prices for three of the four packages, Carter provided a bid price of \$136.59 less for the Staunton River package. However, the Carter package specifies a larger generator which would require a larger platform and thus increase the cost of the construction project. The increased platform cost would exceed the minor cost difference (\$136.59) between packages. Please see the attached procurement breakdown letter from Master Engineers.

Total project cost will be \$549,196.93 (\$412,399.00 + \$136,796.93) which exceeds the budgeted construction funds of \$479,405.00 by \$69,790.93. Funding for this project was partially provided through the Virginia Department of Emergency Management (VDEM). Mr. Tom Fore has contacted VDEM to inquire if additional funds may be provided for this project.

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Please let me know if you have any questions or need any additional information.

Sincerely;

A handwritten signature in black ink, appearing to read "Scott Bortz", is positioned above the printed name.

Scott Bortz, P.E.  
Project Engineer

Attachments

cc: Tom Fore, Town of Altavista Utility Director



4-5-21

Peed & Bortz, LLC  
Attn.: Scott Bortz  
20 Midway Plaza Drive  
Suite 100  
Christiansburg, VA 24073

Re: Altavista Generators  
Letter of Clarification

Scott,

Anderson Construction base bid for the above referenced project was for \$295,199.00. The construction of the concrete pads and the steel platform (item#5 & #6 of the additive alternate 1) should have been included in the base bid for a total of \$412,399.00. Anderson Construction will perform the base bid work, including the installation of all the generator pads and the platform, for the total of \$412,399.00.

Let me know if you have any questions.

Respectfully,

Kevin O'Brien  
Project Manager



P 434.239.4913 F 434.237.2683 Mail To P.O. Box 10053, Lynchburg, VA 24506

[AndersonConst.com](http://AndersonConst.com)



**Altavista Water Supply System Wide Emergency Power Source**  
**Town of Altavista**  
**March 18, 2021**  
**2:00 p.m.**

**BID TABULATION**

<u>CONTRACTOR</u>	<u>AKNOW ADD</u>	<u>00430 BID BOND</u>	<u>Base Bid</u>	<u>Add Alternates</u>	<u>Total Base Bid plus Add Alts</u>	<u>Notes</u>
Anderson Construction	X	X	\$ 295,199.00	\$ 305,480.00	\$ 600,679.00	2
English Construction	X	X	\$ 581,000.00	\$ 164,000.00	\$ 745,000.00	
Frizzell Construction	X	X	\$ 547,700.00	\$ 159,600.00	\$ 707,300.00	
Engineer's Estimate			\$ 309,000.00	\$ 164,500.00	\$ 473,500.00	

- Notes:
- 1. Low bid award announced at bid opening based on combined Base Bid and all Add Alts.
  - 2. Apparent Low Bidder

**BID SUMMARY**

Altavista Water Supply System Wide Emergency Power Source

March 18, 2021

Anderson Construction

English

Frizzell

<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (Limit 5% base bid)	1	LS	\$ 8,000	\$ 8,000	\$ 28,700	\$ 28,700	\$ 25,000	\$ 25,000
Generator Installation at Reynolds	1	LS	\$ 57,139	\$ 57,139	\$ 96,000	\$ 96,000	\$ 95,000	\$ 95,000
Generator Installation at Bedford	1	LS	\$ 52,292	\$ 52,292	\$ 88,000	\$ 88,000	\$ 95,000	\$ 95,000
Generator Installation at McMinnis	1	LS	\$ 63,537	\$ 63,537	\$ 108,000	\$ 108,000	\$ 95,000	\$ 95,000
Generator Installation at Staunton River	1	LS	\$ 109,531	\$ 109,531	\$ 257,000	\$ 257,000	\$ 236,400	\$ 236,400
Undercut & VDOT #1 Stone Backfill	5	CY	\$ 400	\$ 2,000	\$ 300	\$ 1,500	\$ 100	\$ 500
Undercut & Flowable Fill Backfill	4	CY	\$ 675	\$ 2,700	\$ 450	\$ 1,800	\$ 200	\$ 800
				<b>\$ 295,199</b>		<b>\$ 581,000</b>		<b>\$ 547,700</b>
Contractor Purchase Generator & ATS: Reynolds	1	LS	\$ 42,766	\$ 42,766	\$ 35,000	\$ 35,000	\$ 37,000	\$ 37,000
Contractor Purchase Generator & ATS: Bedford	1	LS	\$ 44,741	\$ 44,741	\$ 35,000	\$ 35,000	\$ 37,000	\$ 37,000
Contractor Purchase Generator & ATS: McMinnis	1	LS	\$ 43,885	\$ 43,885	\$ 34,000	\$ 34,000	\$ 36,000	\$ 36,000
Contractor Purchase Generator & ATS: Staunton River	1	LS	\$ 56,888	\$ 56,888	\$ 44,400	\$ 44,400	\$ 47,000	\$ 47,000
Concrete Generator Pad (total area for all three pads)	60	SF	\$ 470	\$ 28,200	\$ 60	\$ 3,600	\$ 10	\$ 600
Generator Platform at Staunton Generator	40	SF	\$ 2,225	\$ 89,000	\$ 300	\$ 12,000	\$ 50	\$ 2,000
				<b>\$ 305,480</b>		<b>\$ 164,000</b>		<b>\$ 159,600</b>
<b>Total</b>				<b>\$ 600,679</b>		<b>\$ 745,000</b>		<b>\$ 707,300</b>

**BID SUMMARY**

**Altavista Water Supply System Wide Emergency Power Source**  
**March 18, 2021**

**Carter (Cat)**

4 year warranty  
no maint. noted

**Cummins**

2 year warranty  
2 yr maint-no cost prov'd

**Fidelity (Kohler)**

5 yr warranty  
no maint. noted

<u>ITEM</u>	<u>ESTIMATED</u> <u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (Limit 5% base bid)	1	LS						
Generator Installation at Reynolds	1	LS		\$ -		\$ -		\$ -
Generator Installation at Bedford	1	LS						
Generator Installation at McMinnis	1	LS		\$ -		\$ -		\$ -
Generator Installation at Staunton River	1	LS						
Undercut & VDOT #1 Stone Backfill	5	CY		\$ -		\$ -		\$ -
Undercut & Flowable Fill Backfill	4	CY						
Contractor Purchase Generator & ATS: Reynolds	1	LS	\$ 32,738.00	\$ 32,738.00	\$ 41,592.00	\$ 41,592.00	\$ 30,991.70	\$ 30,991.70
Contractor Purchase Generator & ATS: Bedford	1	LS	\$ 32,200.00	\$ 32,200.00	\$ 41,592.00	\$ 41,592.00	\$ 31,059.86	\$ 31,059.86
Contractor Purchase Generator & ATS: McMinnis	1	LS	\$ 32,430.00	\$ 32,430.00	\$ 38,917.00	\$ 38,917.00	\$ 30,868.78	\$ 30,868.78
Contractor Purchase Generator & ATS: Staunton River	1	LS	\$ 43,740.00	\$ 43,740.00	\$ 51,987.00	\$ 51,987.00	\$ 43,876.59	\$ 43,876.59
Concrete Generator Pad (total area for all three pads)	60	SF		\$ -		\$ -		\$ -
Generator Platform at Staunton Generator	40	SF		\$ -		\$ -		\$ -
<b>Total</b>				<b>\$ 141,108</b>		<b>\$ 174,088</b>		<b>\$136,796.93</b>

**BID SUMMARY**

Altavista Water Supply System Wide Emergency Power Source

March 18, 2021

<u>ITEM</u>	<u>ESTIMATED</u>		<u>Engineer's Estimate</u>	
	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT PRICE</u>	<u>BID PRICE</u>
Mobilization (Limit 5% base bid)	1	LS	\$ 15,000	\$ 15,000
Generator Installation at Reynolds	1	LS	\$ 30,000	\$ 30,000
Generator Installation at Bedford	1	LS	\$ 30,000	\$ 30,000
Generator Installation at McMinnis	1	LS	\$ 30,000	\$ 30,000
Generator Installation at Staunton River	1	LS	\$ 200,000	\$ 200,000
Undercut & VDOT #1 Stone Backfill	5	CY	\$ 400	\$ 2,000
Undercut & Flowable Fill Backfill	4	CY	\$ 500	\$ 2,000
				<b>\$ 309,000</b>
Contractor Purchase Generator & ATS: Reynolds	1	LS	\$ 35,000	\$ 35,000
Contractor Purchase Generator & ATS: Bedford	1	LS	\$ 35,000	\$ 35,000
Contractor Purchase Generator & ATS: McMinnis	1	LS	\$ 35,000	\$ 35,000
Contractor Purchase Generator & ATS: Staunton River	1	LS	\$ 50,000	\$ 50,000
Concrete Generator Pad (total area for all three pads)	60	SF	\$ 25	\$ 1,500
Generator Platform at Staunton Generator	40	SF	\$ 200	\$ 8,000
				<b>\$ 164,500</b>
<b>Total</b>				<b>\$ 473,500</b>



April 6, 2021

Mr. Waverly Coggsdale, III  
Town Manager - Altavista  
P.O. Box 420  
Altavista, VA 24517

Reference: Water Supply System Wide Emergency Power Source  
Sourcewell Bid Recommendation  
MEAD Project No. 660-006

Dear Mr. Coggsdale:

Master Engineers & Designers, working under the Peed & Bortz, LLC contract, would like to make a recommendation for the procurement of generators for the referenced project. We recommend procurement of the four generators through a Sourcewell Contract with Fidelity Power Systems (Kohler Generators). Please see the Peed & Bortz, LLC letter for justification on cost.

In terms of technical specifications, we can confirm that the Sourcewell bids provided by each vendor, consisting of generators and associated transfer switch equipment, are a near apples-to-apples sets of equipment. There are a couple of minor differences between the two lowest bidders, Fidelity and Carter Machinery (Caterpillar) which I would like to describe below.

- The Kohler generator at the Bedford Tank site has a sound attenuation of 64 dBA at 23 feet vs the Caterpillar generator 66 dBA at 23 feet. This is a minor difference with the Kohler generator being slightly quieter. Both meet specifications.
- The Caterpillar generator at the Staunton River Intake included a sound-attenuating enclosure with sound attenuation of 74 dBA at 23 feet. Kohler included a weatherproof enclosure only at this location. There is no sound attenuation data for this enclosure, but it would be louder than the Caterpillar generator. Sound attenuation was not a specification requirement at this site. It should be noted that while the Caterpillar generator was slightly less expensive at this site, the larger footprint size would cause the generator platform to be larger and offset the savings.
- Cater Machinery provided a 4-year warranty for all generators and Fidelity provided a 5-year warranty. Both warranty periods exceed the 2-year warranty required by specifications and is separate from the transfer switch warranty of 2 years, provided by each vendor.

All the generators quoted by both vendors meet or exceed the specifications set forth by the contract documents, so we maintain a recommendation for the Fidelity quote at all four locations on the basis of lower overall cost.

This concludes our recommendation. Please do not hesitate to reach out with any questions.

Sincerely,

MASTER ENGINEERS AND DESIGNERS, INC.



Grant Beasley, P.E., LEED AP BD+C  
Electrical Design Engineer  
(434) 846-1350  
[gbeasley@MasterEngineersInc.com](mailto:gbeasley@MasterEngineersInc.com)

cc: Tom Fore, Scott Bortz





# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8B

## Unfinished Business

**Title:** Consideration of McMinnis Water Line Replacement Project

**Staff Resource:** Tom Fore, Utilities Director

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### **Action(s):**

- Award Bid to Mendon Pipeline per the Engineers recommendation. Allow staff to hire Hurt & Proffitt to have an inspector on site for 4 hours per day. This cost was provided by Hurt & Proffitt in original proposal at a cost of \$47,460.00 for Inspection Services.

### **Explanation:**

In January 2021, the Council allowed staff to move forward with the bid of the McMinnis Water line Replacement Project. The bids have been received and the engineers have made their recommendation to award the bid.

### **Background:**

Hurt & Proffitt had previously designed the McMinnis Water Line Replacement Project and has now received the bids for the project. The project consists of replacing approximately 17,500 feet of 8" water line between McMinnis Spring and the Bedford Avenue Tank.

### **Funding Source(s):**

General Obligation Bonds.

### **Attachment(s):** *(Click on item to open)*

- *Hurt & Proffitt Bid Recommendation Letter*
- *Hurt & Proffitt Bid Tabulation Document*



## HURT & PROFFITT

Inspired | Responsive | Trusted

April 1, 2021

Mr. Waverly J. Coggsdale, III  
Town Manager  
Town of Altavista, Virginia  
510 Seventh Street  
Altavista, VA 24517

Re: *Town of Altavista*  
*McMinnis Water Line Replacement*  
*H&P Project #: 20191200*

Dear Mr. Coggsdale:

Hurt and Proffitt prepared bid documents for the McMinnis Water Line Replacement Project and the project was advertised on February 28, 2021. A public bid opening was held at the Town of Altavista office on March 30, 2021 and seven bids were received, opened, and read aloud. Below is a summary of the engineer estimate and submitted bids:

Contractor	Base Bid	Responsive
Counts & Dobyns	\$4,025,912.40	Yes
Concrete Foundations	\$2,320,975.00	Yes
Mendon Pipeline	\$1,566,030.00	Yes
E.C. Pace	\$2,068,941.00	Yes
Valley Contracting	Bid Not Read	No
Haymes Brothers	\$2,444,300.00	Yes
Prillaman & Pace	\$1,571,930.00	Yes
Engineer Estimate	\$2,180,420.00	

The lowest bid was below the engineer's estimate. As noted above, one of the bids is considered non-responsive due to the omission of required bid documentation. There were discrepancies with two bidders, highlighted in the bid tabulation; these discrepancies did not affect the lowest bidder. We recommend that the project be awarded to the low bidder, Mendon Pipeline, for the total of the base bid.

If you concur in this recommendation, we will prepare the Notice of Award and contract documents for signature. If you have any questions, please do not hesitate to contact me.

Sincerely,  
**HURT & PROFFITT, INC.**

Bif Johnson, PE  
CEO/President  
CC: Tom Fore





**Town of Altavista  
McMinnis Water Line Replacement  
Bid Tabulation March 30, 2021**

				Engineer Estimate		Counts and Dobyns		Concrete Foundatins		Mendon Pipeline		E.C. Pace		Valley Contracting		Haymes Brothers		Prillaman and Pace	
Item	Description	Quantity	Units	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost	Unit Cost	Cost
Water Line														***Bid package incomplete and not read***					
1	Connect to existing vault at spring	1	ea	\$ 4,000.00	\$ 4,000.00	\$ 2,475.00	\$ 2,475.00	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,550.00	\$ 2,550.00			\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
2	Connect to existing vault at tank	1	ea	\$ 4,000.00	\$ 4,000.00	\$ 2,475.00	\$ 2,475.00	\$ 1,200.00	\$ 1,200.00	\$ 2,000.00	\$ 2,000.00	\$ 2,550.00	\$ 2,550.00			\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
3	Connect to existing line (Station 126+50)	1	ea	\$ 8,000.00	\$ 8,000.00	\$ 2,493.00	\$ 2,493.00	\$ 1,200.00	\$ 1,200.00	\$ 1,900.00	\$ 1,900.00	\$ 2,550.00	\$ 2,550.00			\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
4	Connect to existing line (Station 134+95)	1	ea	\$ 4,000.00	\$ 4,000.00	\$ 7,027.00	\$ 7,027.00	\$ 7,250.00	\$ 7,250.00	\$ 7,000.00	\$ 7,000.00	\$ 2,550.00	\$ 2,550.00			\$ 10,000.00	\$ 10,000.00	\$ 2,500.00	\$ 2,500.00
5	8" Water Line	17,690	lf	\$ 80.00	\$ 1,415,200.00	\$ 156.76	\$ 2,773,084.40	\$ 95.00	\$ 1,680,550.00	\$ 57.00	\$ 1,008,330.00	\$ 60.00	\$ 1,061,400.00			\$ 80.00	\$ 1,415,200.00	\$ 62.50	\$ 1,105,625.00
6	16" Bore & Jack (Rockford School Road)	40	lf	\$ 500.00	\$ 20,000.00	\$ 1,017.00	\$ 40,680.00	\$ 225.00	\$ 9,000.00	\$ 300.00	\$ 12,000.00	\$ 398.00	\$ 15,920.00			\$ 650.00	\$ 26,000.00	\$ 250.00	\$ 10,000.00
7	16" Bore & Jack (US Highway Route 29)	78	lf	\$ 650.00	\$ 50,700.00	\$ 2,422.00	\$ 188,916.00	\$ 225.00	\$ 17,550.00	\$ 1,000.00	\$ 78,000.00	\$ 1,689.00	\$ 131,742.00			\$ 1,800.00	\$ 140,400.00	\$ 500.00	\$ 39,000.00
8	16" Bore & Jack (Pocket Road)	53	lf	\$ 500.00	\$ 26,500.00	\$ 930.00	\$ 49,290.00	\$ 225.00	\$ 11,925.00	\$ 300.00	\$ 15,900.00	\$ 404.00	\$ 21,412.00			\$ 800.00	\$ 42,400.00	\$ 250.00	\$ 13,250.00
9	16" Bore & Jack (Woodland Ave)	16	lf	\$ 500.00	\$ 8,000.00	\$ 1,281.00	\$ 20,496.00	\$ 225.00	\$ 3,600.00	\$ 350.00	\$ 5,600.00	\$ 839.00	\$ 13,424.00			\$ 1,200.00	\$ 19,200.00	\$ 250.00	\$ 4,000.00
10	16" Bore & Jack (N&W Railroad)	112	lf	\$ 750.00	\$ 84,000.00	\$ 2,098.00	\$ 234,976.00	\$ 500.00	\$ 56,000.00	\$ 500.00	\$ 56,000.00	\$ 2,368.00	\$ 265,216.00			\$ 1,500.00	\$ 168,000.00	\$ 500.00	\$ 56,000.00
11	8" Gate Valve & Box	20	ea	\$ 1,500.00	\$ 30,000.00	\$ 2,249.00	\$ 44,980.00	\$ 2,900.00	\$ 58,000.00	\$ 1,500.00	\$ 30,000.00	\$ 2,254.00	\$ 45,080.00			\$ 1,800.00	\$ 36,000.00	\$ 500.00	\$ 10,000.00
12	Air Release Valve Assembly	15	ea	\$ 1,500.00	\$ 22,500.00	\$ 3,456.00	\$ 51,840.00	\$ 2,700.00	\$ 40,500.00	\$ 2,300.00	\$ 34,500.00	\$ 3,648.00	\$ 54,720.00			\$ 3,500.00	\$ 52,500.00	\$ 2,000.00	\$ 30,000.00
13	Blow Off Assembly	16	ea	\$ 2,500.00	\$ 40,000.00	\$ 2,672.00	\$ 42,752.00	\$ 2,900.00	\$ 46,400.00	\$ 1,500.00	\$ 24,000.00	\$ 3,911.00	\$ 62,576.00			\$ 2,000.00	\$ 32,000.00	\$ 2,000.00	\$ 32,000.00
14	8" Fitting (Including anchor block)	40	ea	\$ 950.00	\$ 38,000.00	\$ 1,159.00	\$ 46,360.00	\$ 1,250.00	\$ 50,000.00	\$ 350.00	\$ 14,000.00	\$ 1,088.00	\$ 43,520.00			\$ 650.00	\$ 26,000.00	\$ 500.00	\$ 20,000.00
15	Fire Hydrant Assembly	1	ea	\$ 6,000.00	\$ 6,000.00	\$ 6,340.00	\$ 6,340.00	\$ 7,200.00	\$ 7,200.00	\$ 6,000.00	\$ 6,000.00	\$ 5,464.00	\$ 5,464.00			\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
16	Concrete Slope Anchor	61	ea	\$ 300.00	\$ 18,300.00	\$ 1,167.00	\$ 71,187.00	\$ 400.00	\$ 24,400.00	\$ 800.00	\$ 48,800.00	\$ 1,447.00	\$ 88,267.00			\$ 600.00	\$ 36,600.00	\$ 250.00	\$ 15,250.00
17	Mobilization	1	ls	\$ 50,000.00	\$ 50,000.00	\$ 241,740.00	\$ 241,740.00	\$ 130,000.00	\$ 130,000.00	\$ 70,000.00	\$ 70,000.00	\$ 80,000.00	\$ 80,000.00			\$ 100,000.00	\$ 100,000.00	\$ 81,000.00	\$ 81,000.00
18	E&S Control	1	ls	\$ 18,000.00	\$ 18,000.00	\$ 63,801.00	\$ 63,801.00	\$ 40,000.00	\$ 40,000.00	\$ 15,000.00	\$ 15,000.00	\$ 35,000.00	\$ 35,000.00			\$ 170,000.00	\$ 170,000.00	\$ 5,805.00	\$ 5,805.00
19	Rock Excavation Allowance	1,000	cy	\$ 125.00	\$ 125,000.00	\$ 125.00	\$ 125,000.00	\$ 125.00	\$ 125,000.00	\$ 125.00	\$ 125,000.00	\$ 125.00	\$ 125,000.00			\$ 125.00	\$ 125,000.00	\$ 125.00	\$ 125,000.00
20	Unsuitable Material Allowance	1,000	cy	\$ 10.00	\$ 10,000.00	\$ 10.00	\$ 10,000.00	\$ 10.00	\$ 10,000.00	\$ 10.00	\$ 10,000.00	\$ 10.00	\$ 10,000.00			\$ 10.00	\$ 10,000.00	\$ 10.00	\$ 10,000.00
Estimated Construction Subtotal				\$ 1,982,200.00		\$ 4,025,912.40		\$ 2,320,975.00		\$ 1,566,030.00		\$ 2,068,941.00		\$ -		\$ 2,444,300.00		\$ 1,571,930.00	
Contingency				10% \$ 198,220.00		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	
Estimated Project Construction Cost				\$ 2,180,420.00		\$ 4,025,912.40		\$ 2,320,975.00		\$ 1,566,030.00		\$ 2,068,941.00		\$ -		\$ 2,444,300.00		\$ 1,571,930.00	



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 8C

## Unfinished Business

**Title:** Melinda HPZ Project

**Staff Resource:** Tom Fore, Utilities Director

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### Action(s):

- None currently.

### Explanation:

In December 2020, the Town Council voted to move forward with the re-bidding of the Melinda HPZ project. Staff contacted Woodard and Curran who had been the Town's Consulting engineering firm for this project. Woodard and Curran once contacted advised the following:

*Does the Town have a local resource that could carry this project through re-bidding and construction? The combined influence of W&C being without local resources in VA any longer and continuing COVID restrictions on travel that do not seem to be lightening up anytime soon makes our ability to support the project very different than it would have been pre-pandemic when Turner was still working for us. We will honor our commitments to the Town if that is the preference, however I feel I should explore with you if the Town has viable local options that may be better suited in these current times to assist the Town with this project. We would obviously assist in any way possible through the transition if that is the route the Town prefers, from sharing of design drawings, calculations, vendor coordination notes, etc.*

Town Staff has worked with another Consulting Engineering firm to take over the project and is working with a local SCADA vendor to build the SCADA element of this project. The price is slightly below our original engineering fee with Woodard and Curran and staff wanted Council to be aware of this change before proceeding to bid the project.

### Background:

This project was previously put out to bid and Town Council rejected the lone bid that was received at their June 9, 2020 meeting and decided to wait several months to rebid the project. Staff has worked with the project engineer to make several revisions to the bid document and is ready to proceed with the advertisement for bid. This project is part of the Town's Facility Assessment & Improvement Program (FAIP) for our Utilities System. Its intent is to provide higher pressure to homes in the Melinda and Avondale area.

### Funding Source(s):

*Proceeds from the 2020A Bond*

### Attachment(s): (Click on item to open)

- None at this time.



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8D

## Unfinished Business

**Title:** FY2022 Budget and Capital Improvements Program “First Reading”

**Staff Resource:** Waverly Coggsdale, Town Manager  
Amie Owens, Assistant Town Manager  
Tobie Shelton, Finance Director

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### **Action(s):**

Council may decide to do one of the following:

- Conduct the first reading of the budget, as presented, and set the required public hearings.
- Conduct the first reading of the budget, after any changes, and set the required public hearings.

### **Explanation:**

Staff requests that Council schedule the necessary public hearings on the FY2022 Budget, the Capital Improvement Plan (FY2022-2026), and the utility rate changes for Tuesday, May 11, 2021 at the 6:00 p.m. regular meeting.

### **Background:**

The FY2022 Proposed Budget totals \$8,695,990 for all operating funds, not including capital projects. Of that amount, \$4,149,670 is for General Fund Operations and maintenance, \$730,000 for the Highway Fund, \$3,673,170 for the Enterprise Fund, \$78,150 for the Cemetery Fund, and a \$65,000 transfer to reserves to recoup the funds advanced the AVFC for the purchase of a new fire engine. With total revenues expected to total \$9,740,520 for the 2022 fiscal year, a surplus of \$1,044,530 is projected to fund capital items: \$584,900 in the General Fund and \$459,630 in the Enterprise Fund.

The FY2022 CIP totals \$7,075,900 for all departments. A breakdown of this amount is as follows: General Fund \$1,624,350, Highway Fund \$316,770 and Enterprise Fund \$5,134,780.

A portion of the General Fund CIP is funded with a transfer in of \$301,620 of previously allocated funding designated in reserves or grant funding. An unfunded balance of \$737,830 remains after a transfer in of \$215,420 of previously earmarked funds, and the surplus, \$584,900 are applied. CIP items in the Highway Fund are being funded with revenue provided through the Virginia Department of Transportation (VDOT). Bond proceeds in the amount of \$4,714,250 will fund the three-infrastructure projects in the Enterprise Fund CIP. A transfer in of \$33,550 of previously earmarked funds from reserves and a portion of the operating surplus revenue \$386,980 will fund the remaining capital items, leaving a surplus of \$72,650 to be transferred out to Enterprise Fund reserves.

There are no proposed tax increases in the budget; however, the budget does include proposed utility rate increases of 10% (water) and 5% (sewer). The utility rate increase will have an effective date of December 1, 2021.

Also attached is a staff proposal to address "recruitment/rentention" issues related to CDL drivers in our public works and utility crews.

**Funding Source(s):**

Per the proposed FY2022 Budget

**Attachment(s):** *(Click on item to open)*

- *Budget Changes to Date Memo*
- *Staff Report on Public Works/Utilities - CDL Pay Upgrades*
- *FY2022 Draft Budget Revenues and Expenditures (Provided separately)*
- *Master List (Fees, Rates, and Charges (Provided separately)*



Date: March 31, 2021

To: Mayor and Members of Council

From: Tobie Shelton

Subject: Changes to the FY2022 Proposed Budget and Revised Pages

Several changes have been made to the FY2022 Proposed Budget, since the first draft was presented to Council. Attached are the updated budget and CIP pages, and below is a listing of the changes. Please replace the pages referenced below with the attached pages. Once the budget is adopted, a new document will be distributed.

<u>Date</u>	<u>General Fund Description of Change</u>	<u>Amount</u>
3/23/2021	Consensus of Council to revise the \$30,000 in revenue associated with Spark Innovation Center due to a later opening date. <b>Replace pages 2 and 3 with attached pages 2 and 3.</b>	12,000
3/23/2021	Consensus of Council to increase the allocated funds for grant program funding associated with economic development from \$25,000 to \$100,000. <b>Replace page 30 with attached page 30.</b>	75,000
3/23/2021	Consensus of Council to revise the \$70,200 in operating expenses associated with Spark Innovation Center due to a later opening date. <b>Replace pages 33 and 34 with attached pages 33 and 34.</b>	-16,400
3/23/2021	Consensus of Council to remove Parks and Rec CIP project: Entrance Improvement to English Park from FY2022 Budget for further review. <b>Remove the corresponding page behind Tab 8.</b>	-660,000
3/23/2021	Consensus of Council to remove Parks and Rec CIP project: Parking/Circulation Improvements to Boat Parking Lot (English Park) from FY2022 Budget for further review. <b>Remove the corresponding page behind Tab 8.</b>	-127,500
3/23/2021	Consensus of Council to remove Parks and Rec CIP project: River Access at Boat Ramp (English Park) from FY2022 Budget for further review. <b>Remove the corresponding page behind Tab 8.</b>	-159,500
3/23/2021	Consensus of Council to reduce funding for the Shore Line Stabilization Project from \$360,000 to \$100,000. <b>Replace the corresponding page behind Tab 8 with the updated page.</b>	100,000
3/23/2021	Consensus of Council to move up Parks and Rec CIP Dog Park Project from FY2026 to FY2022. <b>Replace the corresponding page behind Tab 8 with the updated page.</b>	70,500
3/23/2021	Consensus of Council to appropriate funding in the proposed budget for the revitalization of the newly acquired movie theatre. <b>Add the corresponding page behind Tab 11.</b>	500,000
		-205,900

**Replace pages 4 through 11 in the CIP portion of the budget document with the attached pages 4 through 11**



# TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item #: 8Di

## **New Business**

### **Title: Compensation for CDL Driver Classification**

**Staff Resource:** David Garrett, Public Works Director  
Tom Fore, Utilities Director  
Amie Owens, Assistant Town Manager

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### **Action(s):**

- Request approval to modify the compensation plan to reflect a monetary value for various levels of CDL at initial hire.
- Request approval of a pay adjustment for those current employees who hold CDL certifications.

### **Explanation:**

Having qualified CDL drivers for the Town of Altavista is crucial. Recently, there has been a trend of our CDL drivers leaving for VDOT and other agencies who use a CDL as a compensation point at initial hire.

### **Background:**

The Town of Altavista has certain jobs that require CDL's to operate equipment and vehicles. In an effort to continue to attract and retain qualified workers for the Town of Altavista who have various CDL classifications, a plan has been developed to provide equivocal compensation under our existing rate structure. The projected compensation points are:

Class B CDL = \$1.00	\$2,080 annually
Class A CDL = \$1.00	\$2,080 annually
Tanker Endorsement - \$0.50	\$1,040 annually

\*Please note that this maintains a starting rate lower than VDOT, but does provide a competitive value structure to follow for new hires.

### **Funding Source(s):**

Funding – General Fund – Salaries and Wages - additional \$22,880 for the five current employees who would qualify for the new compensation structure.

**Attachment(s):** *(Click on item to open)*

- *Proposed salary structure for CDL drivers*

## **Manager's Report for April 13, 2021 Council Meeting**

RED indicates updates since last meeting. Previously reported information is in black text.

### Spark Innovation Center - Innovation Center/Co-Working Space

Staff has invited the design team to provide an update to Town Council at their April 13, 2021 Regular Meeting. This will be an opportunity to review the project, discuss the budget and schedule. Staff and the design team will need direction from Council in regard to moving forward to bid.

Staff is working with the engineers in regard to the "environmental assessment" and the scope of services for interior and exterior renovations. Staff is working with Simply Branding on the implementation of the marketing plan. The goal for the opening of the facility is September 2021. Town Council approved/adopted the facility name of "Spark Innovation Center, along with a logo. River City Networks has been on-site installing conduit. Mid-Atlantic Broadband (MBC) and River City Systems will be on site the week of December 7<sup>th</sup> to begin brining fiber connectivity to the building. Staff is communicating with the Tobacco Commission regarding the grant requirements. Staff is also working on getting a "scope of work" developed for the interior and exterior improvements so a bid package can be created. 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 concerning the networking/cabling for the facility; as well as connection to broadband. Staff was noticed by Tobacco Commission staff that the grant for the project had been awarded. A meeting is being scheduled between the two staffs to go over the grant details. Authorization by Town Council is being sought at the November Regular Meeting to proceed with IT/security system design/installation.

### Booker Building Renovation Process

Staff has given the contractor that "go ahead" on this project. It is anticipated that it should be complete in a few months.

Staff is presenting the quote for the metallic epoxy floor solution to Town Council at the February 9<sup>th</sup> Regular Meeting; per direction at the January Regular Meeting. Staff is working with one of the floor companies on a concept to present to Council; this would address some concrete inconsistencies. The LPDA Booker Building Use Feasibility Study report has been distributed to Town Council, and a Public Input Session was held at the October Town Council Work Session. This item was discussed at the November Town Council Work Session and Council requested that it be placed on the January Work Session agenda. Council provided direction as outlined in Agenda Item 10a of the February 11, 2020 agenda packet. The Public Works Department has met with Mr. Robert Lee at the Booker Building and Mr. Lee has submitted some recommendations. It is our goal to place this item on the March 24 Work Session meeting for discussion. The proposals for Reuse Alternatives for the Booker Building are due May 15<sup>th</sup>. Council has provided direction to staff about floor improvements, when quotes are received, they will be presented to Council for their consideration. In addition, staff is gathering additional information on the shade structure options for the exterior area behind the building off the stage. Council has requested additional information on the floor quotes, this item will be placed on the August Work Session for additional discussion. Council has tabled the shade structure project at this time and asked that it be placed on the CIP list for the next budget cycle. Staff has been working with one of the contractors that submitted a price to redo the floor to come and provide a sample. After multiple delays, they should complete the sample area the week of November 9<sup>th</sup>. Once it is, complete staff will inform Council so they can look at the result.



## Dalton's Landing Canoe Launch

The contractor completed the 'in-stream' work by the deadline and is currently working on the final aspects of the project, with a May 1, 2021 deadline. Staff is working on other project details (sign, lights, maintenance agreements, etc.).

Council was updated on the project at their February Work Session. Council was updated on this project at their January Work Session. Issues with the water levels in the river are being considered in regard to being able to meet the March 15 deadline in regard to river restrictions. Council has approved additional costs, if needed, in order to raise the cofferdams if the river levels require it. Project has been delayed by rain over the past few weeks; which has left the site very wet. The paving of the parking lot will be delayed until the spring of 2021. Tree removal and preliminary ramp location cuts are being made. The U.S. Fish and Wildlife Service has received the FHWA's request for informal Section 7 consultation, the USFWS has up to 90 days to conclude formal consultation and an additional 45 days to prepare their biological opinion (135 day period started on September 12<sup>th</sup>). The biological opinion letter has been received and staff is working with our consultants to get it incorporated to the bid documents. DCR is working with the engineer (Gay & Neel) concerning items that need to be incorporated into the bid documents. The Town is awaiting approval of the Construction phase of this project from DCR. DCR notified the Town that FHWA approval has been received. Town staff is executing the grant agreement (construction phase) and forwarding to DCR. Town staff has informed Gay & Neel (engineering firm) to proceed with bid documents. The project was scheduled for advertisement on Sunday, June 7<sup>th</sup> and the bids are due Thursday, July 2<sup>nd</sup>. Bids were received on July 2<sup>nd</sup> and consideration of award is on tonight's agenda. 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 completion date of March 15, 2021. The Pre-Construction meeting was held. Staff is working on signage and an operational/logistical plan for the feature. Town Council approved Change Order #1 at their October Work Session to keep the project moving; this involved additional "cut" and place of geofabric and stone due to unsuitable soil. Work continues to progress.

## Eagle Trail Overlook (Observation Deck)

Staff has ordered the chairs per Council's directive.

Staff is working on procurement of the picnic tables and other amenities. The railings have been installed; we are very close to opening the deck to the public. Town staff has completed the demolition of the top portion of the structure. Staff will place this item on the November Work Session to develop the "next steps". Staff is seeking a proposal for evaluation of this item from our "on-call" engineers. Staff is working on the scope of work and plans that can be utilized for bidding of this project. The concrete pad drawings have been completed and the Public Works Department is currently drafting the scope for this project. Staff has been provided a budget estimate for this project by a contractor, the price is \$26,500 greater than what was previously included in the draft budget; the figure has been updated. Councilman Higginbotham reaching out to local Boy Scout troops. The Public Works Crew and Mr. Higginbotham has completed the exploratory work on the overlook concrete pad. Mr. Higginbotham will be updating the Council at the Council meeting on July 14, 2020. Update to be provided at July 14, 2020 Council meeting. The project continues to move forward with the concrete being poured. Council approved the railing fabrication.

## Brownfields Grant Program

Consultant has submitted the grant application for remediation of the former Lane Company site. In addition, we submitted other sites for assessment including 525 Main Street, 616 Broad Street and will work on the entire assessment of the Vista Theater. Waiting to hear about the status of the remediation grant for the Spark Innovation Center.

Council was updated on the Brownfields Assessment for the former Lane Site; with an application for a remediation grant being submitted. On-site assessments are being conducted on the former Lane Site; with a report due in March and a plan shortly thereafter. The findings of this work will indicate whether the Town needs to pursue a Virginia Remediation grant that will be open for applications in May 2021. The EPA Remediation grants are due in the fall. Preliminary site assessments are being wrapped up. Council approved the agreement with Cardno for professional services. Staff conducted a conference call with Joe Morici (Cardno) and work is beginning on an application for the EPA Brownfields Assessment Grant and the Virginia Brownfield Assistance Fund Planning Grant. Grant applications have been submitted to the Virginia and EPA programs. Town was notified that it has received the Virginia Brownfield Assistance Fund Planning Grant. Town was notified that it has received an EPA grant (\$300,000). Staff is working with Cardno, Inc. (consultant) on next steps. Staff is completing the paperwork associated with the grants. Task Orders with CARDNO (consultant) have been executed. Staff and consultant are attempting to contact the owners of the 27-acre site on the river. Staff and consultant participated in a Grant conference call with the EPA to begin the project. The consultant is submitting necessary paperwork to EPA.

## Rt. 43 Gateway Project (Streetscape and Signal Pole Improvement)

This project has been completed.

VDOT continues to work with the contractor, subcontractors and engineers to obtain required information/documents to close out the project. The contractor is completing work on 7<sup>th</sup> Street and Bedford Avenue with final paving in those areas being scheduled for December 9-11. Paving was complete although the engineer has not signed off on the final product. Work continues on this project. Substantial Completion inspection scheduled for Friday, May 8<sup>th</sup>. VDOT is finalizing some documentation for the project. The fieldwork is complete.

## Main Street Sidewalk Extension Project (VDOT TAP Grant)

Staff has signed off on the Project Agreement with VDOT; awaiting receipt of executed copy.

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 (VDOT) previously recommended approval of the application. No official word has been received from VDOT at this time.

## StoryWalk Project (AOE) – English Park

Public Works has flagged the layout for AOE's approval; following approval the twenty (20) panels will be installed.

## APD Firing Range Improvements (McMinnis Spring area)

Public Works has flagged the layout for AOE's approval; following approval the twenty (20) panels will be installed.

## APD Firing Range Improvements (McMinnis Spring area)

A few finishing touches are being scheduled.

Building/shed has been put into place. Public Works is in the final stages of this project. The building and shelter are being ordered. Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project; Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

## Utility Bill Discount Program

The Utility Billing Discount Program has been implemented on the bills that went out in April.

The Utility Billing Discount Program, for town residential utility billing customers, became effective with the billing period that began December 1, 2020 (bill will be received in early April 2021). Eligible customers will receive a discount of 30% of the "base rate fee"; this will be a \$5.85 savings on their quarterly bill. We received 34 applications and 28 were approved. We reached out to the remaining six applicants, as they did not submit all the required information to determine eligibility. Staff has reviewed the applications submitted; at this time, 28 customers are approved for the discount and six are pending further review/receipt of information. This discount will be applied to the utility bill that goes out in April (covers December – February billing period). Staff has completed the application packet and distributed it along with informational items in the recently mailed quarterly water bills. Applications are being received; the discount for eligible accounts will be effective on the bill that will be mailed/paid in April 2021. Town staff is working on grading the site for the improved firing range area. Weather has previously delayed this project; Public Works is evaluating a schedule to complete this project. Staff has completed the tree and stump removal and grading is beginning. The Public Works Crews has started the grading on the firing range.

## Shreve Park Improvements (Playground Equipment/Bridge)

Councilman Higginbotham to design the abutments and staff to look into the materials.

Council has discussed this item on numerous occasions; staff is looking for viable options for the bridge portion of the project. The playground equipment was installed earlier this year.

The New Playground Equipment has been installed and completed. The Buildings and Grounds Crew will be closing the Shreve Park Playground area on Wednesday, January 8, 2020 for the removal and installation of the new playground equipment. We are anticipating that this project will be completed by January 24, 2020. The demolition will be starting on January 8<sup>th</sup>, receive new equipment on January 16<sup>th</sup>, installing new equipment on January 16<sup>th</sup>,

project completion is estimated to be by January 24, 2020. Staff is working with a consultant in regard to bridge options and issues related to crossing the creek, this item will be placed on the May Work Session. Council discussed this item at the May Work Session and staff is gathering additional information. Update on bridge to be provided at the July 14, 2020 Town Council meeting.

### John Moseley Memorial Park (formerly Avondale Park Improvements)

The dedication ceremony has been scheduled for Sunday, April 18<sup>th</sup> at 1:30 p.m.

The pavilion has been erected on site, the sidewalk has been installed. The pavilion has been delivered to the site. Staff has poured the concrete slab, are awaiting warmer weather to install the pavilion due to the epoxy needing to cure. Staff has ordered the pavilion and the playground equipment shade structure. Staff is working on placement of the signs. Staff will be presenting the final “concept” for signs and memorial for this park; as well as the Leonard Coleman Memorial Park, at the November Regular Meeting.

### English Park Passive Area (Large Field Trail)

The bridge design has been approved and delivery is anticipated in late May early June. Staff is working to coordinate the delivery and installation; as well as the construction of the abutments.

Staff presented the bridge quotes to Town Council and this item is on the December 8<sup>th</sup> Regular Meeting Consent Agenda for approval. It is anticipated that the bridge construction (off-site) will take several months. Town staff met with engineers to discuss bridge design/walkways to cross wetlands to connect the fields as well to connect to Eagle Trail (paved trail). Staff is receiving quotes from at least three bridge companies and will present those to Council at the November Work Session.

### Streetlight (Decorative) LED Head Conversion Project

Staff is in the process of installing the LED heads for this year.

Previously the Town has replaced up to 25 heads in each of the past two (2) Fiscal Years.

### Spring Paving

Staff working with engineer to complete the recommended list of streets. This information will be on the April Work Session agenda.

## Economic Development Plan

Steering Committee has submitted a draft Incentive Plan and it will be on the AEDA's agenda in April.

Staff has assembled the steering committee; with the first meeting scheduled for Monday, December 14<sup>th</sup>. (Steering Committee members: Marvin Clements (Planning Commission); Walter Maddy (AEDA); Robert Pate (AOT); and a Chamber representative yet to be named. Council approved the amended plan as submitted by AEDA.

## Hazard Mitigation Plan (HMP)

Council adopted the Hazard Mitigation Plan.

Staff is requesting that Town Council approve/adopt the Central Virginia Planning District Hazard Mitigation Plan. This item is included in the February 9, 2021 Regular Meeting packet and contains an Executive Summary of the plan.

## Source Water Protection Plan

Town staff update Council on this item. has been working on this item. Tom Fore, Director of Utilities, presented the plan to the Planning Commission in February; this item will be placed on a future Town Council Work Session.

## Municipal Utility Relief Program (CARES Act)

The Town was awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds in the amount of \$1,874.39 to assist customers experiencing economic hardship due to the COVID-10 pandemic with utility bills. These funds were used towards arrearages owed by eligible customers for balances dues on the April and July 2020 utility bills, as wells the October 2020 utility bills. To be considered for this program, utility account holders completed an application for assistance. Once all applications were received, funding was distributed to eligible accounts. We were able to provide assistant to sixteen (16) utility account holders.

## UTILITY PROJECTS [\(Click on "LINK" to see latest update from the project engineer.\)](#)

**Lynch Creek Sewer Project (LINK)**

**Water Treatment Plant Filter Rehab Project (LINK)**

**WWTP Electrical Improvements (LINK)**

**WWTP Aeration Project (LINK)**

**Riverview Waterline Replacement Project (LINK)**

**Melinda Tank High Pressure Zone Improvements (LINK)**

**Clarion Road Control Valve Improvements (LINK)**

**WWTP Clarifier #1 Project (LINK)**

## VDOT Administered Projects

**VDOT Rt. 29 Bridge Replacement Project:** Bridge is complete and open to the public.

**Main Street & Broad Street Pedestrian Accommodations:** Project Completed.

**Main Street (Rt. 29 Business) & Lynch Mill Road (Right Turn Lanes):** Project Complete

## COMPLETED PROJECTS/ITEMS

Below is a list of recently completed projects: [\(click on arrow to the left to drop down list\)](#)

Chemical Storage Building (Public Works) (2020)

Farmer's Market Shade Improvements (2020)

Utility Financing (2020)

Bus Shelter Installation – Franklin Avenue (2021)

Library Visitor Center Painting (2021)

Below is a list of past completed projects: [\(click on arrow to the left to drop down list\)](#)

Pavilion (English Park) Roof Replacement

Hand Rail Replacement Projects (Library and Train Station)

Downtown Public Parking Sign and Banners

Washington Street Sidewalk Project

Meals Tax Audit Notification

Personnel Policies Manual (Employee Handbook) Update

Utility Standard Details & Specifications

RFQ/P Engineering Services

Economic Development Strategic Plan (Camoin)

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

Ridgeway Avenue Drainage Evaluation and Construction

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

Main Street Speed Study

English Park Gazebo Roof Replacement

Main Street Coordinator hired

Spring 2020 Paving Completed

Staunton River RIFA Withdrawal

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

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

-----  
**Recent Activities:** Contractor has completed all punchlist items except for completion of as-built dwgs and regrading of drainage ditches. Town staff has received the fuel polishing system for the generator and requested guidance if this system is to be installed by Contractor or staff. Final payment apps have been sent to Town for processing and Change Order 3 has been signed by all parties. Contractor has been emailed regarding remaining punchlist items of grading and footer correction. Ph II Contractor will measure to see if currently installed platforms will be adequate with newly drilled holes.

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

**Upcoming Tasks:** Ditch grading when weather allows. Contractor to remediate platform footers.

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

-----  
**Design Schedule:**

#### Schedule Constraints:

**Projected Completion:** Substantial completion August 2020, Final Completion September 2020

**Approved Budget:** \$42,110

**Invoiced To Date:** \$40,585

**Balance to Complete:** \$1525

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:**



**2019 CIP Town of Altavista Projects**

**Status Report - Peed & Bortz, LLC**

**7 April 2021**

**Project Name:** English Park Riverbank Stabilization

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

**P&B Job Number** 19-28

**Recent Activities:**

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

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

**Upcoming Tasks:**

**Outstanding Issues:**

**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** None, investigative phase

**Invoiced To Date:** \$0

**Balance to Complete:**

**Town Input Required:**

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

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

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

-----  
**Recent Activities:** Contractor has started laying out the conduit as working conditions allow. Contractor has installed DB A, DB O and DB P and backfilled with flowable fill. DEQ reports that the tax exemption paperwork has been sent to the Dept of Taxation. Contractor has stubbed up conduit at the Dominion transformer pad location. Engineer will revise termination of ductbank at aerators. Engineer will request an RFP for reduced depth ductbanks. Pay app #5 has been approved. Progress meeting held on 31 March. Contractor has provided a CO request to revise the door at the solids handling electrical room as required by code.

**Anticipated work over the next two weeks:** Continue reviewing shop dwgs. Contractor will place the platforms and provide pictures for the bolt hole locations for warranty approval.

**Upcoming Tasks:** Continue work.

**Outstanding Issues:** Waiting for VA Dept of Taxation tax exempt numbers to provide to the Contractor.

-----  
**Design Schedule:** October 2020 Sign agreement  
November 2020 Notice to Proceed

**Schedule Constraints:**

**Projected Completion:** November 2022

**Approved Budget:** \$303,100 (combined II and III projects including CA)  
Change Order #1 = \$2958.54

**Invoiced To Date:** \$213,845

**Balance to Complete:** \$89,255

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:** Town will work with Contractor for coordination of the Dominion transformer pad.

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

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

---

**Recent Activities:** Engineer met w/ staff on 9 July to discuss details of the project. Engineer is investigation potential for EDA or CARES funding for this project. Engineers will revise the PH II/III contract to omit wiring and the backboard for the aerators. This work will be added to the Aerator project since this project has been pushed back another year. Engineers will coordinate to terminate the electrical service and the layout for the MCCs w/ the Ph II project.

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

**Upcoming Tasks:**

**Outstanding Issues:**

-----

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

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

**Projected Completion:** 31 October 2021

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

**Invoiced To Date:** \$19,200

**Balance to Complete:** \$178,800

-----

**Town Input Required:**

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

**Town and Engineers will need to coordinate the design construction timing in conjunction with Town's funding schedule.**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

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

---

**Recent Activities:** Plans and specs have been submitted to Town staff and VDH. Town staff has responded with comments. Advertise for open end SCADA work. SCADA bids were received 30 March and reviewed with Town staff. Engineer will make a formal recommendation to Town for approval.

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

**Upcoming Tasks:** Awaiting review comments from VDH. Respond to comments and advertise for bids when ready.

**Outstanding Issues:**

-----  
**Design Schedule:**

January 2021 Documents to VDH for review  
February 2020 (60 days) Receive VDH approval  
March 2021 Advertise for Bids (if Town desires)

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

**Projected Completion:** TBD

**Approved Budget:** \$56,000

**Invoiced To Date:** \$23,100

**Balance to Complete:** \$32,900

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:**

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

**Project Name:** VDEM Generator Installations  
**Project Manager:** Scott Bortz, PE  
**Sub-Consultant** Grant Beasley, Master Engineers, ECS (Geotech)  
**P&B Job Number** 20-51

---

**Recent Activities:** Advertised the project for bid on 13 February. Submitted plans to Campbell County building inspector and Pittsylvania County for review. Opened bids 18 March 2:00 pm. Engineer has provided a guidance memo to Town staff regarding the bids as received. Sourcewell procurement bids have been received as well. Engineer has presented a formal recommendation for proceeding with award for both contracts.

**Anticipated work over the next two weeks:** Town Council meeting for award of contracts.

**Upcoming Tasks:** Contract approval

**Outstanding Issues:** Review if potential to add SCADA to the generator projects with VDEM.

-----  
**Design Schedule:** September 2020 Geotech investigation and report  
November 2020 (60 days) Preliminary plans to Town staff for review  
February 2020 Advertise for Bids  
March 2021 Open Bids  
April 2021 Award Contract  
May 2021 Notice to Proceed  
October 2021 Substantial Completion

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** \$43,600

**Invoiced To Date:** \$30,166

**Balance to Complete:** \$13,434

-----  
**Town Input Required:**

**Issues Town Should Be Aware Of:** Town staff will need to identify underground utilities within the Town land as Miss Utility will not locate on private land.

## 2019 CIP Town of Altavista Projects

### Status Report - Peed & Bortz, LLC

7 April 2021

**Project Name:** Frazier and Lynch Mill Road Drainage issues

**Project Manager:** Scott Bortz, PE

**Sub-Consultant**

**P&B Job Number** 21-08

-----  
**Recent Activities:** Met w/ Town staff and representatives of the Church on 31 March. Reviewed potential ditch work on the Church property and work along Frazier Road. Engineer will provide a proposal to prepare documents to replace the existing 54" CMP under Frazier road and improve the drainage to the northeast along Frazier Road.

**Anticipated work over the next two weeks:** Town staff will investigate if existing easements are in place on the church property and advise. Church representatives may opt to discuss further options with Town staff and/or Town Council.

**Upcoming Tasks:**

**Outstanding Issues:** Easements

-----  
**Design Schedule:**

**Schedule Constraints:**

**Projected Completion:**

**Approved Budget:** None, investigative phase

**Invoiced To Date:** \$0

**Balance to Complete:**

-----  
**Town Input Required:** Town to provide pictures and/or video of the damaged pipe/inlet on Lynch Mill Road.

**Issues Town Should Be Aware Of:**

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



Date: April 8, 2021

This memo is a status report of Hurt & Proffitt Team's efforts for the Lynch Creek Sewer Project

Completed Work Over the Last Week

1. Awaiting railroad permit review
2. All documents, including plans, technical specifications, and front end documents are complete and ready to insert bid dates and appropriate information.

Anticipated Work Over the Next two Weeks

1. At future date additional CCTV work being done in connecting areas to ascertain condition of tributary lines

Outstanding Issues

1. None at this time.

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

1. CCTV Inspection and Video	Contract:	\$35,000	JTD:	\$25,000
2. Manhole Inspection	Contract:	\$5,000	JTD:	\$5,000
3. Sewer Line Route Survey	Contract:	\$17,500	JTD:	\$17,500
4. Sewer Line Design	Contract:	\$44,720	JTD:	\$42,000
5. Railroad Permit Coordination	Contract:	\$3,630	JTD:	\$3,200
6. Bid Assistance	Contract:	\$4,460	JTD:	\$0
7. Construction Administration	Contract:	\$18,900	JTD:	\$0

Submitted by:

Bif Johnson, PE  
Project Manager



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



Date: April 8, 2021

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

Completed Work Over the Last Week

1. Received bids and made recommendation to Town of award

Anticipated Work Over the Next two Weeks

1. Presentation to Council
2. Issue Notice of Award
3. Begin contract signing process with contractor

Outstanding Issues

1. None at this time

Construction Document Schedule Update

1. Not applicable at this time

Budget Summary

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

Construction Budget Summary

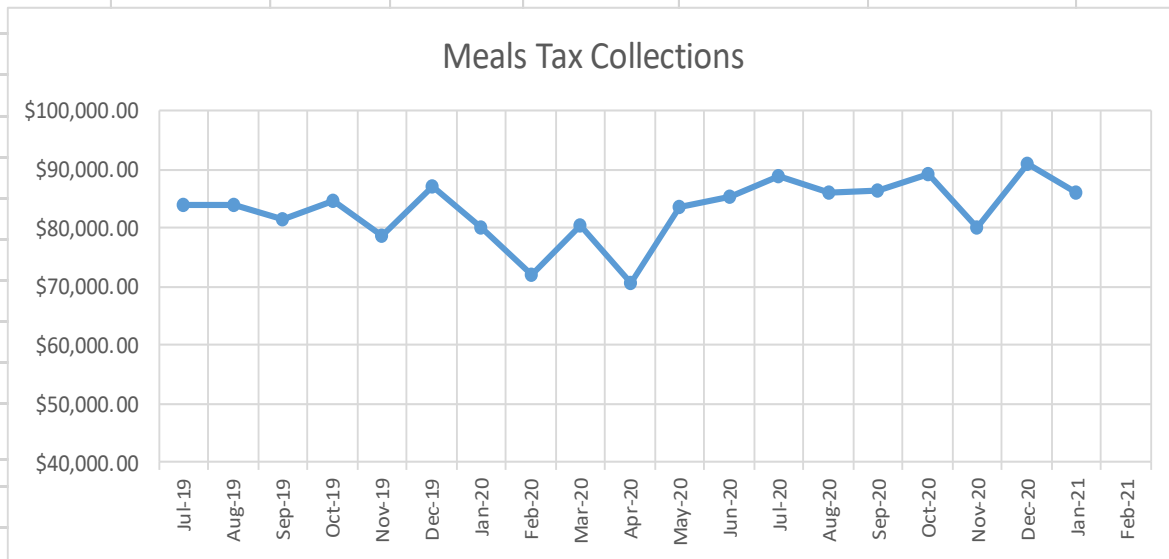
Contract Amount	\$1,566,030	JTD:	\$0
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Submitted by:

Bif Johnson, PE  
Project Manager

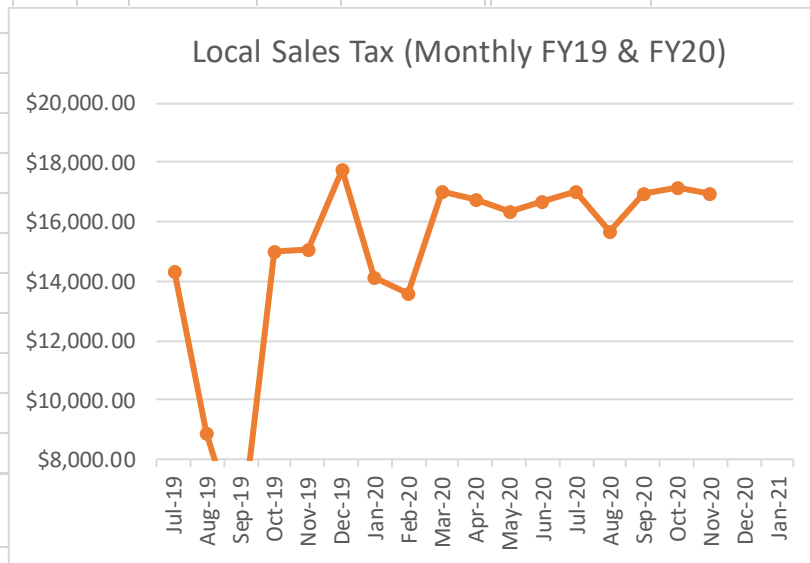
## TOWN OF ALTAVISTA MEAL TAX COLLECTIONS

Jul-19	\$83,781.84		
Aug-19	\$84,048.32		
Sep-19	\$81,357.79		PREVIOUS
Oct-19	\$84,662.12		YTD TOTAL (FY)
Nov-19	\$78,673.23	FY2017	\$951,518.71
Dec-19	\$87,125.33	FY2018	\$936,848.19
Jan-20	\$79,882.00	FY2019	\$986,050.18
Feb-20	\$71,915.16	FY2020	\$971,639.35
Mar-20	\$80,540.42		MTD TOTAL (FY)
Apr-20	\$70,690.58	FY2020	\$651,445.79
May-20	\$83,548.86	FY2021	\$690,425.94
Jun-20	\$85,413.70	+/-	\$38,980.15
Jul-20	\$88,787.18	Budgeted:	\$955,000
Aug-20	\$85,975.65	Remaining Revenue	-\$264,574.06
Sep-20	\$86,501.21	% of Budget to date	72.30%
Oct-20	\$88,976.04		
Nov-20	\$80,071.01		
Dec-20	\$90,778.92		
Jan-21	\$86,017.01		
Feb-21	\$83,318.92		



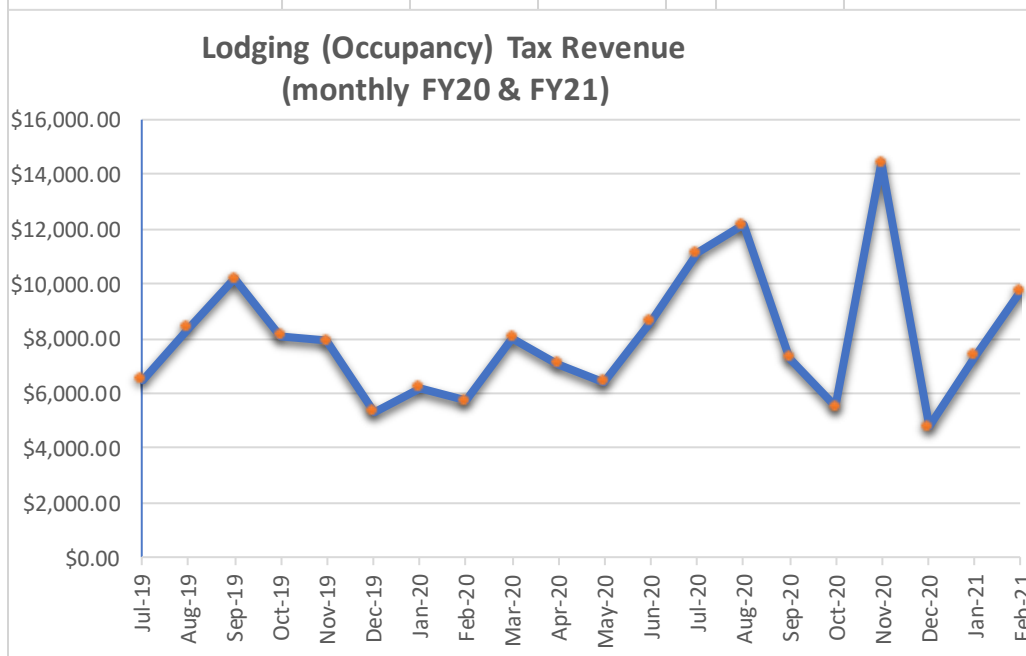
**Town of Altavista  
Local Sales Tax**

Jul-19	\$14,308	<b>YTD TOTAL (FY)</b>	
Aug-19	\$8,868	FY2017	\$166,834
Sep-19	\$5,261	FY2018	\$171,886
Oct-19	\$14,965	FY2019	\$169,649
Nov-19	\$15,058	FY2020	\$170,672
Dec-19	\$17,754		
Jan-20	\$14,151	<b>MTD TOTAL (FY)</b>	
Feb-20	\$13,558	FY2020	\$90,365
Mar-20	\$17,023	FY2021	\$118,907
Apr-20	\$16,735	+/-	\$28,542
May-20	\$16,338		
Jun-20	\$16,653	Budgeted:	\$165,000
Jul-20	\$17,032	+/-	-\$46,093
Aug-20	\$15,648	% of Budget	72.06%
Sep-20	\$16,975		
Oct-20	\$17,144		
Nov-20	\$16,974		
Dec-20	\$19,443		
Jan-21	\$15,691		

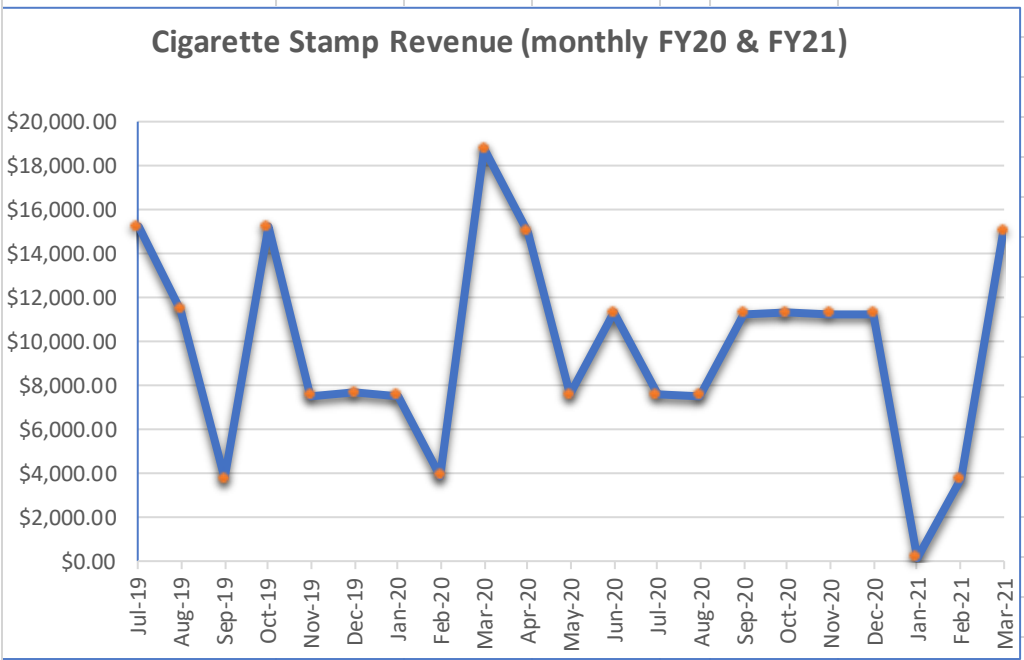


NOTE: The Aug & Sept. 2019 figures represent a County refund claim.

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	
Sep-20		\$7,314	
Oct-20		\$5,513	
Nov-20		\$14,408	
Dec-20		\$4,763	
Jan-21		\$7,368	
Feb-21		\$9,745	



	Town of Altavista			
	Local Cigarette Tax			
	Jul-19	\$15,187		FISCAL YEAR TOTAL
	Aug-19	\$11,419		
	Sep-19	\$3,750	FY2017	\$142,991
	Oct-19	\$15,188	FY2018	\$144,668
	Nov-19	\$7,500	FY2019	\$140,288
	Dec-19	\$7,665	FY2020	\$124,684
	Jan-20	\$7,500		
	Feb-20	\$3,881		MTD TOTAL (FY)
	Mar-20	\$18,750	FY2020	\$90,840
	Apr-20	\$15,000	FY2021	\$78,987
	May-20	\$7,545	+/-	-\$11,853
	Jun-20	\$11,299		
	Jul-20	\$7,556	Budgeted:	\$130,000
	Aug-20	\$7,500	+/-	-\$51,013
	Sep-20	\$11,250	%/Budget	60.76%
	Oct-20	\$11,306		
	Nov-20	\$11,250		
	Dec-20	\$11,250		
	Jan-21	\$125		
	Feb-21	\$3,750		
	Mar-21	\$15,000		



2021

	January	February	March	Year to Date
Criminal Arrests "Felony"	2	2	1	5
Criminal Arrests "Misdemeanor"	1	4	6	11
Warrant Executed	6	8	1	15
Uniform Traffic Summons Issued	8	9	12	29
# Traffic Stops	41	24	56	121
BOLO'S (Be on Look Out)	9	2	4	15
DUI	1	1	2	4
IBR	15	19	28	62
MVA	10	5	20	35
Assist Motorist	4	9	361	374
Calls for Service	158	188	268	346
Alarm Responses	13	8	9	30
ECO/TDO	3	2	3	8
ECO/ TDO HOURS	6	8	26	40
Court Hours	6	7	11.25	24.25
Citizen Contacts	525	597	2035	3157
Businesses, Residences Check "Foot Patrols"	272	142	273	687
Follow Ups	7	12	13	32

Patrol on 29-March 2021				
4-Mar	29SB	1709-1718	Pugh	Disabled Vehicle
6-Mar	Rt 29/Bedford Ave	2030-2100	Marenyi	Radar
6-Mar	Rt 29/Lynch Mill	751	Earhart	Deer in Road
6-Mar	Rt 29/Lynch Mill	811	Earhart	Deer in Road
6-Mar	Rt 29	814	Earhart	MVC
11-Mar	Rt 29	2020-2030	Marenyi	Road Hazard-Removed
11-Mar	Rt 29/Bedford Ave	2030-2100	Yeaman	Road Rage
12-Mar	29SB/43 Exit	0216-0515	Pugh	Traffic Stop/DUI Arrest
14-Mar	29NB/Lynch Mill	1904-1909	Pugh	Disabled Vehicle
15-Mar	29SB	1404-1407	Dogan	BOLO
15-Mar	29NB	941	Earhart	Disabled Vehicle
20-Mar	Rt 29	1630-1655	Yeaman	Reckless Driver-Not located
20-Mar	29NB/Gladys Rd	1430-1500	Abbott	Funeral Traffic
22-Mar	Rt 29	0543-0550	Pugh	Traffic Stop/Warning
22-Mar	29SB/Hurt Exit	1805-1808	Dogan	Traffic Stop
24-Mar	29NB	922	Earhart	Road Hazard-Removed
24-Mar	Rt 29/Bedford Hwy	1633	Earhart	MVC
27-Mar	29NB	0737-0744	Pugh	Traffic Stop/Warning
27-Mar	29SB/Clarion	0737-0744	Dogan	BOLO
27-Mar	29NB/Main	1048-1124	Dogan	Traffic Stop
29-Mar	29SB	1543-1900	Abbott	Vehicle Fire
29-Mar	29SB	1521	Earhart	Vehicle Fire





## MEMORANDUM

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

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

**Date: April 1, 2021**

**Re: March 2021 Community Development Report**

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### Permits

There were nine (9) Zoning Permits issued during the month of March:

- Home Occupations: 1
- New Business: 3
- Signs: 1
- Accessory Structures: 3
- New Homes or Additions: 0
- Zoning Confirmation Letters: 1
- Plats: 2

### Violations

Staff is working on seven (7) active code enforcement complaints. Three (3) new violations were reported in March and eight (8) violations were closed.

Code enforcement violations were discovered at 1004 10<sup>th</sup> St and this property continues to remain unkept. A public nuisance hearing is scheduled to be held before Town Council if the violations are not abated by April 12, 2021.

### Planning Commission:

The Planning Commission met on March 3, 2021 and discussed proposed changes to the Downtown Revitalization Overlay District (DRO) signage regulations. They asked staff to set a public hearing for April 5, 2021.

The Planning Commission discussed a Zoning Text Amendment that had been submitted to the town by Clean Footprint to permit solar energy facilities in the M (Industrial) Zoning District upon certain terms and conditions. The Planning Commission took no action on the request and asked staff for additional information.

### Board of Zoning Appeals:

The Board of Zoning Appeals did not meet in March.

### Staff Projects/Meetings:

The Community Development Director met several times with Clean Footprint, LLC regarding their request for a Zoning Text Amendment to permit solar energy facilities. After those discussions, the applicant decided to withdraw the request. The company has decided to follow the Community Development Director's original recommendation to host public education meetings in town prior to proceeding with a request.

The Assistant Town Manager, Main Street Coordinator and Community Development Director met with representatives from the Chamber of Commerce and Small Business Development Center to discuss the Business Blueprint project being hosted in Altavista by those organizations. The town's role has yet to be defined.

Staff has worked to complete the vacant building registry for buildings in the Main Street District. Several building owners do not wish to participate in the program and are not interested in selling or leasing their buildings.

The Town Manager, Assistant Town Manager, Main Street Coordinator, Public Works Director, and Community Development Director continue to meet with the engineering team to discuss the renovations for the Spark Innovation Center.

The Public Works Director, Public Utilities Director and the Community Development Director met to discuss the permitting process for town projects and new single-family dwellings. They also discussed the upcoming Comprehensive Plan update and Substantial Accord, as required by the Code of Virginia.

The Community Development Director attended the monthly meetings of Altavista On Track (AOT), Downtown Revitalization Steering Committee, and Altavista Economic Development Authority.

The Main Street Coordinator and Community Development Director met with Liberty University's Career Services Center to discuss utilizing interns for AOT and the town. The Town Manager will meet with staff to determine needs and work on developing project(s) for prospective interns.

The Community Development Director participated in the final Legislative Call of the Virginia Chapter of the American Planning Association to discuss actions taken by the General Assembly and what laws would cause changes for local ordinances and processes.

A local business has contacted the town about hosting an outdoor music event in the summer. Town Code does not specifically address restaurants with outdoor

entertainment. Staff will review the code to determine if they are by-right uses subject to minimal restrictions, should be regulated by an Event Permit, or if it should be addressed in the Zoning Ordinance.

The Community Development Director attended the monthly meeting of the Central Virginia Transportation Technical Committee where the region's 2021 Urban and Rural Work Plans were discussed.

Councilman Dr. Scott Lowman, the Main Street Coordinator, and Community Development Director toured the new Southern Virginia Innovation Hub in South Boston to learn about how the facility operated and to view furniture, fixtures, and equipment in preparation for upfitting the Spark Innovation Center. Dr. Loman then gave George Sandridge and Sharon Williams a tour of the Institute for Advanced Learning and Research in Danville, VA and explained how the center functioned and showed how different rooms and their furniture led to collaborative work experiences.

The Community Development Director contributed to the town newsletter by adding a piece on code enforcement to ensure that citizens and business owners are aware of common code violations and how to remain compliant.

# BUILDINGS AND GROUNDS

April 1, 2021

TO: DAVID GARRETT

FROM: JEFF ARTHUR

MONTH: March 2021

Vacation / Comp. Time Used / Sick Leave Taken		144.50
Meetings / Data Entry / Work Planning / Training		56.50
# of Call Duty Hours		16.50
# of Assisting other Crews		2
Holiday		0
Green Hill Cemetery		
DESCRIPTION	Month Totals	Labor Hours
# of Burials	2	42
# of Cremations		
Cemetery Grounds Maintenance		8.25
Meetings with Families		
Lay off Graves and Stones		
Maintain Cemetery Records		
Solid Waste Collection		
DESCRIPTION	Month Totals	Labor Hours
Residential Garbage Collected (Tonnage)	107.04	124.50
Residential Garbage Collected (Tonnage) Town of Hurt	34.26	32
# of Curbside Brush Collected (Stops)	184	37.25
Loads of Brush Collected	14	
# of Curbside Bulk Collected (Stops)	190	52.50
Bulk Collection (Tonnage)	24.18	
# of Tires Collected	2	2
# of Residential Garbage Citations Issued	0	
Seasonal		
Parks		
DESCRIPTION	Month Totals	Labor Hours
Landscaping Buildings		
# of Building Maintenance Hours		85.75
# of Park Cleaning		112.25
# of Parks Ground Maintenance Hours		222.25
# of Acres Mowed by Town	22.9	16.75
# of Acres Mowed by Contractors ****		0
Special Projects / Special Events		0
# of Veh. Maintenance Hours		31.75
*** HOURS NOT ADDED		
Total Labors Hours for the Month		986.75

## STREET DEPARTMENT MONTHLY REPORT

DATE: April 1, 2021

TO: TOWN MANAGER  
FROM: DAVID GARRETT  
MONTH: March 2021

DESCRIPTION	Labor Hours
Vacation / Comp. Time Taken / Sick Leave Taken / Holiday	61
Safety Meetings/Data Entry/ Planning Schedule	72.75
Weekend Trash Truck (1 Truck/.030 Tons)	3.25
Street Sweeping (Miles Swept 52)	14
Litter Control (Bags Collected 11)	23.25
Assisting Other Crews	105
Town Wide Mowing	1.75
Contractor Mowing Main & Bedford	0 Times
Sign Maintenance	21.50
Landscaping	14.50
Ditch & Drainage Pipe Maintenance	37.50
Weed Control (Gallons Sprayed 102)	51.50
Street Lighting	9.25
Dead Animal Removal	2
Decorative Street Light	200
Equipment Maintenance	8
Shop Clean Up	57.75
Trees/ Trimming/ Removal	22.00
Vehicle Maintenance	9.75
Shoulder Work and Stone (Tonnage 0.68)	6.50
Call Duty	1
Alley Maintenance	10.25
Snow Clean Up	6
Special Projects / Special Events	5.50
Total Labor Hours for the Month	744

**FLEET MAINTENANCE DEPARTMENT**

**DATE: April 1, 2021**

**TO: TOWN MANAGER**  
**FROM: DAVID GARRETT**  
**MONTH: March 2021**

<b>DESCRIPTION</b>	<b>Labor Hours</b>
<b>Vacation / Comp. Time Used</b>	<b>10.75</b>
<b>Safety Meetings</b>	<b>2</b>
<b>Holiday</b>	<b>0</b>
<b>Daily/ Weekly/ Planning &amp; Scheduling</b>	<b>2</b>
<b>Sick Leave Used</b>	<b>0</b>
<b>CIP / Budgeting</b>	<b>29.25</b>
<b>Preventive Maintenance</b>	<b>72</b>
<b>Full Services</b>	<b>0</b>
<b>General Repair's</b>	<b>29.50</b>
<b>Troubleshoot and Diagnostic</b>	<b>0</b>
<b>Assisting Other Crew</b>	<b>0</b>
<b>Tire Changes &amp; Repairs</b>	<b>0</b>
<b>Building &amp; Grounds</b>	<b>0</b>
<b>Picking Up &amp; Delivery</b>	<b>13</b>
<b>State Inspections</b>	<b>1.5</b>
<b>Snow Event</b>	<b>0</b>
<b>Total Labor Hours for the Month</b>	<b>160</b>

## Monthly Staff Report Water Plant

TO: Town Manager  
 FROM: Bryan Mawyer  
 DEPARTMENT: Water Treatment Plant  
 MONTH: March 2021

### Operation and Production Summary

The Actual water production line ( filtering of water) for the entire month averaged 17.75 Hours per day which yielded approximately 1,820,000 gallons of water per day.

<b>Rain</b>	<b>4.83</b>	<b>YTD Rain</b>	<b>13.23</b>	<b>Snow</b>	<b>0</b>	<b>YTD Snow</b>	<b>0</b>	was measured at the water treatment plant.	
Average Hours per day (week days)					<u>18.90</u>	hrs			
Average Hours per day (weekends)					<u>14.50</u>	hrs			
Average produced (week days)					<u>1,864,000</u>	gallons per day			
Average produced (weekends)					<u>1,302,000</u>	gallons per day			
Total Raw Water Pumped:					<u>56,341,000</u>	million gallons			
Total Drinking Water Produced:					<u>53.29</u>	million gallons			
Average Daily Production: (drinking)					<u>1,720,000</u>	gallons per day			
Average percent of Production Capacity:					<u>57.33</u>	%			
Plant Process Water:					<u>3,055,058</u>	(finished water used by the plant)			
Bulk Water Sold @ WTP:					<u>570,100</u>	gallons			
Flushing of Hydrants/Tanks/FD use/Town Use					<u>10,000</u>	gallons			
McMinnis Spring									
Total Water Pumped:					<u>9.111</u>	million gallons	average hours per day	<u>15.4</u>	
Average Daily Produced:					<u>293,903</u>	gallons per day	Rain at MC	<u>3.60</u>	YTD Rain <u>13.51</u>
Reynolds Spring							snow	<u>0</u>	<u>0.000</u>
Total Water Pumped:					<u>8.262</u>	million gallons	average hours per day	<u>14.3</u>	Total Precip <u>13.51</u>
Average Daily Produced:					<u>266,516</u>	gallons per day	Rain at RE	<u>2.25</u>	YTD Rain <u>11.54</u>
Purchased Water from CCUSA					<u>309,672</u>	gallons	snow	<u>0</u>	<u>0</u>
Sold to Hurt					<u>2,413,100</u>	gallons			Total Precip <u>11.54</u>
Industrial Use					<u>47,330,897</u>	gallons			
					<b>Water lost due to leaks</b>	<u>0</u>			

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

Monthly Compliance Reports Completed  
 VDH samples completed for compliance  
 VDH has requested the Town to participate in a PFAS study. Samples to be collected between now and June  
 Melinda High Pressure Zone- working toward rebidding HPZ with Mattern and Craig (awaiting Woodard and Curran bid documents)  
 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. 95% plans were reviewed by plant manager. VDH commented on plans in March.  
 McMinnis water line project has been bid and awaiting council approval of bid.  
 The Source Water Protection Plan, planning commission recommended approval to Town Council  
 Generator project bids were received and awaiting council approval of bid  
 RFPs were received and recommendation will be provided to council for approval  
 Town of Hurt is bidding project for DBP improvement project. ( This will remove withdrawal from out clear well to the system)

# **Utilities Distribution and Collection**

# of Service Connections	0	Addresses:	
# of Service Taps	0	Addresses:	
# of Meters Read	103	Monthly	
	1,711	Quarterly	
# of Meters Cut Off For Non-Payment	0		
# of Meters Tested	0		
# of Loads of Sludge to Landfill	23.00		
	203.21	Tons	
# of Location Marks made for Miss Utility	50		
# of Meters Replaced	2		
# of Water Lines Repaired	0	# of Sewer Lines Unstopped	
Locations:		Locations:	
		1602 School Street	
		1408 Hillcrest Street	
# Air Relief Valves Inspected	0		
# of PRV Maintenance	6		
# of Water Valve Boxes Cleaned	10		
# of Blow-Off Valves Flushed	0		
# of Blow-Off Valves Located	0		
Push Camera Footage	75'	Sewer Main Cleaned	1,225'
Sewer (Root Cutting) Main	350'	Sewer Main Cleaned Manholes	8
Sewer (Root Cutting)Main Manholes		Sewer Right of Way Clearing Footage	3,150'
Sewer Video Footage	1,075'	Sewer Service Cleaned	
Sewer Video Manholes		Sewer Service Video	
Duke Root Control (Contractor)		Sewer (Root Cutting) Service	
Water Turn On and Offs	26	Water Right of Way Clearing Footage	350'
		Sewer Manholes Inspected	4
# Of Hydrants Flushed	0		
# of Hydrant Valves Exercised	0		

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

Resolved a sewer smell problem near Windy Ridge

New water tap on Tardy Mountain Road

Have one vacancy in the Utilities department



**DEPARTMENT:** Wastewater Plant  
**MONTH:** Mar-21

Average Daily Flow	2.20 MGD	
TSS Reduction	96 %	
BOD Reduction	96 %	
VPDES Violations	0	
Sludge ( Regional Land Fill)	210 tons	(estimated)
Rain Total	3.19 Inches	
	Snow Total	Inches

#### Other Wastewater Activities and CIP Projects:

Month: March 2021

Week: 1st

- Continue Sanitizing procedures for commonly used areas
- Reviewing permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- New employee start date 3-3-21
- Safety training
- Repaired crane at Main Pump Station
- Submitted Monthly DMR
- Submitted monthly Industrial Billing
- Submitted monthly Septic Hauler Billing
- Continued work on Permit renewal
- Interviewing applicants for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: March 8<sup>th</sup>, 2021

Week: 1st

- Continue Sanitizing procedures for commonly used areas
- Submitted permit renewal information
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Recharged NPW system
- Changed oil in Polymer pumps
- Changed oil in Return pumps
- CIP item ordered (return pump assembly)
- Interviewing applicants for open position
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: March

Week: 15<sup>th</sup> 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted permit public notice authorization form to DEQ
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Ordered NPW pump and motors
- Started changing Press cloths
- CIP item Press Ram sole source posted at Town Hall (3-17-21)
- Received wasting pump assembly
- Changed blower filters 1 and 3 (3-17-21)
- High water event 3-19-21
- Serviced Clarifier #3 3-18-21
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: March

Week: 22<sup>nd</sup> 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted permit public notice authorization form to DEQ
- Review and Submit timesheets
- Review and Submit employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Ordered CIP Item Press Ram 3-26-21
- Continued changing Press cloths
- Posted safety sign sheets
- Received CIP Item return pump assembly (3-25-21)
- Ran All Generators 3-22-21
- Changed wasting pump assembly
- Sealed roof vent at RVPS 3-25-21
- Employee Ed Pickeral out on Medical leave
- Utility Crew cleaning out Septic tank receiving line
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

Month: March

Week: 29<sup>th</sup> 2021

- Continue Sanitizing procedures for commonly used areas
- Submitted timesheets
- Submitted employee **Daily Fit for Work Screening** forms
- UV system Checks
- Safety training
- Received CIP Item Press Ram 3-31-21
- Completed changing Press cloths
- Posted safety sign sheets
- Submitted PMP Plan to DEQ
- Ordered PCB sampling
- Repaired Press Polymer Line
- Submitted Septic Tank Billing
- Staff Meeting with Town Hall Administration
- Employee Ed Pickeral out on Medical leave
- Utility Crew cleaning out Septic tank receiving line
- Submitted Weekly update to Utility Director
- Daily staff health check
- Entered Lab data
- Normal Plant Operations

WWTP Electrical Upgrade (progress meeting was held and currently we are on schedule)

1 night shift Vacancy and 1 day shift with 2 out on FMLA

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

Printed 6-Apr-21

Customer Class		April-20	May-20	June-20	July-20	August-20	September-20	October-20	November-20	December-20	January-21	February-21	March-21	
WATER	Units													Average
	Residential Base-IT	1,265	16	12	1,329	7	12	1,245	16	11	1,240	9	-	430
	Commercial Base-IT	188	43	44	195	43	27	176	27	28	157	44	41	84
	Residential Base-OT	144	-	-	150	1	-	143	-	1	142	-	-	53
	Commercial Base-OT	1	1	1	1	1	1	1	1	1	1	1	1	1
	Municipal	30	30	30	30	30	30	30	30	31	31	31	31	30
	Dormant Accounts													-
	Industrial	4	4	4	4	5	5	5	5	5	5	5	5	5
	TOTAL	1,632	94	91	1,709	87	75	1,600	79	77	1,576	90	78	603
	Gallons													Total
	Residential Use-IT	11,903,400	169,120	22,160	14,408,990	9,130	63,930	13,306,131	47,210	43,420	11,747,867	11,360	-	51,732,718
	Commercial Use-IT	4,539,903	3,829,568	3,151,616	2,307,298	3,570,031	1,698,400	6,728,295	656,191	5,620,669	3,666,982	2,763,740	2,025,130	40,557,823
	Residential Use-OT	1,593,550	-	-	1,840,710	2,560	-	1,778,750	-	8,440	1,513,390	-	-	6,737,400
	Commercial Use-OT	2,545,900	2,368,200	2,525,400	2,491,200	2,924,700	2,792,400	2,683,000	2,574,300	2,707,200	136,729	2,539,800	2,249,800	28,538,629
	Municipal	289,680	338,300	350,180	137,470	920,400	552,930	271,080	275,720	289,950	278,340	293,710	249,740	4,247,500
	Industrial	45,595,703	45,904,379	40,834,128	48,026,158	46,777,325	20,831,992	41,237,761	45,732,224	37,898,424	40,571,367	46,314,631	36,026,041	495,750,133
	TOTAL WATER SOLD	66,468,136	52,609,567	46,883,484	69,211,826	54,204,146	25,939,652	66,005,017	49,285,645	46,568,103	57,914,675	51,923,241	40,550,711	627,564,203
	NET DELIVERED	56,922,036	57,954,678	66,718,661	65,806,703	42,271,392	69,533,356	58,550,942	53,442,930	56,665,000	64,282,164	63,600,827	69,688,792	725,437,481
	FRACTION BILLED	117%	91%	70%	105%	128%	37%	113%	92%	82%	90%	82%	58%	87%
	Total ( TOA,sold,hydrnts, Leaks)	81,900	116,850	73,575	455,600	197,800	182,771	162,100	116,400	80,550	65,800	50,400	580,100	2,163,846
	Dollars													Total
	Residential Base & Use-IT	57,244	830	397	65,103	219	482	60,626	546	373	56,503	281	-	242,604
	Commercial Base & Use-IT	20,129	8,427	19,750	19,375	22,409	5,824	27,423	3,085	14,277	12,259	9,486	7,408	169,852
	Residential Base & Use-OT	11,191	-	-	12,599	43	-	12,235	-	62	2,901	-	-	39,031
	Commercial Base & Use-OT	9,862	9,185	9,784	9,654	11,306	10,802	10,385	9,971	10,477	577	10,652	9,454	112,109
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	109,049	118,058	103,204	121,340	117,906	53,272	106,850	115,726	95,797	110,892	126,459	986,340	2,164,892
	TOTAL	207,474	136,500	133,135	228,071	151,883	70,380	217,519	129,328	120,986	183,132	146,878	1,003,202	2,728,489

SEWER	Units													Average
	Residential Base-IT	1,129	16	11	1,150	4	12	1,085	16	9	1,079	9	-	377
	Commercial Base-IT	174	42	42	146	40	25	158	25	25	136	43	39	75
	Commercial Base-OT	8	8	1	8	1	-	1	1	7	6	1	6	4
	Municipal	8	8	8	7	8	8	8	8	9	8	8	8	-
	Dormant Accounts													-
	Industrial	3	3	3	4	4	4	4	4	4	4	4	4	4
	TOTAL	1,322	77	65	1,315	57	49	1,256	54	54	1,233	65	57	459
	Gallons													Total
	Residential Use-IT	7,899,210	83,292	16,981	10,688,192	4,616	55,071	9,869,928	40,764	30,932	8,633,061	8,194	-	37,330,239
	Commercial Use-IT	3,574,527	479,568	1,978,513	2,307,298	2,235,591	185,714	2,454,700	798,967	796,746	1,739,790	1,792,160	1,411,387	19,754,959
	Commercial Use-OT	741,842	382,900	151,300	328,292	113,700	-	136,940	100,000	374,096	240,800	82,300	183,296	2,835,466
	Municipal	106,930	75,130	51,390	44,240	129,020	83,400	99,360	85,810	84,140	82,690	94,250	84,600	-
	Industrial	38,410,000	39,700,000	40,840,000	43,540,000	42,500,000	23,190,000	41,220,000	42,440,000	39,510,000	38,670,000	41,610,000	37,140,000	468,770,000
	TOTAL SEWER BILLED	50,732,509	40,720,889	43,038,184	56,908,022	44,982,927	23,514,185	53,780,928	43,465,541	40,795,913	49,366,341	43,586,904	38,819,283	528,690,665
	WWTP EFFLUENT	58,512,100	69,575,000	74,057,700	58,243,800	41,936,100	67,475,900	72,480,200	74,012,100	70,273,000	62,580,000	66,310,000	67,390,000	782,845,900
	FRACTION BILLED	87%	59%	58%	98%	107%	35%	74%	59%	58%	79%	66%	58%	68%
	Dollars													
	Residential Base & Use-IT	29,706	351	96	36,091	28	207	33,208	177	118	29,176	57	-	10,768
	Commercial Base & Use-IT	10,707	4,803	6,275	5,516	7,137	3,787	8,187	3,484	2,510	7,810	5,730	4,515	5,872
	Commercial Base & Use-OT	3,375	1,936	502	1,182	429	506	386	778	1,904	1,148	620	1,761	1,211
	Municipal	-	-	-	-	-	-	-	-	-	-	-	-	-
	Industrial	136,000	134,980	138,856	148,036	144,500	78,642	140,484	144,296	133,960	132,753	142,639	127,220	1,602,366
	TOTAL	179,788	142,070	145,730	190,825	152,095	83,142	182,265	148,734	138,492	170,887	149,046	133,496	1,620,216

CURBSIDE	Curbside-IT STOPS													Average
	Curbside - Brush	304	260	241	221	148	95	226	166	72	83	74	184	155
	Curbside- BULK	89	119	118	39	93	102	111	126	85	90	72	190	85
	TOTAL	393	379	359	260	241	197	337	292	157	173	173	374	240
	Curbside-IT	101	93	95	101	102	112	100	112	116	89	86	107	1,096
	Curbside-BULK	15	13	10	7	10	17	17	17	24	21	9	24	153
	TOTAL	116	107	105	109	112	129	117	129	140	110	95	131	1,249



## Main Street Coordinator March 2021 Monthly Report

### **Businesses Visited/Contacted**

- Blum Skincare
- Cyclin' Nutz
- Danny's Village Barber Shop
- Edward Jones Investments
- English Auto
- Fellers Chevrolet
- First National Bank
- General Store & Inn
- KB Bookkeeping
- Kent & Kent Law Firm
- Linda's Barber & Beauty Shop
- Main Street Café
- Main Street Shoppes
- Rountrey Hardware
- Scoops
- SPT Salon
- Steve's Florist
- Styling Boutique
- The Portrait Place
- Vista Fitness
- Vital Edge Nutrition

### **AOT Activities**

- Accounting Software: The Main Street Coordinator continued to meet with staff from Publiq Accounting to develop the new accounting software. The conversion from the current QuickBooks software to the new Publiq software is expected to be completed by the end of April.
- Annual Work Plan: The AOT Board began crafting the FY21-22 work plan as a requirement of the recent boundary expansion request and to fulfill requirements of the AOT-Town MOU. An additional meeting was scheduled for March 30<sup>th</sup> to complete the draft work plan, which will be adopted at the April 8<sup>th</sup> meeting.
- Budget Review: The FY21-22 draft budget was completed on March 29<sup>th</sup> and will be presented to the AOT Board on April 8<sup>th</sup>.
- Distrx App: Information regarding the new Distrx app was sent to businesses in the downtown district. As of March 31<sup>st</sup>, seven businesses/organizations have signed up. Table tents and stickers were purchased by the MSC to display in downtown businesses. Each one has a QR code that allows the user to quickly download the app from the Apple App Store or Google Play Store.
- Donation Software: The AOT Board voted on March 11<sup>th</sup> to proceed with an active email donation campaign, which began on March 12<sup>th</sup>. As of March 31<sup>st</sup>, two individuals have donated to the campaign. Marketing efforts via social media will continue throughout April.
- Downtown Business Investment Grant: Marketing is currently underway for AOT's Downtown Business Investment Grant. As of March 31<sup>st</sup>, one individual has taken advantage of the program, while four others have expressed interest. Applications are available at Town Hall and on the AOT website.

- Downtown Investment Grant: The MSC applied for \$20,000 in DIG funding from DHCD to assist with AOT's Downtown Business Investment Grant. If awarded the funding, AOT would be able to offer six businesses up to \$5,000 in grant funding. Each business will have access to a maximum of: \$1,000/month in rent assistance for 3 months, \$250/month in utility assistance for 3 months, \$250 in permitting reimbursements, and \$1,000 in marketing assistance for a new website and/or for radio/print ads.
- Liberty University Internships: The Community Development Director and Main Street Coordinator met with Matt Young, Assistant Director of Employer Relations, and Brian Hastoglis, Employer Relations Coordinator at Liberty University's Career Center to discuss the possible utilization of interns for AOT, Town, and downtown businesses. Several businesses have stated that they do not have the time and/or expertise to develop a website and social media platforms to market themselves during the COVID-19 pandemic. Mr. Hastoglis stated that departments at Liberty, specifically undergraduate, were constantly guiding students towards internships in the surrounding areas, both paid and unpaid types. Depending on need, the MSC will contact additional universities in the area (Randolph College, University of Lynchburg, Sweet Briar College, and CVCC) to inquire about intern services.
- Rural Business Development Grant: The MSC placed an application for \$200,000 for the USDA Rural Business Development Grant to purchase the vacant building located at 616 Broad Street. A market analysis was performed in 2016 that identified the building as an ideal mixed-use development. If awarded the grant, AOT will seek to redevelop the building with a first-floor restaurant and six apartments.
- Website Redesign: Following internal discussions with the Board President, the Main Street Coordinator requested a formal proposal from Jonathan Mitchell with Simply Branding to redesign the AOT website. Mr. Mitchell originally created the website several years ago, but it has not been properly updated or maintained for an extended period of time. At the March 11<sup>th</sup> meeting, board members requested additional information, including a portfolio of work performed by Mr. Mitchell. The proposal will be discussed again at the April 8<sup>th</sup> meeting. The new URL of the site is [www.altavistaontrack.org](http://www.altavistaontrack.org).

### **Town Activities**

- Spark Innovation Center – Construction: The Town Manager, Assistant Town Manager, Community Development Director, Public Works Director, and Main Street Coordinator met with staff from Hurt & Proffitt to continue discussions on the co-working space.
- Tour of SOVA Innovation Hub: The Community Development Director, Main Street Coordinator, and Councilman Lowman toured the SOVA Innovation Hub in South Boston on March 22<sup>nd</sup>. Rebecca Stimson, Community Manager at SOVA, provided information on the co-working space and the day-to-day operations. Information was also provided on furniture and equipment options that may be applicable at the Spark Innovation Center.

### **Town Social Media Activities**

- **Page Likes:** 1,997 (+42 during March)
- **Page Followers:** 2,193 (+99 during March)
- **Post Reach:** 7,455 (+18% compared to February)
- **Total Posts:** 14 posts
- **Most Popular Post:** We're Hiring (March 8<sup>th</sup>) – 4,764 reached

### **AOT Social Media Activities**

- **Page Likes:** 1,665 (+4 during March)
- **Page Followers:** 1,727 (+27 during March)
- **Post Reach:** 4,120 (+288% compared to February)
- **Total Posts:** 5 posts
- **Most Popular Post:** Downtown Business Investment Grant (March 15<sup>th</sup>) – 1,865 reached

# APRIL 2021

Sunday	Monday	Tuesday	Weds.	Thursday	Friday	Sat.
	<b>NOTES:</b> <u>April 13<sup>th</sup></u> - designate May 11 <sup>th</sup> as Public Hearing for FY2022 Budget	<b>NOTES:</b> <u>April 21<sup>st</sup></u> – first public hearing advertisement <u>April 28<sup>th</sup></u> – second public hearing ad	<b>NOTES:</b> * <u>April 27<sup>th</sup></u> AEDA Meeting 8:15am			
4 <b>Easter</b>	5 <b>Planning Commission 5pm</b>	6	7	8	9	10
11	12	13 <b><u>Council Meeting</u></b> 6pm (First Reading of Budget)	14	15 <b>AOT Meeting 5:15pm</b>	16	17
18 <b>John Mosley Park Dedication</b> 1:30pm	19	20 <b>Recreation Meeting 5:30</b>	21	22 <b>Earth Day</b>	23	24
25	26	* 27 <b><u>Council Work Session</u></b> 5pm “Budget Work Session”	28  ...continue budget work session (if needed)	29	30	

# MAY 2021

Sunday	Monday	Tuesday	Weds.	Thurs.	Friday	Sat.
<b>NOTES:</b> <b>* April 25<sup>th</sup></b> AEDA Meeting 8:15am						1
2	3 <b><u>Planning Commission</u></b> 5pm	4	5	6	7	8
9 <b>Mother's Day</b>	10	11 <b><u>Council Meeting</u></b> 6pm *Public Hearing	12 - on FY2022 Budget	13 <b><u>AOT Meeting</u></b> 5:15pm	14	15 <b>Armed Forces Day</b>
16	17	18 <b><u>Recreation Committee</u></b> 5:30pm	19	20	21	22
23	24	* 25 <b><u>Council Work Session</u></b> 5pm	26	27	28	29
30	31 <b><u>Memorial Day</u></b> Town Office Closed					

Town Council Regular Meeting March 9, 2021

A regular scheduled meeting for the Altavista Town Council was held in Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street, on March 9, 2021 at 6:00 PM.

At six o'clock pm, Mayor Mike Mattox called the meeting to order and presided.

Council Members

Present: Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham  
Dr. Scott Lowman  
Mayor Michael Mattox  
Mr. Wayne Mitchell

Town Staff present: Mr. J. Waverly Coggsdale III, Town Manager  
Ms. Amanda Owens, Assistant Town Manager  
Mrs. Tobie Shelton, Treasurer/Finance Director  
Mr. Thomas Merricks, Altavista Chief of Police  
Mr. David Garrett, Public Works Director  
Mr. Tom Fore, Altavista Utilities Director  
Mr. George Sandridge, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Administration

Absent: Ms. Sharon Williams, Community Development Director

Altavista Utilities Director Tom Fore gave the invocation.  
Mayor Mike Mattox led the meeting in the Pledge of Allegiance.

1. Agenda Adoption

Mayor Mattox informed Town Council of an addition/amendment to Section #7 “New Business” of the March 9, 2021 Regular Council Meeting Agenda.

- #7E. Approval Request for Town Council’s Strategic Planning Meeting Schedule

Mayor Mattox asked Council if they had any questions, comments, or concerns in regard to the proposed March 9th, 2021 Council Meeting Agenda, to which there were none.

Councilman Mitchell made a motion, seconded by Councilman Emerson, to approve Council’s March 9th Meeting Agenda as amended.

Motion carried.

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

2. Recognitions and Presentations

Town Manager Waverly Coggsdale informed Council of two personnel changes since February 1<sup>st</sup>, 2021.

- New Hire: Mathew Moore    Public Works Maintenance Worker    2/08/21
- Departure: Kyle Haskins    Public Works Maintenance Worker    2/26/21



## Town Council Regular Meeting March 9, 2021

### 3. 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 March 9, 2021 Council Meeting Agenda.

- Ms. Bettie Moorman, 900 16<sup>th</sup> Street, came before Council with two concerns.

- (1) Ms. Moorman stated she was continuously having issues with neighborhood cats coming onto her porch and destroying her patio chair's seat cushions.

Ms. Moorman informed Council, when she called Campbell County Animal Control (CCAC) for assistance, they told her she would be responsible for catching any of the cats, if she wished to do so, which meant she would have to go to their Rustburg office and pick up a cage, and deliver the cat back to them herself.

Ms. Moorman stated she was too old to have to do such a thing. She asked if there was anything the Town of Altavista could do to help her with her situation.

Mayor Mattox asked the Town Manager to investigate this matter further by contacting the Campbell County Animal Control office for details of their rules and regulations regarding these types of situations. He informed Ms. Moorman the Town Manager would get back to her with their response.

Mayor Mattox offered Ms. Moorman the use of his cage anytime she needed it.

Councilman Emerson informed the Town Manager that the Campbell County Public Safety Department was responsible for the Animal Control Division. He stated that would be the phone number to call for information regarding their procedures.

Councilman Mitchell stated he felt Town Council had an obligation to “stand behind” staff when making such requests.

Councilman George asked Ms. Moorman if the cats she was referring to were strays, or did they belong to her neighbors.

Ms. Moorman stated a little of both. She stated one of her neighbors owned five or more cats. She stated, although she was the only person at the meeting that evening, she was not the only person in her neighborhood having trouble with this issue.

Mayor Mattox asked the Town Manager, Waverly Coggsdale, how soon he could have an answer for Ms. Moorman.

Mr. Coggsdale stated he would contact the Campbell County Public Safety Office as soon as possible in regard to understanding their protocols in these matters.

Mr. Coggsdale stated, as for Altavista's “regulations” in regard to cats, he was unaware of any, but would review Town Policy for reference to the matter and update Council at a later date.

Councilman Emerson stated, if the Town Manager received a response from Animal Control that Ms. Moorman was not satisfied with, he suggested she contact the Campbell County Administrator, Frank Rogers for further assistance.

Mayor Mattox suggested the Town Manager contact Frank Rogers for Ms. Moorman on this matter.

Mr. Coggsdale confirmed he would do so.

## Town Council Regular Meeting March 9, 2021

- (2) Ms. Moorman stated she had another concern within her neighborhood. She stated she felt her neighborhood was beginning to have an issue with drug users. She stated when she opens her windows to get fresh air, she could smell the aroma of marijuana.

Ms. Moorman stated she knew that everyone needed a place to live, but good citizens such as herself also deserved a nice and safe place to live. She stated she had heard people coming and going all hours of the night on her street.

Ms. Moorman stated she was concerned the drug users and/or dealers would ruin her neighborhood. She asked if there was something that could be done before the situation got out of hand.

Mayor Mattox suggested to Ms. Moorman that she reach out to Altavista's Police Chief, Tommy Merricks, with her concerns on this matter. He told Ms. Moorman that she could also contact him anytime she needed to.

Ms. Moorman thanked the Mayor and Town Council for their time and consideration of her concerns.

Mayor Mattox stated he felt it was good for the community and the town to work "as a team" to address such matters.

- Mr. Louis Scicli, Wildwood Estates, Lynchburg, thanked Town Council for allowing him to formally introduce himself to the Altavista community.

Mr. Scicli informed everyone that he was running for the Delegate position of Virginia's 59<sup>th</sup> District. He stated he was raised in Lynchburg and lived in Virginia his entire life. He stated, prior to running for office, he was in law enforcement and a firefighter.

Mayor Mattox wished Mr. Scicli good luck with his candidacy and thanked him for attending the meeting that evening.

There were no other citizens to speak that evening.

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

#### 4. Partner Updates

##### A. Altavista On Track (AOT)

Altavista AOT Main Street Coordinator George Sandridge gave Council a brief update on some of the organization's current and on-going projects.

- Mr. Sandridge referenced Altavista's desire to expand their downtown district's boundary line. He informed Council the Department of Housing and Community Development (DHCD) recently approved the town's submission for the boundary line expansion.

Mr. Sandridge stated AOT would officially complete the Altavista Downtown District boundary line expansion through their FY2021-2022 Work Plan. He informed Council the plan would be implemented within the next few months.

Mr. Sandridge stated, once complete, businesses between Pittsylvania and Charlotte Avenues would have access to more opportunities as being part of the downtown district.

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- Mr. Sandridge referenced Altavista's Downtown Business Investment Grant (formally Altavista's Pop-up Program). He stated the program seemed to be popular in recent months, so AOT decided to continue offering the program.

Mr. Sandridge stated nineteen individuals contacted him since October 2021 in regard to the program, and one business recently utilized the program as a startup resource.

Mr. Sandridge informed Council that AOT recently applied with the DHCD for a Downtown Investment Grant in the amount of \$20,000 to help fund and expand Altavista's Downtown Business Investment Grant Program.

Mr. Sandridge stated AOT would find out results of the application near June 2021.

- Mr. Sandridge concluded his updates by referencing a new mobile app for Altavista's Downtown District. He informed Council the Distrx App was part of a growing national network of Main Street communities.

Mr. Sandridge stated a flyer was recently sent by AOT to all of Altavista's downtown businesses to explain the services and advantages of them being on the mobile app. He stated the signup process was easy and free for the businesses to be a part of.

Mr. Sandridge stated the mobile app was available for both Android and Apple operating systems. He stated the app was a great way to get a business' information out to the public, and especially useful during such times as the recent COVID-19 pandemic, which implemented multiple restrictions to businesses.

Mr. Sandridge asked if Council had any questions in regard to the Distrx App.

Councilman Mitchell asked if the Distrx App was AOT centric or for the entire Town of Altavista.

Mr. Sandridge stated it was designed for use by businesses of downtown districts. He stated AOT would be managing the app for Altavista's downtown businesses.

Vice Mayor Bennett asked how a business would utilize the app.

Mr. Sandridge stated the app could be used to showcase what a business has to offer, as well as, their location, hours of operation, and website/social media page, if they have one. He stated a business could also use the app to highlight promotions and/or offer coupons.

Mr. Sandridge stated the Distrx App notifies a user when they are in a locality's downtown district and highlights the shops/businesses within that district. He reminded everyone that Distrx was a national app, and stated this was a great tool to utilize when visiting a locality for the first time.

Vice Mayor Bennett asked how to find the app to download.

Mr. Sandridge informed everyone the Distrx App could be found in the "App Store" on their mobile devices, for both Android and Apple users.

Mayor Mattox and Council thanked Mr. Sandridge for the AOT updates.

### B. Altavista Area Chamber of Commerce

Mayor Mattox stated the Chamber would not be present that evening, but would be at Council's March Work Session to deliver their updates.

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5. Consent Agenda

- A. Approval of Council Meeting Minutes
  - o February 9th, 2021 Regular Meeting
  - o February 23rd, 2021 Work Session
- B. Acceptance of Monthly Financial Reports
  - o February 2021 Revenue And Expenditures
- C. Approval of Reappointment to Recreation Committee
  - o Reverend Ed Soto - three (3) year term to expire March 31, 2024

Mayor Mattox asked Council if they had any questions, comments, or concerns pertaining to the March 9th, 2021 Consent Agenda, to which there were none.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to approve the Consent Agenda as presented.

Motion carried.

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

6. Public Hearing(s)

There were no public hearings scheduled for the March 9th, 2021 Council Meeting.

7. New Business

A. Altavista Community Transit System (ACTS) – Trolley Bid Award Consideration

Background:

The purchase of a trolley for use by the Altavista Community Transit System (ACTS) was approved as part of the FY2021 CIP and was authorized as a replacement vehicle by the Department of Rail and Public Transportation (DRPT). There was an extensive delay in getting the approval from DRPT due to COVID-19, and the delay in approval of their six-year plan, as well as the requirement that the vehicle be classified as Altoona tested and a mini-trolley rather than a large trolley. The invitation for bids was duly advertised and one bid was received. The bidder, Double K, dba Hometown Trolley, submitted a bid of \$142,138. The bidder was able to negotiate an agreement with Sonny Merryman (local) for any future service needs. The bid package, which is over 200 pages in length, includes all the requisite federally required documentation and is available for review in the Altavista Finance Director’s office.

Altavista’s Finance Director Tobie Shelton and Assistant Town Manager Amie Owens updated Council in regard to this item.

Mrs. Shelton stated, typically, federal funding was 80% and local was 20%; however, due to the special request for the mini trolley, as opposed to the usual body-on-chassis (BOC), federal funding would be 80% of the usual/customary BOC style bus (\$62,080), and the remainder (\$80,058) would be funded with local funds, which was \$35,838 higher than the amount approved in the FY2021 Budget. She stated the current BOC cost was \$77,600, which would require \$15,520 of local funds.

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Mrs. Shelton stated, with the received bid from Double K of \$142,138, federal funding would be \$62,080, leaving \$80,058 as the town's (local) contribution.

Mrs. Shelton stated, at that time, staff was seeking direction from Council in regard to the bid received for the mini trolley, which was previously approved by Council and in the current FY 2021 Capital Improvement Plan.

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

Councilman Emerson asked how much money did the town initially budget for the trolley.

Mrs. Shelton stated there was \$44,220 allocated in the FY2021 Budget for this CIP item, which was estimated at \$36,000 more than its initial cost and town responsibility.

Mr. Emerson suggested the town consider purchasing a "used" trolley (if available) for trial purposes, before spending such a large amount on a new trolley.

Mrs. Shelton stated there were used full-size trolleys available for purchase, but she was unsure if there were any "used" mini trolleys available. She stated the town decided on the smaller, mini trolley so transit drivers would not be required to have a CDL license.

Mr. Emerson asked, if the town chose to purchase a used mini trolley, would the town be fully responsible for the cost of gas to run the trolley.

Mrs. Shelton stated the town would have to use a transit vehicle (bus or trolley) on the town's daily transit route in order to receive DRPT funding, including operational costs.

Vice Mayor Bennett asked, if the town continued with the purchase of a new trolley for daily transit use, could the town retain the trolley at the end of its 4 year term with the town, and be used for special events only, or would the town be obligated to return the trolley.

Mrs. Shelton stated she was unsure, but would investigate and get back with Council on the matter. She reminded Council, when a transit bus was at the end of its term with the town, the town sells the bus, but was only allowed to keep \$4,999 from the sale of the bus(s), with the remaining profit going back into the Federal DRPT Program.

Mr. Bennett shared his favor with the town moving forward with purchasing a new trolley as budgeted. He stated at the end of the trolley's daily-use term with the town, suggested the town keep the trolley for use during special events.

Mr. Bennett referenced the original discussion by Council in regard to the town purchasing a trolley for transit use during this replacement cycle over a traditional bus. He stated he was confused about the difference in the two estimated costs for a trolley.

Mrs. Shelton, confirmed by Mr. Coggsdale, stated the initial cost estimate was for a full size trolley, but due to the town only needing a 15 passenger trolley (for non-CDL drivers), the price was reduced.

Mrs. Shelton stated, no matter which transit vehicle the town chose (bus, trolley, or mini trolley) the DRPT would only contribute 80% of a BOC bus, which was \$62,080.

Mayor Mattox stated, the decision before Council was whether or not they wished to move forward with the submitted bid of \$142,138 for a new trolley, which would require a 20% town match of \$80,058; or purchase the usual BOC bus for daily transit use and consider purchasing a used mini trolley for use only during special events.

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Councilman Emerson stated, he did not know the cost range for used trolleys, but he was in favor of the town purchasing a bus, as usual. He stated he would also like for staff to investigate options for used mini trolleys and their cost, for the town to consider for use during special events.

Mr. Emerson stated he realized the town would be fully responsible for the fuel cost of a used mini trolley. He stated he felt the overall cost savings would justify “trying out” a used trolley over a new one.

Councilman Higginbotham asked Mr. Emerson what he meant by the town being responsible for fuel cost.

Mrs. Shelton stated, if the town chose to purchase a used mini trolley, which would not be through federal DRPT funding, the town would be responsible for all maintenance of the mini trolley, including the fuel cost to run it.

Mrs. Shelton stated, even though ACTS usually budgeted to replace a transit vehicle every two years, she reminded Council the DRPT had a replacement requirement that a transit vehicle needed to have at least 100,000 miles accumulated before replacement consideration. She stated there was a two year cycle between the two town-owned vehicles, with each only being considered for replacement every four years.

Mrs. Shelton stated a “new” transit vehicle normally had a four year life expectancy before it needed to be replaced, therefore, the town would own the fore-mentioned new trolley for at least four years.

Councilman Higginbotham stated he felt the Town of Altavista was on the cusp of having something different and unique. He stated, however, running a gas-powered trolley fulltime would burn more fuel than if it was diesel or natural gas. He suggested the town also consider investigating whether or not “electric” trolleys were available.

Mr. Higginbotham stated he felt a trolley would only be popular in summer months. He stated his appreciation with Mr. Emerson’s suggestion of trying out a used trolley before purchasing a new one. He shared his favor in that option as well.

Councilman George asked if the new trolley being proposed was available in diesel fuel consumption instead of gas.

Mrs. Shelton answered, stating the new mini trolley was not available as diesel powered.

Mr. Higginbotham referenced the size of the new mini trolley. He asked how many passengers the trolley would hold.

Mrs. Shelton stated, due to a larger vehicle requiring a driver to have a CDL license, the town opted to go with a “mini” trolley, which would carry up to 15 passengers.

Councilman Lowman shared his favor with the town purchasing a BOC bus and investigating the available options for a used trolley.

Mr. Lowman asked what the cost of a new BOC bus would be.

Mrs. Shelton stated the cost of a new transit bus was \$77,600, with a 20%/\$15,520 requirement from the town.

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Councilman Emerson referenced the FY2021 budgeted amount of \$106,000 for this project. He stated, if the town opted to purchase a BOC bus, there would be a significant amount of savings in the budget, which would allow for the town's consideration of purchasing a used trolley.

Mrs. Shelton stated, if Council desired, she would be happy to contact Hometown Trolley and inquire if they had any used trolleys for sale.

Town Manager Waverly Coggsdale asked what the expiration date was for the submitted bid by Hometown Trolley in regard to the new mini trolley.

Mrs. Shelton, confirmed by Assistant Town Manager Amie Owens, informed Council the bid from Hometown Trolley was "good" through Friday, March 26<sup>th</sup>.

Mayor Mattox stated the bid's expiration date allowed enough time for this item to be discussed further at the March 23<sup>rd</sup> Work Session, if they desired.

Mayor Mattox asked Council for their final thoughts on this item, in order to give Town Staff direction on how to move forward.

Councilman Mitchell stated his concerns with a used trolley. He stated, if used, the town would not know of any previous issues and would be entirely responsible for the maintenance of the vehicle (trolley).

Councilman Lowman stated, if purchased from a locality, he felt confident the trolley would have been well taken care of, with regular scheduled maintenance.

Mr. Mitchell shared his favor in having a "new" trolley, built to the town's specifications. He stated, after its four-year fulltime service, the town could then retain the trolley as the desired part-time option for special events.

Vice Mayor Bennett asked how much the town spends annually on fuel costs for ACTS.

Mrs. Shelton stated, with a 50/50 match with the DRPT, the town's annual cost to cover the ACTS fuel consumption was \$15,000.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, for the town to purchase a BOC bus with the funds allocated in the FY2021 CIP Budget for a new transit vehicle. The motion also included Council's approval to allow Town Staff to explore the available options for a used trolley for part-time, special events use, taking into consideration the requirements and suggested amenities desired by Council.

Motion carried.

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

### B. Employee Health Insurance – Consideration of Renewal

Background:

The Local Choice (TLC) health benefits program was created by the General Assembly in 1989, and has been providing health coverage to local jurisdictions since 1990.

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The program is managed by the Virginia Department of Human Resource Management (DHRM). Medical, behavioral health, dental, and routine vision benefits are covered in the plans offered, as well as, a wellness program. Annually, premiums are rated and presented to each jurisdiction for renewal consideration/approval.

Altavista Finance Director Tobie Shelton stated The Local Choice provided the Town of Altavista with its health benefits program/ health coverage for town employees.

Mrs. Shelton informed Council, for the FY2022 plan year, rates for the Town of Altavista were decreasing by .8%; a savings of almost \$4,000 compared to FY2021.

Mrs. Shelton stated the deadline for renewal was April 1<sup>st</sup>, therefore, Town Staff was requesting Council's consideration of approval to renew with The Local Choice for the FY2022 plan year, which would begin July 1st, 2021.

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

Councilman Emerson made a motion, seconded by Councilman Mitchell, to approve staff's request to renew the town's health benefits program with The Local Choice for FY2022.

Motion carried.

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

### C. Discussion of Ordinance Amendment to Section 86-428 *Regulations for Signs in the DRO*

Background:

Recently, Town Staff received a request from a downtown business requesting approval to install an additional wall sign. Staff reviewed the Town Zoning Ordinance and saw that additional signage was not allowed in the Downtown Revitalization Overlay (DRO) District, as the maximum allowable square footage for signage had already been exceeded. The Altavista Planning Commission and Town Staff reviewed the existing town regulation, and regulations of other Main Street communities, and were of the opinion that additional flexibility was warranted. They were of the opinion there may be cases where additional signage might be needed, and recommend the town's ordinance include a provision which would allow a business to apply for a Special Use Permit, instead of a Variance, in order to exceed the allowable square footage allowed by the existing ordinance.

Town Manager Waverly Coggsdale informed Council that, in the absence of Community Development Director Sharon Williams, due to a family emergency, Assistant Town Manager Amie Owens would be presenting this item.

Ms. Owens informed Council that the Altavista Planning Commission met on Monday, March 1st, and reviewed various amendments to consider two (2) text amendments to the Town Zoning Ordinance. She stated, at that meeting, the Planning Commission voted to hold a public hearing in regard to this matter on Monday, April 5, 2021; and recommended that Town Council hold their public hearing regarding this matter on April 13, 2021.

Ms. Owens informed Council that Town Attorney John Eller was also present at the Planning Commission meeting, if they had questions about the proposed amendments.



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Mayor Mattox asked Council if they had any questions or concerns in regard to the text amendment and public hearing request, to which there were none.

Vice Mayor Bennett made a motion, seconded by Councilman Emerson, to accept Town Staff’s recommendation to advertise and schedule a public hearing for Tuesday, April 13<sup>th</sup>, in regard to approving the proposed text amendments to Town Zoning Ordinance Section 86-428 *DRO Signage*.

Motion carried.

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

Ms. Owens stated Town Staff would also like Town Council to consider amending the town’s process of asking Council for permission to advertise, if a public hearing had already been held by the Planning Commission. She stated it would streamline the public hearing process by one (1) month.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept Town Staff’s recommendation to advertise both public hearings simultaneously of the Planning Commission and Town Council, if the proposed item would be recommended by the Planning Commission to go before Council and thereafter, also needed a public hearing.

Motion carried.

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

D. Discussion of Ordinance Amendment to Authorize a “One Time per Season” Notification for Violations of Section 62-151 *Weed Control*

Background:

As Town Staff continues to improve efforts to abate violations, they discussed a provision of State Code that was not being utilized by the Town. Under Section 15.2-901 *A locality may provide for removal or disposal of trash, cutting of grass, weeds, and running bamboo; penalty in certain counties: a locality can allow one written notice to the owner of record to cover the entire growing season. That initial notice is considered a reasonable notice for the rest of the season.*

Assistant Town Manager Amie Owens stated, as grass cutting season was nearing, Town Staff was expecting to see an increase in the number of violations being reported pertaining to tall grass. Ms. Owens stated staff had found, in many cases, there were maintenance violations being repeated at the same address(s).

Ms. Owens stated staff was seeking to amend Altavista’s Town Code to allow one notice to cover the entire grass cutting season, as permitted by §15.2-901 of the Code of Virginia.

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Ms. Owens informed Council, in regard to this matter, Town Attorney John Eller also recommended amending Section 62-151B of Altavista's Town Code to read "occupied or vacant", in order to coincide with the Code of Virginia.

Ms. Owens stated, at that time, Town Staff was requesting Town Council consider adopting the proposed provisions to streamline the process by allowing one (1) notice to cover the entire growing season, which would allow staff to immediately abate the next violation without proving another 10-day notice.

Mayor Mattox asked if notices from the town were sent "certified", to which Ms. Owens stated they were.

Ms. Owens stated, if staff's recommendation was accepted, Council would also need to approve scheduling a public hearing for this matter/item.

Mayor Mattox asked Council if they had any questions or concerns in regard to the proposed text amendment and public hearing request.

Councilman Higginbotham shared his favor with a violation notice covering a 45-60 day span, instead of for an entire grass growing season. He stated this would cover occasions such as vacation, or out of town workers. He stated he would not want a good citizen to receive a fine for their grass being too tall, if they had only been out of town on vacation.

Councilman Mitchell stated he felt staff would take those instances into consideration.

Town Attorney John Eller reminded Council the violation notices were not being advertised in the local paper, but being sent certified to the homeowner. He stated, by signing to receive the certified letter/notice, the homeowner was aware of their violation.

Councilman Emerson stated the majority of the notices were being sent to repeat offenders.

Town Manager Waverly Coggsdale stated the proposed amendment was to be used by staff only if necessary. He stated staff would make every effort to contact a homeowner in regard to their violation before implementing a fine.

Councilman George asked the cost of a fine due to non-compliance with the Town Code in regard to a homeowner not keeping their grass below 12 inches.

Ms. Owens stated the fine cost varied, depending on what the contractor charged to cut the grass. She stated the charge was typically around \$85, plus a \$75 administration fee.

Mr. Emerson stated he felt the proposed amendment would simplify the process for Town Staff and not have them be redundant in sending violation notices to the same person/violator multiple times.

Mayor Mattox asked if Council had any additional questions.

Councilman Mitchell referenced the 62-151 Town Ordinance whereas the ordinance refers to vacant or occupied and developed or undeveloped. He asked if that reference included "active construction sites".

Town Attorney John Eller confirmed that it did.

Councilman Emerson made a motion, seconded by Vice Mayor Bennett, to accept staff's recommendation and schedule a public hearing for Tuesday, April 13<sup>th</sup> in regard to amending Section. 62-151 *Weed Control*, of the Town Code; allowing one violation notice to cover the entire grass-growing season.

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Motion carried.

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

### E. Schedule Consideration of a Strategic Planning Session for Town Council

Mayor Mattox asked Council if they had any objection to their planning session being scheduled for Tuesday, March 30<sup>th</sup>, at 12:00 noon, to which there was none.

Town Manager Waverly Coggsdale stated, if there was a consensus to accept the proposed date and time, Council would need to make a motion and vote to make the meeting official.

Councilman Higginbotham made a motion, seconded by Councilman Emerson, to approve the date, time, and location for their upcoming Town Council Strategic Planning Session; to be held at the Altavista Train Station on Tuesday, March 31<sup>st</sup>, at 12:00 noon.

Motion carried.

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

## 8. Unfinished Business

### A. Altavista Outreach and Enrichment (AOE) – English Park “Storybook Walk” Update

Background:

At the September 22, 2020 Town Council Work Session, Council unanimously voted to approve a request by Altavista Outreach and Enrichment: that if they secured funding for the storybook walk, it could be placed in English Park. Grant funding was awarded, and the storybook frames were ordered. A proposed placement/ reading route was shared with Luann Lee. The proposed route would start near the playground and utilize the less traveled foot bridge and path through the orchard, which was away from vehicle traffic, and ending in the picnic area at the start of Eagle Trail.

Assistant Town Manager Amie Owens informed Council that Town Staff had been working with AOE on this project and Altavista’s Public Works Department had agreed to install the storybook frames in the park after a location within the park had been approved.

Ms. Owens stated there had been some initial consideration to place the storybook frames along the outer rim of the park’s center circle. She stated, due to that area already being constantly busy with sports and other activities, the orchard area was being proposed.

Councilman Emerson asked if the storybook walk would be “interactive”.

Ms. Owens stated it would not. She stated the idea of the storybook walk was for the children to “read” the story as they go along the designated path/reading route.

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Councilman Emerson stated he felt the storybook walk was going to be a great addition to English Park.

Councilman Higginbotham made a motion, seconded by Councilman Mitchell, to accept staff's proposal and approve the storybook walk placement location as presented.

Motion carried.

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

### 9. Reports and Communication

- A. Town Manager's Report
- B. Departmental Reports
- C. Council Monthly Calendars

Town Manager Waverly Coggsdale stated the Town Manager Report, Departmental Reports, and Council Calendars were delivered to Town Council at an earlier date with their March Council Meeting Pre-Packet.

Mr. Coggsdale gave Council an update on a few of the items in his monthly manager's report.

- Spark Innovation Center:  
Mr. Coggsdale stated he continued to meet weekly with the design team to gather progress reports. He informed Council there had been "scaling and pricing" issues the team was working through. He stated he would update Council again at their March work session.
- Booker Building Renovation – Floor Rehabilitation:  
Mr. Coggsdale stated, with Council's approval, Public Works Director David Garrett had given the contractor the "green light" to move forward with completing the floor process.

Dalton's Landing Canoe Launch:

Mr. Coggsdale informed Council the contractor was currently completing the in-water work of this project.

Councilman Higginbotham asked if the contractor had been able to "de-water" the designated ramp area in order to complete the in-water work.

Assistant Town Manager Amie Owens stated the contractor/workers were actually in the process of doing so that afternoon.

- Brownfields Grant Program:  
Mr. Coggsdale stated the town should be receiving a report from this project very soon. He stated he would bring the report to Council for review and discussion at their March Work Session, in preparation of submitting a remediation grant application by April 1<sup>st</sup>.

Mr. Coggsdale informed Council the town was also able to utilize the Brownfields Grant Program to investigate the possibility of hazardous material at the Spark Innovation Center. He stated, by doing so, the town was able to submit a grant application in the amount of \$50,000 for remediation of that site as well.

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Councilman Mitchell asked why the Spark remediation grant was needed.

Mr. Coggsdale stated the Spark remediation grant involved the facility's roof. He stated the building has old asbestos shingles that needed to be removed.

- Altavista Police Department – Firing Range:  
Mr. Coggsdale informed Council that the utility/storage unit had recently been installed on the property, and the APD was currently awaiting the delivery of the main structure.
- Altavista Utility Account Discount Program:  
Mr. Coggsdale reminded Council the program started December 1<sup>st</sup>, 2020, so the effect of the discount, for those who qualified, would be evident on their April 2021 utility bill.

Mr. Coggsdale stated there were 28 out of 35 applicants that qualified for the program. He stated the remaining 7 applicants did not submit all of the necessary paperwork to be qualified by the initial start date. He stated staff continues to work with those individuals to acquire the needed paperwork to be eligible by the next billing cycle.

Mayor Mattox asked for the amount of the utility discount.

Mr. Coggsdale stated the amount was \$5.85 per quarter, which was 30% of the base fee.

Mr. Coggsdale stated he and Town Staff would be happy to answer questions from Council in regard to any of the town's current and/or ongoing projects.

Mayor Mattox asked Town Council if they had any questions for the Town Manager or Town Staff in regard to their March reports/updates.

- Councilman Mitchell referenced the observation deck/river overlook located on Eagle Trail in English Park. He stated it looked great. He stated multiple citizens have shared with him their favor in the new overlook and the town's trail system.

Mr. Mitchell asked when the "furniture" would be ready and placed on the overlook.

Mr. Mitchell also referenced the Connection Trail between Green Hill Cemetery and Eagle Trail. He asked when trail name and directional signs would be placed on the trails.

Mr. Coggsdale stated, in regard to trail signs, the source the town was initially planning to use was no longer available. He stated he was in the process of locating a new source to complete the project.

Mr. Coggsdale stated Altavista Public Works Director David Garrett could offer information in regard to the overlook "furniture".

Mr. Garrett informed Council that two picnic tables, as previously discussed and approved, had been ordered and were in the process of being built.

Mr. Coggsdale asked Council if they had any desire for additional furniture/amenity items for the overlook.

Councilman Emerson referenced a previous discussion by Council regarding potential furniture items for the overlook. He stated he thought there had been a consensus for at least five or six Adirondack chairs to also be located on the overlook deck.

Mr. Coggsdale stated, if Council desired having the Adirondack chairs, a budget would need to be established for the additional furniture.

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Mayor Mattox asked if the chairs would be bolted to the deck.

Mr. Emerson stated the chairs were heavy and he was not concerned the chairs would be stolen or damaged very easily.

Councilman George referenced the park benches located throughout English Park that were able to be purchased in honor or memory of someone. He stated he would be interested in purchasing one for the Eagle Trail Overlook, if Council favored that type of furniture for the site.

Councilman Higginbotham reminded Council, when forming the concrete sides of the overlook, there was also a concrete bench constructed on the front side of the structure.

Mr. Higginbotham stated he felt the Adirondack chairs may be easier to move around on the deck if needed/desired.

Councilman Emerson stated he felt there was opportunities all through the trail system to place additional picnic tables, if funds allowed.

Councilman George referenced the Jenks Fund, directly designated for use in the back section of English Park, such as the Eagle Trail area. He stated, with the town receiving additional contributions to that fund recently, he suggested using it for this project.

Vice Mayor Bennett asked the estimated cost of an Adirondack chair.

Councilman Emerson stated the chairs could be made from wood or even composite decking boards. He stated the cost would be between \$250-300.

Vice Mayor Bennett asked if Council wanted to wait the length of time associated with the chairs being built, or move forward with purchasing the chairs for a quicker delivery.

All Council members were in consensus to purchase chairs already made.

Mr. Coggsdale asked if it was Council's desire to use the Jenks Fund to purchase the chairs.

Mayor Mattox shared his favor with utilizing the Jenks Fund to purchase six Adirondack chairs, and suggested Council place a "not to exceed" amount of \$3,000 on the project.

All Council members were in consensus to do so.

There were no additional questions or comments from Council in regard to this item.

### 10. Matters from Council

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

- Councilman Mitchell referenced the process in which Town Staff brings an item to Council with an associated budget estimate. He stated on numerous occasions the cost of a project comes in over the initial estimate.

Mr. Mitchell suggested Council consider establishing a process for Town Staff to create a "contingency plan" for when this happens.

Mayor Mattox stated he agreed with Mr. Mitchell. He suggested staff also make Council aware of when a potential grant may require a "town match" for a project.

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Town Manager Waverly Coggsdale stated, right now (due to rising material costs during the COVID-19 pandemic), some of the budgets from recent projects had been underestimated.

Mr. Coggsdale stated that staff would continue to analyze the situation and plan for the possibility of needing a contingency, in order to produce “better numbers”.

- Councilman Emerson stated he and Councilman George attended a recent Altavista Fire Company (AFC) meeting. He informed Council the AFC indicated they had an old fire truck, due to be taken out of service soon, that they would be happy for the town to use as a display at Altavista’s new Spark Innovation Center.

Mr. Emerson stated, rather than the town paying for an old fire truck, he suggested Council allow the Town Manager to contact AFC Chief John Tucker for more details of the fire truck and its potential for the desired use.

Mayor Mattox asked for Council’s input on Councilman Emerson’s suggestion.

All Council members were in consensus to accept Councilman Emerson’s recommendation and allow the Town Manager to contact AFC Chief Tucker.

- Councilman Emerson then went on to reference the town’s large and growing trail system. He asked Council to consider supplying directional maps at the town’s parks and trail entrances for visitors to map out their path to each location.

Mayor Mattox stated he felt having visitor maps showcasing the town and its parks and trails was a great idea.

Vice Mayor Bennett suggested having a stationary “map board” that highlighted where a person was, as well as, informing them of the other parks and trails in town.

Mr. Emerson suggested also having distance markers on the trails/trail signs.

Town Manager Waverly Coggsdale stated, if Council desired, staff could work on the idea when working on the fore-mentioned trail signage, and bring the gathered information back to Council at a later meeting.

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

- Councilman Emerson also referenced the town’s recent purchase of the building formally known as the Vista Theatre. He asked how soon the town would have full possession of the building, in order for Council to take a “walk-through” of the inside.

Town Manager Waverly Coggsdale stated the town’s contract for this purchase states the town would take full possession by the end of March. He stated, at that point, the town would be able to enter the building.

Mr. Coggsdale stated, if Council desired, they could arrive an hour early for one of their meetings and take a “field trip” to the building for a walk-through.

Mr. Coggsdale informed Council that he had been in discussions with one of the town’s on-call engineers in regard to the old theatre building. He stated the firm would conduct an “assessment” of the building and give the town an estimate of what the renovation cost might be, which would help Council during the budget process.

- Vice Mayor Bennett referenced the Altavista Splash Pad located in English Park. He asked if the town would be able to open the splash pad that summer (2021).

## Town Council Regular Meeting March 9, 2021

Town Manager Waverly Coggsdale stated the town was not allowed to open the splash pad until the Governor of Virginia released the restrictions to splash pads. He stated, at that time, the restrictions were still in place, therefore, the splash pad remained closed.

Mr. Bennett stated when swimming pools were allowed to open the previous year (2020), he thought that also included splash pads.

Mr. Coggsdale informed Council that splash pads were specifically named separate in the Governor's Executive Order, and were currently not allowed to open.

- At that time, Mayor Mattox, along with Council, wished the Town Manager, Waverly Coggsdale, a happy birthday.

Mr. Coggsdale thanked everyone for the well wishes.

- Mayor Mattox stated he would like for the Town of Altavista to have a "brag sheet" in regard to its housing and properties available for sale or development.

Mayor Mattox stated people were starting to leave cities and moving to small towns like Altavista in favor of increased safety and a more family friendly atmosphere. He stated he felt the town should advertise its strengths and assets in order to appeal to new comers.

Mayor Mattox asked Town Staff to work on this project (a Brag Sheet for Altavista) and send it to potential developers.

- Councilman Higginbotham referenced the town's newly acquired old theatre building, located on Main Street in Altavista. He suggested Town Staff acquire quotes from each of the town's multiple on-call firms, not from only one.

Councilman Emerson suggested staff also contact Gretchen Clarke, Pittsylvania County Historical Society, for other quote sources as well.

Town Manager Waverly Coggsdale stated, in reference to Mr. Higginbotham's suggestion, staff would asked for quotes from each on-call firm. He stated, while they all have structural expertise, one or more may have more experience with historic buildings such as the theatre, in terms of a design aspect.

Mr. Coggsdale stated, when dealing with a multifaceted project, firms tend to outsource aspects of a project they are not familiar with. He stated the project becomes a team effort.

Mr. Coggsdale stated the on-call firms would also need to have a walkthrough of the building, in order to offer the town a close estimate of what the renovation would cost.

- Councilman George referenced the Cemetery Connection Trail that runs between Green Hill Cemetery and Eagle Trail in English Park. He stated there had been some "drainage issues" realized in the past few months that may need to be addressed with additional drain pipe on the trail.

Councilman Higginbotham stated he may have a resource for some used "slope drain pipe". He asked Public Works Director David Garrett if 12" pipe would be sufficient.

Mr. George suggested the work be done while the trail was currently dry.

- Councilman Lowman referenced Eagle Trail in English Park. He stated there was a spot on the trail, near the cliffs, where an underground spring had popped up and flooded the sides of the trail. He asked staff to investigate the issue.



## Town Council Regular Meeting March 9, 2021

Public Works Director David Garrett informed Council the location where Mr. Lowman was referring to was due to his department conducting “right-of-way” work for a sewer line, which caused the natural drainage of the area to be blocked.

Mr. Garrett stated the Public Works Department would be rerouting the drainage so that excess water would no longer be an issue.

There were no additional comments or concerns from Council.

Mayor Mattox thanked everyone for attending the March 9<sup>th</sup> Council Meeting. He also thanked the Town Manager, Assistant Town Manager, and all Town Department Directors for the work they do for the Town of Altavista, especially during the “budget process”.

### 11. Closed Session

Vice Mayor Bennett opened the Closed Session meeting.

DATE: Tuesday March 9, 2021

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)(5) regarding discussion concerning a prospective business or industry, or the expansion of an existing industry, where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.*

A motion was made by Vice Mayor Bennett, seconded by Councilman Emerson.

Motion carried.

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

Council went into Closed Session at 7:28 PM.

Notice was given that Council was back in regular session at 8:05 PM.

### FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman Mitchell, to adopt the certification of a closed meeting.

### CERTIFICATION OF CLOSED MEETING

WHEREAS, the town council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with 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, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the town council.

**Town Council Regular Meeting March 9, 2021**

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

There were no actions taken during Council’s March 9<sup>th</sup> Closed Session.

12. 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 8:06 PM.

\_\_\_\_\_  
Michael Mattox, Mayor

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

Council Work Session March 23, 2021

The Altavista Town Council’s March 2021 Work Session was held in Council Chambers at the J.R. Burgess Municipal Building, 510 Seventh Street, on March 23<sup>rd</sup>, 2021 at 5:00 PM.

Mayor Mike Mattox called the meeting to order and presided.

Council members

Present: Mayor Michael Mattox  
Vice Mayor Reginald Bennett  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham (entered at 5:02pm)  
Dr. Scott Lowman  
Mr. Wayne Mitchell

Also Present: Mr. J. Waverly Coggsdale, III, 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 D. Williams, Community Development Director  
Mr. George Sandridge, AOT Main Street Coordinator  
Mr. John Eller, Town Attorney  
Mrs. Crystal Hailey, Town Administration

Absent: Ms. Amanda Owens, Assistant Town Manager

1. Agenda Adoption

Mayor Mattox informed Council of an amendment to the March Work Session Agenda.

- Section #6, Item A: Brownfields Grant Update

Mayor Mattox stated, in consideration of the presenter’s time, Joe Morici (Cardno), he asked Council for consideration of moving this item to be discussed before #5E: FY2022 Budget and FY2022-2026 Capital Improvement Plan (CIP) Discussion.

All Council members were in consensus to do so.

Mayor Mattox asked if Town Council had any questions, comments, or concerns regarding the proposed March 23<sup>rd</sup>, 2021 Council Work Session Agenda, to which there were none.

Councilman George made a motion, seconded by Vice Mayor Bennett, to approve the agenda as amended.

Motion carried:

VOTE:	Mr. Wayne Mitchell	Yes
	Mr. Tracy Emerson	Yes
	Vice Mayor Reggie Bennett	Yes
	Mayor Mike Mattox	Yes
	Mr. Timothy George	Yes
	Dr. Scott Lowman	Yes

Councilman Higginbotham entered the meeting at this time, 5:02pm.

## Council Work Session March 23, 2021

### 2. Recognitions and Presentations

#### ▪ Source Water Protection Plan

Town Manager Waverly Coggsdale informed Council that Utilities Director Tom Fore and Community Development Director Sharon Williams worked together on this plan.

Background:

Source Water Protection is a voluntary program in Virginia. Proposed source water protection strategies are not mandated by state or federal regulations. Proposed commitments and schedules by waterworks' representatives are subject to change. Surface water is vulnerable to contamination by several pathways.

The purpose of the Source Water Protection Plan (SWPP) is to protect surface water, which serves as a source of public water supply, from the threat of contamination because of accidents or unwise practices from nearby residential, industrial, commercial, agricultural, waste management, or transportation activities.

The goals of the SWPP are:

- To promote public health, economic development, and community infrastructure by maintaining an adequate drinking water supply for all residents of the community.
- To create an awareness of the communities' drinking water source(s).
- To provide for a comprehensive action plan in case of an emergency affecting the water source

Mr. Fore addressed Town Council in regard to this item. He stated, after two years of investigation and drafting the Source Water Protection Plan, the document was presented to the Altavista Planning Commission.

Mr. Fore stated the Planning Commission was in favor of the SWPP and recommended sending it to Town Council for approval consideration to implement the plan.

Mr. Fore reminded Council the town allocated \$70,000 in a previous CIP Budget for this project, however, the town was able to utilize a grant to fund the project, at no cost to the town, through the Virginia Department of Health Office of Water Programs.

Mr. Fore stated, at that time, staff was seeking direction from Council regarding the SWPP. He stated he would be happy to answer any questions Council may have.

Councilman Mitchell asked, if Altavista implemented the proposed SWPP, how the town would go about "advertising" and/or sharing the information with surrounding localities, especially those up river from Altavista, in order to make others aware of what Altavista was trying to accomplish with the plan.

Mr. Fore stated Town Staff would continue to work with the Robert E. Lee Soil and Water Conservation District and the Virginia Department of Forestry as resources for water conservation and source water protection information and guidance.

Mr. Fore stated one of the main goals of the SWPP was to educate everyone involved. He stated, once adopted, the SWPP could be expanded as new information was gathered.

Vice Mayor Bennett stated having clean water was important and he appreciated staff's continued work in this matter and on this project.

Mr. Bennett stated, as Altavista strives to consider its downstream neighbors in this matter, he hoped the town's up-river neighbors would do the same for Altavista.

Councilman George stated he appreciated staff's due diligence in securing the fore-mentioned VDH Grant, in order to eliminate the cost of this project.

## Council Work Session March 23, 2021

Mayor Mattox asked Council if they had any additional questions or comments in regard to the proposed SWPP for the town, to which there were none.

All Council members were in consensus to accept Town Staff's recommendation and proceed with the implementation process of the Source Water Protection Program/Plan for the Town of Altavista. The consensus included placing this item on the April 13, 2021 Regular Council Meeting Consent Agenda for official approval of this action.

### 3. Citizen's Time

Mayor Mattox asked if there was anyone attending the meeting that wished to address Council.

Mr. Jeremy Funderburk, Evington VA, came before Council with two items for their review.

#### 1) Shade Sail System

Mr. Funderburk gave Council a pamphlet with information describing the shade sail system. He informed Council the structure was his personal design and he had engineered by Master Engineers, located in Lynchburg, VA.

Mr. Funderburk stated the self-supporting shade sail system was specifically designed for park use. He stated he recently presented Altavista's Parks and Recreation Committee with the same information regarding the shade sail system and received favorable responses.

Mr. Funderburk stated the Town Manager, Waverly Coggsdale, showed interest in the shade sail system as an item for Council's consideration for use at the Booker Building.

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

Councilman Mitchell referenced the "material" of the shade sail. He asked Mr. Funderburk if he manufactured the material.

Mr. Funderburk answered stating he did not. He stated the fabric was "commercial grade", and there were many companies that made the fabric, with multiple colors to choose from.

Mayor Mattox asked Mr. Funderburk if his shade sail system was similar to what the town already has/uses.

Mr. Funderburk stated his shade sails were almost identical with the town's current ones at Gateway Park, located at the south end of Broad Street. He stated the Gateway sails were placed at different angles, while his shade system was designed to extend straight out (counter-levered) eighteen feet from the base structure.

Councilman George asked if the structure and/or shade sails were "moveable".

Mr. Funderburk stated they were. He stated the system was designed to accommodate flexibility when the sun moves throughout the day for all-day shade coverage.

Vice Mayor Bennett asked Mr. Funderburk the wind rating for his shade sail system.

Mr. Funderburk stated the wind-load for the shade sails was 115mph. He stated, if a storm was approaching, it was recommended by the engineer to lower the shade sail(s).

Mr. Funderburk informed Council the system/structure itself was built to withstand hurricane force winds at 200mph.

Mr. Bennett asked how easy or quick was it to take down the shade sails.

Mr. Funderburk stated lowering the shade sails would take no more than five minutes.

## Council Work Session March 23, 2021

Councilman George stated, as a member of the Parks and Recreation Committee, all of the P&R members were impressed with the shade sail system when presented at their meeting.

Mr. George stated he felt the cost of Mr. Funderburk's shade sail system was reasonable.

Mr. Funderburk informed Council the cost was \$5,200 for each shade sail system/structure. He stated the cost included his "assistance/guidance" with installing the first system.

There were no additional questions from Council in regard to this item.

### 2) BBQ Competition

Mr. Funderburk stated, with Altavista's Annual Uncle Billy's Day (UBD) Festival being canceled for both 2020 and 2021, he shared his idea with Council in regard to the potential for the town to have a "1<sup>st</sup> Annual BBQ Competition/Festival".

Mr. Funderburk stated the festival would need to be held at a location with plenty of room for vendors and visitors; and also have ample parking for both. He asked Council to consider allowing the event at English (Community) Park for that reason.

Mr. Funderburk stated his idea also included allocating the revenue from the event to a local charity, such as the Lane Foundation, or any other charity of the town's choice.

Mr. Funderburk stated, with COVID restrictions starting to decrease, he hoped all restrictions would be lifted soon, enabling the BBQ competition/festival to be held in the fall of 2021. He stated he would need to know Council's decision soon, in order to start planning for the event.

Mayor Mattox stated, since the Altavista Area Chamber of Commerce was the current event holder for the annual UBD Festival, he suggested Mr. Funderburk reach out to them with his idea. He stated the Chamber was considering alternative events/ideas for 2021.

Councilman Mitchell asked Mr. Funderburk what date he was hoping to hold the event.

Mr. Funderburk stated his intention was to hold the BBQ Festival in cooler weather, potentially in October.

Mr. Mitchell asked if Council needed to make a decision that evening in regard to this item.

Mr. Funderburk stated he was only seeking input from Council that evening.

Mr. Funderburk stated he wanted Altavista's first BBQ Festival to be well thought out and planned, and asked Council to consider making a decision soon, in order for him to start preparing for the event.

Council members were in consensus that the BBQ Festival was a good idea and to allow it to be held in English Park.

Councilman George asked if the BBQ competition would host professionals or amateurs.

Mr. Funderburk stated the intent was to showcase local talent from Altavista and surrounding localities.

Mayor Mattox suggested Mr. Funderburk also consult Altavista's AOT Main Street Coordinator George Sandridge as an additional resource for this event.

Councilman Emerson stated he felt the festival would be a great event for the community.

Councilman Lowman suggested Mr. Funderburk find out if, or when, other events were happening in the region in that timeframe and pick a date that would not interfere with those events.

## Council Work Session March 23, 2021

Councilman Mitchell shared his favor with the town having its first BBQ Festival and stated he was looking forward to the event.

There were no additional comments or questions from Council in regard to this item.

Mr. Funderburk thanked Council for their time and their consideration of his ideas.

Mayor Mattox thanked Mr. Funderburk for his presentations and for considering the festival idea for the Altavista community.

### 4. Items Referred from Previous Meetings

There were no items from previous meetings scheduled for discussion at this work session.

### 5. Items for Discussion (New and Unfinished)

#### A. Altavista Area Chamber of Commerce – Event(s) Update

Representatives: Director Brent Ashwell and Civic Chair Colby Worsham

Background:

Historically the Uncle Billy's Day event had been held annually on the first Saturday/weekend of June. Due to the COVID-19 pandemic and imposed restrictions, the 2020 event was cancelled; and recently the Chamber announced the 2021 UBD event had also been cancelled. The Town of Altavista has financially assisted with the Uncle Billy's Day event in the past by annually setting aside \$20,000 in "seed money" for the event, as well as, sharing the insurance and porta-potty costs, an annual cost of approximately \$3,200. The Chamber Board is currently developing plans for potential, future events.

Chamber Director Brent Ashwell gave Council a brief update on the Chamber's recent changes and an overview of their events tentatively scheduled for calendar year 2021.

Mr. Ashwell referenced the Chamber's vacant Executive Director position. He stated the Chamber was currently conducting interviews for the position and expected the position to be filled by the end of April.

Mr. Ashwell also referenced the Chamber of Commerce website. He encouraged everyone to visit the revised website to see all of the improvements and updates that had been made.

Mr. Ashwell reminded Council, with COVID restrictions still required, the UBD Festival had been canceled. He stated, however, the Chamber was planning to hold other, smaller events in the summer and fall.

Mr. Ashwell stated, with that being said, the Chamber was asking for Council's consideration to "carryover" the unused \$20,000, from FY2021's canceled Uncle Billy's Day Festival, to the FY2022 Budget for use on other potential events.

Mr. Ashwell stated the Chamber would keep Town Staff and Council updated on their tentative plans.

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

Councilman Mitchell asked if the Chamber of Commerce revised their website themselves, or did they pay someone else to do it.

Mr. Ashwell stated the Chamber paid an outside source to update their website.

Mr. Mitchell referenced the town's annual UBD Festival. He asked for confirmation if the Chamber was going to stop being the host of that event.

## Council Work Session March 23, 2021

Mr. Ashwell confirmed that was correct. He stated, as of this year (2021) the Chamber would no longer be the host of the UBD Festival. He stated, however, the Chamber was willing to assist a new host for the event by providing vendor contacts and any other information they needed to help them continue the annual event.

Mr. Mitchell referenced the Chamber's fore-mentioned intent to hold other events. He asked, if the request to carryover the town's \$20,000 Chamber contribution was approved, what they intended to do with the funds if their tentative planned events did not occur.

Mr. Ashwell stated the funds would go back to the town at the end of that fiscal year (2022).

Councilman Emerson shared his favor in approving the monetary carryover request. He thanked Mr. Ashwell and the Chamber for what they do for the Town of Altavista.

Vice Mayor Bennett shared his appreciation for the Altavista Area Chamber of Commerce.

Councilman Higginbotham also shared his favor in approving the Chamber's request.

Councilman George stated he had volunteered at several UBD Festivals and had a great appreciation for what the Chamber had done over the years to make the event a success.

Councilman Lowman stated he appreciated the Chamber's intent to hold other events. He stated, when COVID restrictions are lifted, people would be ready to attend.

Councilman Emerson suggested the Chamber consider holding an event centered on the town's new boat access site, Dalton's Landing, that would soon be open.

Mayor Mattox stated, not knowing what the VA Governor may or may not do in regard to COVID restrictions, he appreciated the Chamber of Commerce looking ahead.

At that time, Chamber Civic Director Colby Worsham gave Town Council a brief overview of some of the events the Chamber was thinking of having that year. He assured Council the Chamber would continue to monitor the Governor's and CDC's, guidelines in regard to COVID-19/COVID restrictions for any and all of their scheduled events.

Mr. Worsham shared with Council a couple of the Chamber's tentatively scheduled events for the 2021 summer season:

- Drive-in Movie

Mr. Worsham stated the Chamber would ask for Council to consider allowing them to hold this event at Shreve Park, Altavista, on Saturday, April 17<sup>th</sup>, 2021. He stated the "gate opening" would be 6:00PM, with a show time of 7:00PM.

Mr. Worsham stated the Chamber estimated the event to have 50-60 vehicles. He stated the cost to attend would be \$10 per vehicle, not per person. He stated the Chamber hoped this would encourage a greater attendance.

Mr. Worsham stated the Chamber would like for either the Altavista Band Boosters or the Altavista High School Athletics Department to hold concessions for the events.

Mr. Worsham informed Council the Chamber had already been in contact with Steve Jester, Altavista YMCA CEO, in regard to the TGIF events being at that location. He stated Mr. Jester confirmed the events would not interfere with events at the YMCA.

Mr. Worsham stated the parking lot spaces would be numbered and movie tickets would be "pre-sold", in order to keep the number of vehicles to a designated amount. Mr. Worsham stated, if the first movie event was successful, the Chamber would like to have the movie event be reoccurring for the future.



## Council Work Session March 23, 2021

- TGIF Event(s)

Mr. Worsham referenced the Chamber of Commerce's annual summer event, "TGIF". He reminded Council the event was typically held on the third Friday of each summer month: May, June, July, and August.

Mr. Worsham stated the Chamber was asking for Council's consideration to hold the first TGIF event of 2021 (May 28th) in the parking lot between the Chamber's office, at the Altavista Train Station, and the library (Staunton River Memorial Library).

Mr. Worsham stated Washington Street would remain open, in order to allow for access to the Post Office drop-box in that alley.

Mr. Worsham stated, while there was public parking available on the adjacent Broad Street and at the Altavista Municipal Building (Town Hall), he asked Council to consider the possibility of the Chamber utilizing a town bus as a shuttle to the event.

Mr. Worsham stated the alternate location would give citizens a new area of town to visit, while also allowing the town to showcase its revitalization efforts in the Downtown District.

- BBQ Competition/Festival

Mr. Worsham concluded his overview by referencing a new idea the Chamber had discussed as a potential event in the fall. He stated it was the Chamber's intent to have a BBQ Competition/Festival.

Mr. Worsham stated the Chamber would like to include an "Old Timers" Ballgame, and possibly a small, mini-carnival. He stated, for that reason, the Chamber was asking for the town's consideration and permission to hold the event at Shreve Park.

Mr. Worsham asked if Council had any questions or concerns in regard to the fore-mentioned events or requests.

Councilman Mitchell shared his favor with all of the Chamber's proposed event ideas.

Mr. Mitchell suggested the Chamber share their event plans with the town's Steering Committee. He stated this would avoid conflicting event dates with other town organizations, but could also be an opportunity for collaboration.

Mr. Mitchell stated it would also be a good idea for the Chamber to let Chief Merricks, Altavista Police Department, know their intended plans for each event.

Mr. Worsham stated the Chamber had already been in contact with Chief Merricks in regard to their summer/fall event plans.

Councilman Emerson shared his favor with the Chamber's proposed event schedule. He stated he felt the "quality of life" efforts the town continues to offer its citizens, such as these proposed events, was the reason people and families were drawn to this community.

Vice Mayor Bennett encouraged the Chamber to "keep up the good work". He stated he was happy to see the younger generation of town citizens stepping-up to volunteer and bring "excitement" to the Town of Altavista and the community. He stated such efforts were needed in order for the town to continue to grow and thrive.

Councilman Higginbotham also shared his favor with the Chambers intended event plans.

Councilman George stated he was looking forward to volunteering and being a part of the "Drive-In" movie night.

There were no additional comments from Council in regard to the Chamber of Commerce.

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All Council members were in consensus to allow the Chamber of Commerce's first two event requests for the Drive-In Movie and TGIF summer events.

Mayor Mattox asked the Chamber to keep Town Staff and Council informed of the progress and details of the BBQ Competition and Festival requested for the fall. He stated Council would take this item into consideration at a later date for potential approval.

Mr. Ashwell and Mr. Worsham agreed to do so.

Town Manager Waverly Coggsdale stated Town Staff would work with the Chamber of Commerce, in regard to their event plans, and assist them in any way they could.

### B. FY2021 Budget Amendments

#### Explanation:

To revise the FY2021 Budget to reflect changes that have occurred thus far during the fiscal year.

#### Background:

Items that arise during a fiscal year that have been previously approved by Town Council, require amendments to the budget. Some of the items may be receipt of unbudgeted revenue, which require an amendment to the budget as well.

Altavista Financial Director/Treasurer Tobie Shelton addressed Town Council in regard to this item. She shared a memo Council that indicated the nature of the budget amendments, as well as, the reason and when Council directed staff on the action.

Mrs. Shelton stated she would be happy to answer any questions Council may have, to which there were none.

Mrs. Shelton stated, at that time, staff was requesting Council to consider placing this item on the April 13<sup>th</sup> Regular Council Meeting Consent Agenda for approval.

All Council members were in consensus to do so.

### C. Consideration of Grass Maintenance Services Contract

#### Explanation:

Grass maintenance is a key element in the appearance of the town and its properties. The goal each year is to ensure that grass maintenance services can be provided in the most efficient and cost-effective manner possible.

#### Background:

A "Request for Bids" for town grass maintenance services was sent out in February - in advance of the mowing season. Three bids were received on February 26th. All of these bids were significantly more than the budgeted costs for the upcoming year. The current fiscal year (2021) budget amount was \$42,240 for 30 cuts, and that was the number used for the proposed FY2022 Budget. Bids ranged from \$72,300 to \$88,050. Upon review of submissions, it was determined there was a potential for some of the areas to be mowed utilizing existing town employees and reducing the number of areas required contract. A spreadsheet illustrating the comparison between the costs was developed. The lowest bidder (Myers Lawn Care) was contacted related to the potential change in the scope of work to be reduced to only two areas: Green Hill Cemetery and Avoca Museum. The bidder was willing to honor the submitted pricing and the limited scope. The current mowing vendor was also amenable to completing the first month's mowing (April 2021) until a new agreement could be finalized.

Altavista Public Works Director David Garrett addressed Council regarding this item.

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Mr. Garrett informed Council, while discussing the mowing service contract with Town Staff, an option was discussed to also include the periodic grass mowing of town nuisance abatements to the scope of work in the contract.

Mayor Mattox referenced the fore-mentioned “nuisance abatements”. He stated, when the town issues the letter to a property owner for such a nuisance, he suggested placing emphasis what it would cost the homeowner if the town had to cut their grass.

Town Manager Waverly Coggsdale concurred with the Mayor to do so.

Mr. Garrett stated that he and Assistant Town Manager Amie Owens would work with the mowing contractor for the amount he would charge to conduct his service on each individual property mowed due to nuisance.

Councilman Higginbotham asked for confirmation on which town properties the contractor would be mowing and which ones Town Employees would be mowing.

Mr. Garrett stated the contractor would only be mowing the grass at Green Hill Cemetery and Avoca Museum; and any town nuisance abatements that arose. He stated Town Employees would be taking care of the rest of the town-owned properties. He informed Council, if approved, the revised contract would reduce the cost by almost \$10,000.

Councilman Mitchell asked how many “man hours” would this proposed revision be adding the Town Employees’ schedule.

Mr. Garrett stated he was not sure of the total amount at that time. He stated he would gather the requested information and present it Council at a future date.

Councilman Higginbotham stated he appreciated the town’s Department Directors working together on this matter and reducing the cost of the town’s annual mowing contract.

Councilman George referenced the new mower that was proposed in Public Works’ FY2022 Draft Budget. He asked if PW asked Hailey’s Appliance to quote the mower.

Mr. Garrett stated the item had not been released for bid at that point in time. He stated he would so when the item was ready for the bidding/quote process.

Mayor Mattox stated he felt Public Works Director David Garrett, Utilities Director Tom Fore, and Assistant Town Manager Amie Owens were doing a great job at working together to achieve a successful outcome for this item and others like it in the FY2022 Draft Budget.

Mr. Garrett stated, at that time, Town Staff was requesting for Council to consider approval of the bid for town grass maintenance services related to the Greenhill Cemetery, Avoca and town nuisance abatements be awarded to Myers Lawn Care. He stated staff asked for this item be placed on the April 13th Regular Meeting Consent Agenda for final approval.

All Town Council members were in consensus to do so.

### D. Consideration of Declaration of Town Property as Surplus

#### Explanation:

Town Staff has set two opportunities (March and September) for Town Departments to submit any items they wish to be considered for surplus for disposition. These items require Town Council’s approval to be declared as “surplus”, which allows the items to be sold or discarded as needed. The proceeds from the sale of these items go into their respective fund (General or Utility (Enterprise) as miscellaneous revenue.

Town Manager Waverly Coggsdale shared the current list of items for Council’s consideration as surplus, which was mainly submitted by the Public Works Department (PW) and the Altavista Police Department (APD).

## **Council Work Session March 23, 2021**

Mr. Coggsdale informed Council the Public Works and Public Utilities Departments were requesting Council also consider allowing the funds from the sale of their (surplus) items to be utilized for the purchase of an additional mini-excavator.

Mr. Coggsdale stated, if this request was approved, the action would require the adoption of a resolution stating said action/approval.

Mr. Coggsdale stated Town Staff would be happy to answer any questions Council may have in regard to the current proposed surplus items.

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

Councilman Mitchell asked where to look and bid on items declared surplus.

Councilman Higginbotham referenced the 1975 John Deer Motor Grader listed with Public Works' surplus items. He shared his favor removing the item from surplus for now, and asking PW to investigate the cost of fixing the item before deciding to sell it as surplus.

Mr. Higginbotham asked for David Garrett's (PW Director) input on the matter.

Mr. Garrett informed Council that he contacted a mechanic to take a look at the motor grader and determine what would be needed to fix the clutch, or any other issue the equipment may have. He stated he would convey the results to Council when received.

Mr. Garrett reminded Council to keep in mind the motor grader was a 1975 piece of equipment, which may deem difficult for finding replacement parts.

Mr. Higginbotham suggested removing the motor grader from the list of surplus items until the mechanic could determine results for either repairing the item or discarded it.

Vice Mayor Bennett asked Mr. Garrett what he would do if he needed a motor grader for a town project; and what the cost would be to do so.

Mr. Garrett answered stating, if needed, the town would rent a motor grader. He stated, depending on size, it would cost between \$800 and \$900 per day to rent. He stated there was also the expense involved in transporting the equipment to town.

Mr. Bennett asked how many times per year did PW use a motor grader.

Mr. Garrett stated a motor grader was needed more often in the spring. He stated, however, the town had used a motor grader often recently than in previous years on town projects such as the APD Firing Range, clearing out for new and existing trails in English Park, etc.

Mr. Garrett stated, before the town's motor grader broke down, it was used at least six weeks out of the year, if not more.

Mayor Mattox shared his appreciation for the Public Works Director's due diligence on investigating whether or not the motor grader could be fixed.

Mayor Mattox shared his favor in Mr. Higginbotham's suggestion to remove the motor grader from the proposed surplus list until additional information was received in regard to whether there was a potential to fix the equipment or not.

Mr. Garrett stated he would have the requested information by Council's April Regular Meeting.

Councilman George asked, if the fore-mentioned motor grader was approved as surplus and sold, was it Public Works' intent to purchase a new one.

Mr. Garrett answered stating no it was not. He stated, if needed, the town would rent one.

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

There was a consensus of Town Council to place this item on the April 13<sup>th</sup> Regular Council Meeting Consent Agenda for approval of the declaration of proposed surplus items. The consensus included removing the motor grader from the surplus list for now, until further information could be gathered in regard to fixing the item. The consensus also included Council accepting staff's recommendation to adopt a resolution related to the potential use of said surplus revenue for the purchase of an additional mini-excavator.

At this time, there was a consensus of Council to discuss the "Informational Items and Updates" in Section #6 of the agenda before having their "FY2022 Draft Budget discussion".

### 6. Updates/Informational Items

#### A. Brownfields Grant Update

##### Background:

The Town of Altavista selected Cardno as the consultant for its Brownfields Project. A "brownfields property" is defined as any property where re-development is hindered by perceived or real environmental contamination. Cardno created grant applications to both the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) and the EPA Brownfields Program for site assessments. The Town was awarded \$23,600 in VBAF funds and \$300,000 in EPA Brownfield Assessment grant funds.

##### Explanation:

Cardno recently completed the assessment report for the former Lane Company site along Lane Access Road. This work was completed as part of the Altavista's Brownfields Grant Project; with funding coming from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) and the EPA Brownfields Program. The assessment report will support an application for remediation work through the VBAF Site Remediation Grant program. The deadline for applications is April 2, 2021. In addition, the town used the grant to conduct an environmental assessment on the Spark Innovation Center and is exploring whether these funds can also be used on the VISTA Theater for an environmental assessment as well. Cardno also filed an application for remediation of the Spark Innovation Center's identified environmental items (asbestos and lead based paint).

Joe Morici, with Cardno, referenced the former Lane Company site. He informed Council that phase II of the environmental assessment process had been completed recently and a full assessment report would be available for Council's review by the following week.

Mr. Morici shared the Technical Memorandum he sent to Town Staff regarding his recent assessment of the old Lane site and gave Council an overview of the memo:

Cardno, Inc.  
10988 Richardson Road  
Ashland, VA, 23005

Date: Thursday, 18 March 2021  
Project No: PB00307000 – Altavista Brownfields Project  
To: Waverly Coggsdale Town Manager  
From: Joe Morici  
RE: Remediation Options for former Lane Furniture Site

##### Introduction:

Cardno provides the following findings and recommendations as the Town considers potential grant applications for the remediation of the former Lane Furniture site in Altavista, VA. The following recommendations are based on previous environmental reports provided to Cardno and the Phase II Environmental Site Assessment recently completed by Cardno at the site.

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Findings and Recommendations:  
Soil and Groundwater Impacts Analytical results of soil and groundwater samples collected at the site show no significant impacts to groundwater and only limited impacts to soils in the general area of the former hazardous waste storage building. Elevated metal concentrations in this area above background concentrations across the site indicate impacts from historical operations on the site. While most detected concentrations are below the screening levels established by the Virginia Department of Environmental Quality (VDEQ) for industrial site use, Lead concentrations exceeded the industrial screening level. In addition, Arsenic and Cadmium exceed their respective unrestricted (residential) screening levels. Further delineation of the area is recommended, which can be completed under the Town’s EPA Brownfields Assessment Grant. However, Cardno recommends limited soil excavation and removal to address the elevated metal concentrations in this area. Asbestos-containing Materials Previous reports indicated as much as 6,500 cubic yards of debris on the site, but a recent survey by Cardno indicates only approximately 180 cubic yards of debris remain. Previous environmental site assessments indicated asbestos-containing materials (ACM) were found intermingled with the debris piles. Cardno recommends either segregating the ACM from the debris piles or treating all of the debris piles as suspect ACM, then properly removing and disposing of the ACM at a regulated disposal facility. In addition, previous investigations identified approximately 3,750 square feet of 9’x9’ ACM tile in the administration building/guard house. Cardno recommends the proper removal and disposal of the tile. Cardno further recommends that air monitoring be conducted during removal activities and final clearance inspection be completed at the conclusion of removal activities.

Conclusions:  
Cardno has developed the cost estimates in Table 1 for the above recommendations based on unit costs and estimates from similar projects in the area. Cardno believes the estimates to be conservative and cost savings may be realized once competitive quotes are obtained from remediation and demolition contractors. Currently, the Virginia Economic Development Partnership (VEDP) in coordination with VDEQ has an open solicitation for grant applications due on April 1st for a Virginia Brownfields Assistance Fund (VBAF) Remediation Grant. The grants can fund projects up to \$500,000, but require a 1:1 match. Funds and expenses expended in the past three years as well as those planned to be spent in conjunction with redevelopment of the site can count as match. Therefore, the Town would need to identify nearly \$200,000 in match to fund the project in its entirety through the Remediation Grant.

Task	Quantity/Unit	Unit Cost	Total
1) Project Management and Reporting			\$10,750
ACM Abatement:			
Floor Tile and Mastic	3,750sqft	2.50	\$9,375
ACM Debris	150cyd	150	\$22,500
Disposable Supplies	1lot	1,200	\$1,200
Mobilization/Demo	1ea	2,500	\$2,500
2) ACM Abatement			\$35,575
3) Air Monitoring	5 days	520	\$ 2,600
4) ACM Clearance Inspection		1,500	\$ 1,500
5) Soil Removal and Backfill	1,800cyd	15	\$27,000
6) Shell Building Demo	26,000sqft	4.50	\$ 117,000
7) Final Report		4,500	\$4,500
TOTAL			\$198,925

Mr. Morici referenced the old Lane “administration” building on the property and stated the recommendation was to only remove the (asbestos) floor tiles. He stated the building was considered to have historical value and could possibly be restored and utilize by any potential future buyer.

Councilman Higginbotham asked if it was the property owner’s responsibility to take down the “concrete shell” building.

Mr. Morici referenced the fore-mentioned Virginia Brownfields Assistance Fund (VBAF) Remediation Grant. He reminded Council of the required match for the grant was \$200,000.

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Mr. Morici informed Council that some of the work the property owner had already accomplished could be utilized towards the \$200,000 requirement. He stated the town could work with the property owner in regard to taking the concrete shell building down in order to utilize those funds for the required match as well. He stated, subsequently, the grant would help take care of the rest of the issues on site.

Mayor Mattox asked if Council had any questions for Mr. Morici in regard to this item.

Councilman Emerson reminded Council of the two “crosswalk tunnels” the property owner had already taken down. He stated the cost to do so was approximately \$80,000-90,000, which was almost half of the \$200,000 grant requirement.

Councilman Lowman stated, if the property owner were to agree to take the concrete shell building down, the cost, along with the \$90,000 tunnel removal, would be more than enough to be utilized for the VBAF grant “match” requirement.

Mr. Morici stated that would be a good strategy. He informed Town Council, if they desired, Cardno would contact the property owner on the town’s behalf and offer the opportunity to him in regard to this strategy.

Councilman George stated he felt the proposed collaboration would be a good incentive for the property owner, as remediation efforts of his property would increase its value.

Mayor Mattox asked if Cardno could have this accomplished by the April 1<sup>st</sup> deadline.

Mr. Morici stated, if the property owner concurred, he assured Town Council that Cardno could have the town’s VBAF Grant application completed in time for an April submission.

Mr. Morici stated, if for some reason the town was unable to submit an application for the VBAF Grant in April, there would be another opportunity to do so in November (2021).

Mayor Mattox referenced the recent purchase by Mr. Farris of the “river property” adjacent to the old Lane Company property. He asked if river property could also be considered during the remediation grant process.

Mr. Morici stated the newly purchased (river) property did not qualify for the VBAF Grant, however, the town was able to utilize the EPA Grant funds they already had for use with that property, as well as any others in located within the town. He reminded Council the town had until September 2023 to use the EPA funds.

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

There was a consensus of Council to authorize Mr. Morici/Cardno to work with the owner of the old Lane property in regard to securing his collaboration for a fund match, in order to move forward with submission of an application for a VBAF Site Remediation Grant, by the deadline of April 1st, 2021.

Mayor Mattox thanked Mr. Morici for the “good work” he does for the Town of Altavista.

### **B. Dalton’s Landing Canoe Launch**

#### **Background:**

This project was previously approved by Town Council. The Town received a Recreational Trails Program (RTP) Grant from the Federal Highway Administration (FHWA) through the Virginia Department of Conservation and Recreation (DCR).

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The grant award was for \$236,703.20. The original construction contract with Counts and Dobyns was \$412,670; there have been two Change Orders totaling \$77,922.27. The completion date for the construction contract is May 1st. To date the expenditures for this project total \$244,369.49, with \$159,699.03 being construction and the remaining \$84,670.46 covering recreational easement payment, engineering, NEPA document, permits, trash cans and other related costs.

Town Manager Waverly Coggsdale informed Town Council that the contractor of this project was able to complete the “in-water” work within the designated timeframe.

Mr. Coggsdale reminded Council the project’s contract had a completion timeframe of May 1<sup>st</sup>, 2021. He stated staff would keep Council updated on last steps in the process and address any “loose ends” before opening the site.

Councilman Higginbotham asked if there were any issues at the site currently.

Mr. Coggsdale stated, to his knowledge, there was not.

Councilman Mitchell referenced the Dalton’s Landing background description cited in Council’s Agenda Packets. He asked for verification that the project was estimated to go over its initial budget by \$10,000.

Mr. Coggsdale stated he felt the project would be completed “within budget”, but he would confirm the project’s “numbers” and relate the information to Council.

Mr. Coggsdale referenced Vice Mayor Bennet’s previous suggestion of having an event to celebrate the opening of Dalton’s Landing. He asked for direction from Council in regard to the suggestion.

There was a consensus of Council for the town to hold a “grand opening” event to celebrate the completion of Dalton’s Landing and open the site to the public.

Vice Mayor Bennett referenced the town’s last National Night Out event. He referenced the food (hot dog, chips, and drink) that was free to patrons of the event. He stated the food was donated to the town’s event by an individual.

Mr. Bennett stated there were local organizations and individuals that may be interested in donating or volunteering for the “long-awaited” event.

Mr. Bennett also suggested the town consider having music, or a band, at the event. He stated the opening event may be small, but it could be the start of “an annual event”.

Mayor Mattox stated he felt Dalton’s Landing had ample parking when using the site, but shared his concern with limited parking for an event such as a “grand opening”.

Councilman Emerson suggested having a “shuttle service” available during the event.

Councilman Mitchell informed Council that a “private business” near Dalton’s Landing had expressed interest in supplying shuttle service to and from the site.

Mr. Bennett stated that the owner (Larry Dalton) of the adjacent property/field to Dalton’s Landing had also expressed the possibility of allowing overflow parking to utilize his field for a small fee (\$1) per vehicle.

There were no other comments from Council in regard to this item.



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### C. Spark Innovation Center

#### Background:

Town Council included this project in the FY2021 Budget/Capital Improvement Program (CIP). An allocation of \$200,000 was included in the Altavista's General Fund budget for this project. The town applied for, and received, grants from USDA and the Tobacco Commission; the USDA grant was \$100,000 and must be used for furnishings, while the Tobacco Commission funding was \$184,306, and will be used for the construction portion of the project. The town hired Hurt & Proffitt to do the design work related to this project and a bid date is being set for late March/early April. Hurt and Proffitt has suggested the contract period run until late 2021/early 2022; previously the Town had established a project completion date of September 2021. At this time, staff does not have an engineer's opinion of probable cost for this project

Town Manager Waverly Coggsdale stated Town Staff was continuing to have weekly meetings with the design/engineering team of this project in order to gather the most current and updated information.

Mr. Coggsdale informed Town Council that the project's design plans were nearing the point of finalization; and would soon need to be advertised for "bid". He stated, at that time, staff was requesting Council to consider allowing the design/engineer team to give them a brief presentation for review and consideration at their April 13<sup>th</sup> Regular Council Meeting.

There was a consensus of Council to do so.

At this time, 6:05PM, all Council members were in consensus to take a short, fifteen minute break before continuing with the meeting/agenda.

After the break, Town Council returned to Section #5/Item E. of the agenda, *FY2022 Budget and FY2022-2026 Capital Improvement Plan (CIP)*, for discussion.

#### Background:

The Town Budget is comprised of its General Fund, Utility Fund (Enterprise), Highway Fund and Cemetery Fund. Each year, Town Staff presents a draft budget and capital improvement plan (CIP) to Town Council for their review and consideration. State Code requires the town to adopt its budget prior to July 1st of each year. Adoption of the budget is the formal process of allocating funding for the services/expenditures and projects approved by Town Council.

#### Explanation:

The FY2022 Draft Budget and CIP documents were provided to Town Council at their February 9, 2021 Regular Council Meeting. The first budget work session was held on February 23, 2021; staff provided an overview of the proposed budget and capital improvement plan. At this evening's work session, Town Staff sought to begin finalization of the budget and capital improvement plan through Town Council's input and direction. Typically, the "First Reading" of the budget is held at the April Regular Meeting and Council schedules the required public hearing on the budget and capital improvement plan for their May Regular Meeting. For the past several years, the budget has been adopted at Council's June Regular Meeting.

Mayor Mattox asked Council for their input on how to proceed with the budget review. He suggested, instead of going through the draft budget line-by-line, for Council to take turns referencing only the items in which they had questions or concerns.

All Council members were in consensus to do so.

Town Manager Waverly Coggsdale stated Town Staff was available to assist and support Council in any way they needed during the review process.

Mayor Mattox informed Council that he asked the Town Manager to put together a pro-forma with comparison of revenue verses expenses from the past two and future ten years.

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Mayor Mattox stated, if the projections stayed true to the estimates, the town's expenses would exceed its revenue in just ten years' time. He asked Council to keep this in mind when considering CIP requests.

The Town Manager stated the town could not predict, but projected future revenue. He stated the estimated revenue could be higher or lower, which depended on a multitude of things. He stated, therefore, the presented pro-forma was for planning purposes only.

Mr. Coggsdale stated Town Staff would evaluate "actuals" every year and update the pro-forma accordingly, for Council to consider during each fiscal years' budget process.

Mayor Mattox stated he felt the town could benefit from "tightening the belt" on CIP items, in order to save the town some money in the long run.

Mr. Coggsdale reminded Council the pro-forma did not include CIP items. He stated the pro-forma concentrated on operational costs, and CIP items were considered "negotiable".

Councilman Higginbotham asked if CIP items could be inserted into the pro-forma.

Mr. Coggsdale stated he could include CIP items once the CIP Budget had been adopted.

Mayor Mattox asked Town Council to share the items in the draft budget they wished to discuss further. He started with Councilman Mitchell and continued around the dais.

Town Manager Waverly Coggsdale asked Council to start by discussing "Operations" first, before moving forward with their discussion in regard to CIP items.

All Council members were in consensus to do so.

Councilman Mitchell shared a few items of his concern with the FY2022 Draft Budget.

- Altavista's Master List of Fees

Councilman Mitchell referenced the "Fortune Teller Fee" currently included on the Master List. He stated he did not know of any recent time that a Fortune Teller had done business in the Town of Altavista. He stated he felt listing the fee was unnecessary.

Town Attorney John Eller informed Council the fee was initially included in the town's Master List of Fees because the item was listed in the Virginia State Code.

Mr. Mitchell asked if there was any reason why the town needed to leave the item/fee on the Master List, or if it could be removed.

Mr. Eller stated the item was "permitted" by State Code, but was not required. He stated the town could choose to remove the Fortune Teller Fee from its Master List if so desired.

Mayor Mattox asked the Town Treasurer, Tobie Shelton, if there had ever been a Fortune Teller do business in the Town of Altavista.

Mrs. Shelton stated, not to her knowledge, during the time of her employment at the Town of Altavista/Town Hall Office (20 years).

Mr. Mitchell asked Council to consider removing the item from the Master List of Fees.

There were no additional questions or comments in regard to this matter.

- FY2022 Draft Budget – "Projected" Revenue

Mr. Mitchell referenced the line item, "Interest Revenue", on page two of the draft budget.

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Mr. Mitchell asked why the item had a zero figure as the projected revenue for FY2022.

Town Treasurer Tobie Shelton answered Mr. Mitchell. She stated, under previous direction from Council, when the Draft Budget was originally given to them in February, the interest was kept out of the General Fund revenue and allocated for future CIP items.

Mr. Mitchell asked if the projected revenue was shown in the Draft CIP Budget.

Town Manager Waverly Coggsdale, confirmed by Mrs. Shelton, stated it was not. He stated, until this budget process (FY2022), the interest revenue had been in the town's General Fund and utilized for "operation expenses".

Mr. Coggsdale stated, in the FY2022 Draft Budget, the town's interest revenue was accounted for in "Reserves". He stated, as Council requested, a separate account was created in Reserves for the interest revenue, which would be allocated for future CIP items that were considered as "investments" to the community.

- Spark Innovation Center

Councilman Mitchell referenced the \$30,000 projected in the FY2022 Budget. He asked if that was a placeholder for operational expenses.

Town Manager Waverly Coggsdale stated the \$30,000 was projected "rental" revenue for the center. He stated the projected expenditures were estimated at \$70,000 per year.

Mr. Coggsdale informed Council, due to the delayed opening of the Spark Innovation Center, Town Staff would revise the projected numbers for both revenue and expenditures.

- FY2021 Projected Non-Departmental Operations Budget of \$1.9 million

Councilman Mitchell asked why the amount was so large.

Town Treasurer Tobie Shelton answered Mr. Mitchell. She reminded Council the Operations Budget included such items as a transfer-out to the Altavista Fire Company. She stated she would itemize the line item and bring the information back to Council.

- Community Development Department – Proposed FY2022 Expenditures

Councilman Mitchell asked if a breakdown was available of the proposed "Operations and Personnel expenses" in FY2022 for the Community Development Department.

Town Manager Waverly Coggsdale informed Council the breakdown of the requested information for the Community Development Department could be found on pages 31-34 of the FY2022 Draft Budget.

- Altavista Economic Development Authority (AEDA)

Councilman Mitchell referenced page thirty (30) of the Draft Budget, which gave a breakdown of the AEDA's FY2022 proposed budget. He reminded Town Staff, in regard to the line item "Grant Program Funding", that Council previously approved the amount to be \$100,000, not the noted \$25,000.

Mr. Mitchell asked Council to consider allowing Town Staff to revise that line item in the AEDA's proposed budget to show the appropriate amount, as previously approved during the adoption of the "abbreviated" AEDA Plan in October 2020.

All Council members were in consensus to do so.

Mr. Coggsdale stated Town Staff would make the appropriate changes.

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Next, Councilman Emerson shared a few items of his concern with the FY2022 Draft Budget.

- Altavista Waste Water Treatment Plant (WWTP) - PCB Issue/Remediation

Councilman Emerson referenced the funds allocated in the town's budget (\$569,707.59) for potential use towards PCB remediation. He asked Town Staff how long the town needed to continue keeping the funds earmarked for this purpose.

Mayor Mattox referenced the overflow pond located at the Waste Water Treatment Plant (WWTP), where the PCB issue had occurred. He stated once the current "generator" project at the WWTP was completed, the overflow pond would be obsolete.

Councilman Higginbotham reminded Council, once the overflow pond was deemed obsolete, the town would still need to "stabilize" the pond, potentially capping (covering) it. He stated that action would cost money, and at that point, the cost amount was unknown.

Mr. Emerson stated, even if the pond needed to be tested two or three more times over the next few years, the PCBs would eventually be completely gone. He stated he felt the fore-mentioned half-a-million dollars could be better utilized for the town's current CIP needs.

Town Manager Waverly Coggsdale informed Council, although the two items involved the same site, the WWTP's Generator Project was separate from the overflow pond PCB matter. He stated the generator project was implemented in regard to Altavista's Class I Reliability issue for the town's permit.

Mr. Coggsdale reminded Town Council that the Town of Altavista was currently enrolled in a Voluntary Remediation Program, therefore, the town would need to continue monitoring the overflow pond and its PCB levels.

Mayor Mattox asked staff to investigate the town's current options for satisfying its "voluntary remediation" with the DEQ, so the funds earmarked for the PCB issue could be released for use elsewhere in the town's budget.

Councilman Mitchell asked if the town was still required to remain in the Voluntary Remediation Program.

Utilities Director Tom Fore stated, if the town was not in the voluntary program, the DEQ could enforce mandatory requirements.

Mr. Emerson stated, with the PCB issue decreasing and the potential for the town not to need the overflow pond in the near future, he asked if the funds earmarked for the PCB issue could be reduced, and a portion of the funds be released for other CIP items.

Mr. Coggsdale stated it could be done if that was Council's desired to do so. He encouraged Council to consider if there were any additional actions they wished staff to implement in regard to "PCBs".

Councilman George asked Mr. Fore how many acres the overflow pond consisted of.

Mr. Fore answered stating the pond size was six acres..

Mr. George asked if the town had intent to raise the dams at the overflow pond.

Mr. Fore stated, at that time, they did not. He stated, if the town wanted to raise the dams, the town would need to acquire a permit to do so, which was very costly.

Mr. Fore stated Town Staff would do everything they could to contain the overflow pond.

Councilman Higginbotham stated he thought the town had submitted a request to drain the pond.

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Mr. Fore confirmed Mr. Higginbotham was correct. He stated the request was for permission to pump out some of the water in the pond and discharge it, but the town had not yet heard back from the request.

Councilman George asked if the town had enough “dry land” to expand the site if needed.

Mr. Fore stated the town had other areas on the site, such as the previously filled-in lagoons, that could be utilized if needed.

There were no additional questions or comments on this matter.

Council continued the FY2022 Draft Budget discussion with items from Vice Mayor Bennett.

- Mr. Bennett referenced the town’s Master List of Fees. He stated Altavista had some of the lowest “cost of living” rates in the surrounding area. He stated some of the fees and rates had not been changed/increased since the 1980’s.

Mr. Bennett stated, in the pro-forma shared with Council that evening, the town’s expenses were project to exceed its revenue in approximately ten years. He suggested Council consider increasing some of the town’s fees/rates, such as real estate taxes, in order to keep the town’s operating budget “on track”.

- Mr. Bennett also referenced the town’s revenue from FY2021 to the projected FY2022, which had a decrease of \$273,900. He stated Council should keep this in mind when considering proposed CIP items for the next few years.
- Mr. Bennett continued by discussing town expenditures. He referenced the projected “Administrative Expenses” listed in the FY2022 Draft Budget.

Mr. Bennett stated he felt the town’s postage budget (\$11,200) was a large amount. He asked staff to consider ways of decreasing that expense. He suggested implementing “no paper bills” to individuals using the auto-draft system for their utility accounts.

Mr. Bennett stated he felt it would be beneficial to the town to “streamline” its administrative operations as much as possible. He suggested the town consider distributing its employee paystubs electronically, which would save on paper, envelopes, and postage.

Mr. Bennett also referenced the town’s “office supply expenses” in the FY2022 proposed Administrative Budget, as compared to previous years. He asked what items caused such a significant increase.

Altavista Finance Director/Treasurer Tobie Shelton stated the FY2022 Draft Budget included replacing some of staff’s computers. She stated this does not happen every year, therefore, the budgets fluctuate from year to year.

Mr. Bennett asked if the town could save money by purchasing a year-supply of paper, or any other office supply, at one time.

Mrs. Shelton stated she was not sure where the town would store such a purchase, but staff would investigate that option.

- Vice Mayor Bennett concluded his “items of concern” in regard to the FY2022 Draft Budget by referencing the town’s “utility” expenses. He asked why there was such an increase in this item from the previous year.

Altavista Utilities Director Tom Fore stated the increase in rainfall over the past year or so had contributed to the town’s utility costs increasing. He informed Council the current Electrical Upgrade Project at the Waste Water Treatment Plant (WWTP) would help lower those costs when completed.

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Mr. Bennett asked if the town ever had an “energy audit” conducted for its offices and/or buildings.

Town Manager Waverly Coggsdale stated it had. He informed Council there were multiple firms that solicit the town each year for this purpose. He stated the town chooses one of the firms and allows an audit approximately every two years or so.

Mr. Bennett asked for the outcome of the last energy audit completed for the town.

Mr. Coggsdale stated the audit was conducted on the town’s energy bills, in order to make sure the town was being charged the correct rates, which it was.

Mr. Bennett stated the town offices/buildings would be more energy efficient by upgrading to items such as on-demand hot water heaters and LED lighting.

Utilities Director Tom Fore stated the current Electrical Upgrade Project for the WWTP was a result of an energy audit that had been conducted on the facility.

Mr. Bennett stated he felt the town needed to explore all avenues of becoming more energy efficient.

Mr. Coggsdale stated staff would be glad to investigate the matter further.

The FY2022 Draft Budget discussion continued with comments from Mayor Mattox.

Mayor Mattox referenced the Town of Altavista’s annual contribution to the Central VA Planning District Commission (\$1,063), the Campbell County Small Business Development Center (\$6,000), and the Lynchburg Regional Business Alliance (\$4,268), all totaling \$11,331.

Mayor Mattox stated he did not feel the town received the assistance from these three organizations to justify continuing its annual contributions. He reminded Council the Town of Altavista was a tax-payer to Campbell County and had access to those services as such.

Mayor Mattox stated the town could utilize the fore-mentioned funds on something that would be a “direct” asset to the community.

Councilman Mitchell referenced a previous meeting when this matter was previously discussed. He stated the town was told they would receive assistance from the county for the same services, however, business owners would have to go to Rustburg (county seat) for the assistance, rather than the organizations physically coming to Altavista.

Mayor Mattox stated, as a business owner, he would have no issue in traveling only sixteen miles to take a class or receive assistance if needed.

Mr. Mitchell shared his favor in continuing the town’s annual contributions to these organizations. He stated, by doing so, he felt the town was helping to provide Altavista business owners with a great service in town.

Mayor Mattox stated he would much rather see the funds offered directly to “new” business owners to help them start/grow their business in Altavista, instead of continuing the annual contributions. He stated, by doing so, could also help the town fill some of its vacant store fronts.

Mr. Mitchell shared his favor in doing so, and suggested the town start that program with in the upcoming fiscal year (FY2022).

Mayor Mattox informed Council that Altavista’s AOT Main Street Coordinator George Sandridge was currently investigating the possibility of this idea.

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At that time, Councilman Higginbotham shared his thoughts in regard to the FY2022 Draft Budget and his fellow Council member's comments.

- Mr. Higginbotham referenced the Vice Mayor's earlier comments. He stated he agreed the town needed to keep in mind its expenses compared to its revenue when considering CIP items for the upcoming/new fiscal year.
- Mr. Higginbotham referenced the Mayor's comments in regard to the \$11,331 the town spends on annual contributions county organizations. He stated he agreed with Mayor Mattox and Councilman Mitchell, both of which had been on the board of one or more of the mentioned organizations, that the funds would be best utilized if re-allocated for Altavista small business grant opportunities.

Mr. Higginbotham stated, the town could try the suggestion for one year, and if the plan did not work as Council intended, the town had the option to re-join the organizations.

- Mr. Higginbotham also referenced Vice Mayor Bennett's suggestion to increase some of the fees/rates on the town's Master List in order to increase town revenue.

Mr. Higginbotham stated the Town of Altavista had a lot of "older" citizens that were on fixed incomes or tight budgets, and he was not in favor of raising any of the town's fees or rates.

Councilman George continued the FY2022 Draft Budget discussion.

Mr. George referenced the Town of Altavista's "employee pay scale". He stated there were employees working for the town only making \$12-\$13 per hour; while places like Target and Hobby Lobby were starting their new employees at \$15 per hour with benefits.

Mr. George stated the town had lost employees recently to places that were offering higher wages. He stated he felt the town should increase its hourly paid employees pay by 5%, in order to stay competitive in wages and keep good workers in town.

Town Treasurer Tobie Shelton informed Council the increase would cost the town approximately \$93,240 to do so.

Councilman Mitchell asked what the \$93,240 included.

Mr. Shelton stated the amount was for a 5% raise "across the board" for all non-salary town employees. She stated the amount did not factor in an annual performance increase.

Vice Mayor Bennett asked what the rate of increase range for performance was currently.

Mrs. Shelton stated the percentage was currently set at a 0-3% potential for increase based on an employee's annual performance evaluation.

Town Manager Waverly Coggsdale stated the "merit" increase was based on the evaluation from an employee's supervisor and/or department director.

Mayor Mattox stated he felt the town had quality employees, and he was in favor of continuing to use the current "merit system", over an "across-the-board" raise increase totaling \$93,240.

Mr. George stated, if not across-the-board raises, the town could consider raising the annual evaluation percentage range from 0-3% to 0-5%, for those employees that had been "exceptional" at their job.

Mr. Coggsdale stated, generally, an employee pay scale was effective for approximately five years. He stated after that time, employers needed to evaluate their pay scale in order to be competitive in the job market.

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Councilman Mitchell stated VDOT recently mentioned their intent to increase their pay scale by 5%. He stated he did not want Altavista to lose town employees to the state for that reason. He suggested the town be “proactive” with their efforts in retaining good employees.

Mr. Coggsdale stated, since the town had not increased their pay scale since CY2017, now would be a good time for Town Staff and Town Department Directors to evaluate the town’s current pay scale, and accordingly, share the information before Council.

Councilman Emerson informed Council the Campbell County Sheriff’s Department recently approved a 5% pay raise for their officers; and the State of Virginia recently approved an 8% pay raise for their officers (State Police).

Mr. Emerson stated the Town of Altavista was considered a business/employer and in the same “job market” as other employers competing for good employees. He stated he felt it was the town’s responsibility to stay competitive with their wages.

Mr. Emerson also shared his favor with Councilman George’s suggestion to give hourly town employees a pay raise. He stated, if the town was currently in a position to give its employees a (5%) raise, they should do it, because the opportunity may not be available in the budget next year, or even the next two or three years.

Town Manager Waverly Coggsdale stated, if the pay raise was approved, the \$93,240 would not come from the town’s Reserve Fund, but would need to be accounted for in the budget. He asked Council to keep in mind that a “pay raise” would be considered “reoccurring”, therefore the item would show as an increase in the Administration Operating Budget moving forward.

Councilman Mitchell suggested Council defer any action for this item at that time, but keep the item in mind when continuing the FY2022 Draft Budget discussion.

All Council members were in consensus to do so.

Councilman Lowman concluded the FY2022 Draft Budget discussion with his comments.

Mr. Lowman referenced Mayor Mattox’s comments in regard to the town’s annual contributions to certain Campbell County organizations. He stated he felt the town should consider the \$11,331 annual donations as “insurance” for the town to always have those services available when needed, and not have to travel to Rustburg to utilize them.

Mayor Mattox reminded Council the Town of Altavista was a part of Campbell County, and as such, the same services were already available to the town, without having to pay for them.

There were no additional comments in regard to this item.

Mayor Mattox stated, if there were no further concerns from Council in regard to “Operations” in the FY2022 Draft Budget, he asked if Council was ready to move forward with discussions in regard to the draft budget’s proposed Capital Improvement Program (CIP) items.

All Council members were in consensus to move forward.

Councilman Mitchell started the discussion regarding the proposed FY2022-2026 CIP.

Mr. Mitchell referenced the draft CIP in regard to Parks and Recreation (P&R). He stated he appreciated all of the hard work the Parks and Recreation Committee volunteers and staff members do for the Town of Altavista and the community.

Mr. Mitchell stated his following comments were no reflection of their hard work. He stated he felt some of the line items in P&R’s CIP Budget could be adjusted or eliminated.



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- Mr. Mitchell referenced the line item “English Park Entrance Improvements”. He stated he was not in favor of moving forward with the \$660,000 proposed plan at that time. He reminded Council the N&S Railroad owned the property on the right side of that entrance to the park, and without knowing the railroads future plans for their property, he felt the town should postpone any work to that park entrance until the matter could be investigated.

Councilman Higginbotham stated he would rather use the \$660,000 towards amenities in the park.

Councilman Emerson stated, if or when the proposed English Park Entrance Improvement Plan was implemented, he suggested Council consider making the proposed improvements to the lower entrance of the park, closest to the boat ramp, instead of the entrance adjacent to the railroad’s property.

Mr. Mitchell stated the idea had been discussed by the Parks and Recreation Committee.

Councilman George, also a P&R Committee member, informed Council the committee also discussed the idea of moving the “entrance improvements” closer to the park itself, and upgrading the English Park sign area that currently sits across from the Booker Building. He stated improvements to that area would be less costly than the CIP plan.

Town Manager Waverly Coggsdale reminded Council the English Park Entrance Improvement Plan currently in the FY2022 CIP was derived from previous direction by Council to improve the pedestrian access from Pittsylvania Avenue into English Park.

Mr. Mitchell stated in Council’s initial discussion for improving the English Park entrance, he didn’t think the improvements would cost as much as \$660,000.

Mr. Coggsdale informed Council there was a possibility the improvement plan would be eligible for VDOT TAP funding. He stated there were other town projects (Bedford Avenue light pole upgrades) that would also fall into that category, so the town would need to prioritize which projects they wished to consider for the VDOT opportunity.

Mr. Coggsdale stated there may be other grant opportunities available for the English Park Improvement Plan. He stated, if Council desired, staff would investigate the matter further.

Councilman Emerson stated the N&S Railroad may also have grant funding available for the project. He suggested Council allow staff to contact the railroad in regard to the matter.

Councilman Emerson suggested that Council postpone the consideration of this CIP item until staff could gather additional information in regard to funding of the project.

All Council members were in consensus to do so.

Mayor Mattox stated, with the meeting reaching close to three hours long at that point, he asked Council if they wished to continue their budget work session that evening, or finish the CIP portion of discussions at a later date.

Town Manager Waverly Coggsdale reminded Council that the next evening was allocated on their calendar for further discussions, if Council wished to extend their budget work session.

Town Council was in consensus to continue moving forward with the meeting that evening.

Councilman Mitchell continued with his “items of concern” in regard to the FY2022 proposed CIP.

- Mr. Mitchell referenced the CIP items “English Park River Access Improvement” and “English Park Boat Ramp Parking Improvements”. He stated he felt the two items were counter-productive to one other.

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Mr. Mitchell stated, if river access at the boat ramp was upgraded to include kayak access, the intent would be to accommodate more people. He stated, however, the proposed parking improvements to that area seemed to reduce the number of parking spaces available.

Mr. Mitchell referenced the recent poll conducted by the town inquiring what improvements or additional amenities town citizens would like to have in Altavista. He stated the boat ramp and its parking were not mentioned in the results of that poll.

Mr. Mitchell shared his favor with either eliminating these two CIP items, or moving them to another fiscal year for further consideration.

- Councilman Mitchell moved forward and referenced the \$1.4 million “Shoreline Stabilization Project”. He stated he felt the cost of the proposed plan was more than Council originally thought it would be.

Mr. Mitchell suggested staff evaluate using the same process of stabilization as was used up river for the new Rt.29 Business Bridge Project, which would be less costly to the town.

Mr. Mitchell also suggested decreasing the allocated funds for this project to \$100,000.

- Councilman Mitchell continued and referenced the “English Park Ball Fields Expansion Project” proposed in the CIP budget over the next couple of years. He stated he did not see the need in the Altavista area for such an expenditure.

Mr. Mitchell informed Council that Campbell County recently approved the expansion of the ball fields at Timbrook Park.

Mr. Mitchell suggested Council consider removing this item from the proposed CIP.

At that time, Town Manager Waverly Coggsdale referenced the Shoreline Stabilization Project fore-mentioned by Councilman Mitchell. He shared with Council a photo for their visual reference of the process that was proposed in the CIP for this project.

Mr. Coggsdale stated the Flex Mat shown in the first photo would mature to a more natural looking state in approximately 12-15 months, as shown in the second photo.

Mr. Coggsdale stated, he was not advocating for the use of this process, he was merely sharing with Council the option to consider compared to rock and boulders.

Mayor Mattox asked Council if they had any additional questions or comments in regard to Councilman Mitchell’s comments and concerns in regard to the proposed CIP items/budget.

Councilman Emerson stated he did not have any other concerns with the proposed CIP.

Vice Mayor Bennett referenced the proposed “English Park Entrance Enhancement Project”. He stated he felt the project needed to be evaluated further before moving it forward.

Mr. Bennett also referenced the line item “Dog Park Project”, under English Park Improvements in the CIP. He stated there were a lot of dog owners that already utilize the park and it would be safer to have a dog park allocated for their specific use.

Mr. Bennett stated, by having an allocated space for dogs to roam free, he felt there would be more people (dog owners and non-dog owners) to use the park. He asked Council to consider moving this item in the CIP, from FY2026 to FY2022.

Councilman Emerson asked the cost of the Dog Park Project as estimated in the draft CIP.

Mr. Bennett answered stating the project was estimated to cost \$70,500.

There was a consensus of Council to move the item forward/closer in the CIP to FY2022.

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Councilman Higginbotham continued the budget discussion.

Mr. Higginbotham referenced the town's newly acquired property on Main Street, the old Vista Theatre.

Mr. Higginbotham stated, if it was the town's intent to utilize "historic tax credits" for the property, the building would need to be restored to its original state as much as possible, which would be costly. He suggested Council consider allocating funds in the FY2022 Budget for the restoration of the building.

Councilman Mitchell stated, if Council decided to eliminate the English Park Entrance Enhancement Project from the CIP, it may leave room in the budget for the theatre project.

Councilman Lowman suggested allocating at least \$200,000 in the budget for this project. He stated the amount would help cover the cost for a potential "match" to any grant funds the town may utilize for the project.

Mr. Higginbotham asked how long the process would take to acquire a grant for this project, and if Council wanted to wait to seek grant opportunities, or move forward with the project.

Town Manager Waverly Coggsdale stated the first place to start would be to conduct a "building assessment" of the interior and exterior. He stated, when applying for grants, there needed to already be a plan and budget in place, including drawings for the proposed design.

Mayor Mattox asked how much was in the town's "undesignated reserves".

Mr. Coggsdale stated the town currently had \$1.4 million in reserves.

Councilman Lowman asked Community Development Director Sharon Williams if there was a grant available through the DHCD to do a feasibility study on the project.

Ms. Williams stated the DHCD had declined to conduct another feasibility study in Altavista until the last project, Spark Innovation Center, was complete and the center was open.

Dr. Lowman suggested Council consider having Hurt & Proffitt (one of the town's on-call engineers) conduct an assessment of the building, in order to move this project forward.

There was a consensus of Council to allocate \$500,000 in the FY2022 Budget for the Vista Theatre Restoration Project.

### 7. Public Comments (Non-Agenda Items)

There were no town citizens present at the March 23<sup>rd</sup>, 2021 Council Work Session.

Mayor Mattox asked the Town Manager if there had been any questions or concerns for Council by citizens submitted through phone calls or emails, to which there were none.

### 8. Matters from Council

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

Vice Mayor Bennett referenced the soon-to-be complete Dalton's Landing Canoe Launch Project. He stated he felt there would be a lot of people utilizing the new site.

Mr. Bennett stated it was everyone's responsibility to keep the river and launch site clean. He suggested the town consider having "large" waste containers, and possibly recycle bins, at the launch site.

There were no additional comments or questions from Council.

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At that time, Town Manager Waverly Coggsdale addressed Council in regard to an item not on the agenda.

Mr. Coggsdale informed Council the Autumn Care Nursing Home in Altavista was in the process of remodeling their facility. He stated Autumn Care contacted him to offer the town, as a donation, a few tables they were no longer using.

Mr. Coggsdale stated the round tables would seat four to five people, and were foldable for easy storage. He stated, if Council desired, the tables could be used for, and stored at, the Booker Building.

Mr. Coggsdale asked for Council’s direction in the matter.

All Council members were in consensus to accept Autumn Care’s table donation; and to authorize staff to place the tables at the Booker Building for use and storage.

9. Closed Session

DATE: Tuesday March 23, 2021

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 in regard to the annual performance evaluation of the Town Manager.

Section 2.2-3711 (A)(5) regarding discussion concerning a prospective business, or industry or the expansion of an existing industry, where no previous announcement has been made of the business’ or industry’s interest in locating or expanding its facilities in the community.

A motion was made by Vice Mayor Bennett, and seconded by Councilman Emerson.

Motion carried.

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

Town Council went into Closed Session at 8:08 PM.  
Notice was given that Council was back in regular session at 8:29 PM.

FOLLOWING CLOSED SESSION:

A motion was made by Vice Mayor Bennett, seconded by Councilman 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 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;

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

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

Notice was given, there was no official action(s) taken by Council during this Closed Session.

10. Adjournment

Mayor Mattox asked if there were any additional comments or concerns from Town 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 8:31 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
41502	886	AT&T MOBILITY	03/04/2021	305.92		00	OUTSTANDING	
41503	103	BEACON CREDIT UNION	03/04/2021	305.00		00	OUTSTANDING	
41504	16	CAMPBELL COUNTY UTILITIES & SE	03/04/2021	1,882.32		00	OUTSTANDING	
41505	946	CEDAR FOREST PRODUCTS CO.	03/04/2021	15,900.82		00	OUTSTANDING	
41506	28	COLUMBIA GAS	03/04/2021	2,663.76		00	OUTSTANDING	
41507	164	DMV	03/04/2021	175.00		00	OUTSTANDING	
41508	20	J JOHNSON ELLER JR	03/04/2021	2,000.00		00	OUTSTANDING	
41509	9999997	EPPERSON, MAYNARD & TAMMY	03/04/2021	13.75		00	OUTSTANDING	
41510	40	FEDERAL EXPRESS CORPORATION	03/04/2021	175.15		00	OUTSTANDING	
41511	983	GAINES TOOL WORX INC	03/04/2021	11,240.00		00	OUTSTANDING	
41512	57	ICMA RETIREMENT TRUST-457 #304	03/04/2021	295.00		00	OUTSTANDING	
41513	566	INTEGRATED TECHNOLOGY GROUP IN	03/04/2021	7,031.08		00	OUTSTANDING	
41514	9999997	MATTOX, SARAH N	03/04/2021	13.75		00	OUTSTANDING	
41515	218	MINNESOTA LIFE	03/04/2021	119.12		00	OUTSTANDING	
41516	860	MUNICIPAL EMERGENCY SERV DEPOS	03/04/2021	946.25		00	OUTSTANDING	
41517	1	ON TIME SPORTS	03/04/2021	225.00		00	OUTSTANDING	
41518	843	BETTY PICKERAL	03/04/2021	1,150.00		00	OUTSTANDING	
41519	588	PITNEY BOWES	03/04/2021	169.08		00	OUTSTANDING	
41520	971	SHADE SYSTEMS INC	03/04/2021	8,964.00		00	OUTSTANDING	
41521	778	SPRINT	03/04/2021	1,190.37		00	OUTSTANDING	
41522	533	STIMULUS, LLC	03/04/2021	210.00		00	OUTSTANDING	
41523	85	TREASURER OF VA /CHILD SUPPORT	03/04/2021	253.15		00	OUTSTANDING	
41524	35	TREASURER OF VA/VITA	03/04/2021	11.90		00	OUTSTANDING	
41525	900	US BANK EQUIPMENT FINANCE	03/04/2021	232.66		00	OUTSTANDING	
41526	271	VIRGINIA CAROLINA PAVING & GRA	03/04/2021	55,533.46		00	OUTSTANDING	
41527	950	STEEL BUILDING & STRUCTURES IN	03/08/2021	2,050.40		00	OUTSTANDING	
41528	4	BOXLEY AGGREGATES	03/12/2021	2,744.32		00	OUTSTANDING	
41529	973	CAMPBELL HEATING AND COOLING	03/12/2021	89.50		00	OUTSTANDING	
41530	967	CARDNO INC	03/12/2021	2,930.62		00	OUTSTANDING	
41531	145	CHANDLER CONCRETE CO INC	03/12/2021	286.50		00	OUTSTANDING	
41532	32	CONTROL EQUIPMENT CO INC	03/12/2021	28,780.42		00	OUTSTANDING	
41533	526	DAVENPORT ENERGY INC	03/12/2021	307.20		00	OUTSTANDING	
41534	164	DMV	03/12/2021	10.00		00	OUTSTANDING	
41535	36	DOMINION VIRGINIA POWER	03/12/2021	43,247.03		00	OUTSTANDING	
41536	301	ENGLISH'S LLC	03/12/2021	1,747.14		00	OUTSTANDING	
41537	122	FEREBEE-JOHNSON COMPANY INC	03/12/2021	204.10		00	OUTSTANDING	
41538	118	FERGUSON ENTERPRISES LLC	03/12/2021	3,022.35		00	OUTSTANDING	
41539	119	FOSTER ELECTRIC CO INC	03/12/2021	1,031.41		00	OUTSTANDING	
41540	916	GRANITE TELECOMMUNICATIONS	03/12/2021	693.21		00	OUTSTANDING	
41541	50	GRETN A TIRE INC	03/12/2021	5,234.67		00	OUTSTANDING	
41542	332	HURT & PROFFITT INC	03/12/2021	.00	03/18/2021	00	VOID	1,740.00
41543	892	J & J PORTAPOTTY INC	03/12/2021	85.00		00	OUTSTANDING	
41544	1	KYLE HASKINS	03/12/2021	105.20		00	OUTSTANDING	
41545	1	MATTHEW MOORE	03/12/2021	100.00		00	OUTSTANDING	
41546	1	MICHAEL ABBOTT	03/12/2021	21.05		00	OUTSTANDING	
41547	1	MIKE DILLARD	03/12/2021	100.00		00	OUTSTANDING	
41548	154	MUNICIPAL CODE CORPORATION	03/12/2021	1,682.45		00	OUTSTANDING	
41549	300	NAPA AUTO PARTS	03/12/2021	922.10		00	OUTSTANDING	
41550	454	O'REILLY AUTOMOTIVE INC	03/12/2021	702.11		00	OUTSTANDING	
41551	798	PEED & BORTZ LLC	03/12/2021	13,241.00		00	OUTSTANDING	
41552	535	RED BUD SUPPLY INC	03/12/2021	635.80		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41553	185	RILEIGHS OUTDOOR DECOR	03/12/2021	180.00		00	OUTSTANDING	
41554	510	RIVER VALLEY RESOURCES LLC	03/12/2021	272.00		00	OUTSTANDING	
41555	857	RIVERSTREET NETWORKS	03/12/2021	369.89		00	OUTSTANDING	
41556	1	SANDRA VARNADORE	03/12/2021	100.00		00	OUTSTANDING	
41557	476	SHARP BUSINESS SYSTEMS	03/12/2021	161.36		00	OUTSTANDING	
41558	467	SONNY MERRYMAN INC	03/12/2021	191.04		00	OUTSTANDING	
41559	627	SOUTHERN AIR INC	03/12/2021	2,661.92		00	OUTSTANDING	
41560	92	UNIFIRST CORP	03/12/2021	2,016.04		00	OUTSTANDING	
41561	660	UNITED RENTALS (NORTH AMERICA)	03/12/2021	1,051.76		00	OUTSTANDING	
41562	601	VACORP	03/12/2021	328.78		00	OUTSTANDING	
41563	885	VIRGINIA RISK SHARING ASSOCIAT	03/12/2021	31,485.25		00	OUTSTANDING	
41564	756	WAGEWORKS INC	03/12/2021	119.02		00	OUTSTANDING	
41565	84	ALTAVISTA JOURNAL	03/18/2021	343.90		00	OUTSTANDING	
41566	103	BEACON CREDIT UNION	03/18/2021	305.00		00	OUTSTANDING	
41567	978	REGINALD C BENNETT	03/18/2021	50.00		00	OUTSTANDING	
41568	12	BRENNTAG MID-SOUTH INC	03/18/2021	180.60		00	OUTSTANDING	
41569	294	BUSINESS CARD	03/18/2021	13,577.53		00	OUTSTANDING	
41570	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/18/2021	946.20		00	OUTSTANDING	
41571	736	MARVIN CLEMENTS	03/18/2021	75.00		00	OUTSTANDING	
41572	191	EVOQUA WATER TECHNOLOGIES LLC	03/18/2021	10,220.00		00	OUTSTANDING	
41573	52	HACH COMPANY	03/18/2021	275.82		00	OUTSTANDING	
41574	622	HEYWARD INC	03/18/2021	393.10		00	OUTSTANDING	
41575	332	HURT & PROFFITT INC	03/18/2021	178.90		00	OUTSTANDING	
41576	57	ICMA RETIREMENT TRUST-457 #304	03/18/2021	295.00		00	OUTSTANDING	
41577	58	INSTRUMENTATION SERVICES INC	03/18/2021	708.00		00	OUTSTANDING	
41578	564	JOHN JORDAN	03/18/2021	75.00		00	OUTSTANDING	
41579	470	MARK KEESEE	03/18/2021	2,081.96		00	OUTSTANDING	
41580	829	MARIE MITCHELL	03/18/2021	50.00		00	OUTSTANDING	
41581	954	JENNIFER MORTON	03/18/2021	50.00		00	OUTSTANDING	
41582	67	ORKIN PEST CONTROL LLC	03/18/2021	318.65		00	OUTSTANDING	
41583	816	PACE ANAYLTICAL SERVICES LLC	03/18/2021	1,058.55		00	OUTSTANDING	
41584	476	SHARP BUSINESS SYSTEMS	03/18/2021	706.80		00	OUTSTANDING	
41585	1	SHERRY JAMES	03/18/2021	201.40		00	OUTSTANDING	
41586	474	SOUTHERN GRAPHICS & SUPPLY	03/18/2021	599.72		00	OUTSTANDING	
41587	186	THE NEWS & ADVANCE	03/18/2021	1,125.00		00	OUTSTANDING	
41588	85	TREASURER OF VA /CHILD SUPPORT	03/18/2021	253.15		00	OUTSTANDING	
41589	136	USABLUEBOOK	03/18/2021	827.03		00	OUTSTANDING	
41590	110	VUPS INC	03/18/2021	44.10		00	OUTSTANDING	
41591	793	XEROX FINANCIAL SERVICES	03/18/2021	415.78		00	OUTSTANDING	
41592	9	AFLAC	03/25/2021	3,051.99		00	OUTSTANDING	
41593	39	ALL POINTS EAP & ORGANIZATIONA	03/25/2021	771.88		00	OUTSTANDING	
41594	91	ANTHEM BLUE CROSS/BLUE SHIELD	03/25/2021	42,008.00		00	OUTSTANDING	
41595	4	BOXLEY AGGREGATES	03/25/2021	875.56		00	OUTSTANDING	
41596	583	CAMPBELL COUNTY PUBLIC LIBRARY	03/25/2021	946.20		00	OUTSTANDING	
41597	427	CENTURYLINK	03/25/2021	609.73		00	OUTSTANDING	
41598	9999999	D L PETERSON TRUST CO *T/A	03/25/2021	315.38		00	OUTSTANDING	
41599	9999999	DONIGAN KAYLA EMON	03/25/2021	43.88		00	OUTSTANDING	
41600	394	ELECTRONIC SYSTEMS INC	03/25/2021	381.82		00	OUTSTANDING	
41601	937	ENGLISH CONSTRUCTION CO INC	03/25/2021	165,043.50		00	OUTSTANDING	
41602	974	HILL STUDIO PC	03/25/2021	1,261.62		00	OUTSTANDING	
41603	858	PAUL HILL	03/25/2021	100.00		00	OUTSTANDING	

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
41604	332	HURT & PROFFITT INC	03/25/2021	14,600.00		00	OUTSTANDING	
41605	860	MUNICIPAL EMERGENCY SERV DEPOS	03/25/2021	911.00		00	OUTSTANDING	
41606	1	SHAYNE PETRIE	03/25/2021	100.00		00	OUTSTANDING	
41607	80	SOUTHSIDE ELECTRIC COOP	03/25/2021	972.35		00	OUTSTANDING	
41608	778	SPRINT	03/25/2021	1,190.37		00	OUTSTANDING	
41609	533	STIMULUS, LLC	03/25/2021	592.50		00	OUTSTANDING	
41610	628	TENCARVA MACHINERY CO	03/25/2021	3,072.30		00	OUTSTANDING	
41611	672	WATTS PETROLEUM CORP	03/25/2021	211.88		00	OUTSTANDING	

BANK: 00 \*\*\*\*\*

NO. OF CHECKS:	110	CHECKS OUTSTANDING	534,073.33	***	
OUTSTANDING CHECKS:	109	RECONCILED CHECKS:	VOID CHECKS:	1	
	532,333.33	.00	.00		1,740.00



PREPARED 04/06/2021, 8:21:12

PROGRAM: GM172L

TOWN OF ALTAVISTA

BANK: 00 \*\*\*\*\*

ALL CHECKS REGISTER

SELECTED BY CHECK DATE

FROM: 03/01/2021 TO: 03/31/2021

PAGE 4

ACCOUNTING PERIOD 09/2021

REPORT NUMBER 36

CHECK NO	VENDOR NO	VENDOR NAME	CHECK DATE	CHECK AMOUNT	DATE CLEARED	BANK CODE	STATUS	ORIGINAL AMOUNT
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NO. OF CHECKS:	110	TOTAL CHECKS	534,073.33	***				
OUTSTANDING CHECKS:	109	RECONCILED CHECKS:	VOID CHECKS:	1				
	532,333.33		.00	.00				1,740.00

Town of Altavista  
FY 2021 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Property Taxes - Real Property	210,000	210,000	2,183	1	213,414	102	210,000
Public Service - Real & Personal	98,700	98,700	0	0	91,317	93	98,700
Personal Property	260,000	260,000	10,637	4	166,733	64	260,000
Personal Property - PPTRA	100,000	100,000	-75	0	89,224	89	100,000
Machinery & Tools	1,844,000	1,844,000	16,176	1	2,037,282	110	1,844,000
Mobile Homes - Current	150	150	17	11	143	95	150
Penalties - All Taxes	4,500	4,500	1,750	39	9,194	204	4,500
Interest - All Taxes	3,500	3,500	642	18	3,783	108	3,500
Local Sales & Use Taxes	165,000	165,000	15,690	10	118,907	72	165,000
Local Electric and Gas Taxes	114,000	114,000	14,722	13	71,642	63	114,000
Local Motor Vehicle License Tax	46,000	46,000	3,766	8	45,698	99	46,000
Local Bank Stock Taxes	159,000	159,000	3,593	2	3,593	2	159,000
Local Hotel & Motel Taxes	80,000	80,000	9,745	12	72,423	91	80,000
Local Meal Taxes	973,000	973,000	83,236	9	690,343	71	973,000
Container Rental Fees	1,300	1,300	0	0	1,833	141	1,300
Communications Tax	34,000	34,000	2,431	7	17,786	52	34,000
Transit Passenger Revenue	5,000	5,000	527	11	962	19	5,000
Local Cigarette Tax	130,000	130,000	11,250	9	75,238	58	130,000
Mobile Restaurant Permit	150	150	0	0	0	0	150
Business License Fees/Contractors	4,500	4,500	4,325	96	4,325	96	4,500
Business License Fees/Retail Services	58,000	58,000	12,071	21	12,922	22	58,000
Business License Fees/Financial/RE/Prof.	4,200	4,200	1,385	33	1,385	33	4,200
Business License Fees/Repairs & Person Svcs	10,000	10,000	971	10	1,001	10	10,000
Business License Fees/Wholesale Businesses	450	450	159	35	159	35	450
Business License Fees/Utilities	2,700	2,700	62	2	228	0	2,700

Town of Altavista  
FY 2021 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Business License Fees/Hotels	850	850	528	62	528	62	850
Vending - Coin Operated	0	0	0	0	0	0	0
Permits - Sign	1,100	1,100	140	13	1,368	124	1,100
Fines & Forfeitures - Court	15,000	15,000	506	3	4,193	28	15,000
Parking Fines	300	300	0	0	50	17	300
Interest and Interest Income	190,000	190,000	11,803	6	46,479	24	190,000
Rents - Rental of General Property	1,000	1,000	125	13	875	88	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	2,819	4	41,428	52	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	24,289	27	77,598	87	89,100
State Rental Taxes	1,000	1,000	24	2	513	51	1,000
State/Misc. Grants (Fire Grant & Others)	12,600	12,600	0	0	15,000	119	12,600
State/VDOT Contract Services	3,000	3,000	13,354	445	18,933	631	3,000
VDOT Police Grant for Overtime	5,000	5,000	0	0	630	13	5,000
State Transit Revenue	18,620	18,620	0	0	7,228	39	18,620
Skill Games Tax	0	0	0	0	11,376	0	0
VRA	0	0	0	0	34,404	0	0
Litter Grant	1,900	1,900	0	0	1,779	94	1,900
Fuel - Fire Dept. (Paid by CC)	23,000	23,000	485	2	5,151	22	23,000
VDOT TEA 21 Grant	0	0	0	0	3,895	0	0
VDOT LAP Funding	0	0	0	0	0	0	0
Federal Transit Revenue	126,950	126,950	14,904	12	79,819	63	126,950
Federal/Byrne Justice Grant	0	0	0	0	0	0	0
CARES Funding	0	0	0	0	594,321	0	594,321

Town of Altavista  
FY 2021 Revenue Report  
75% of Year Lapsed

<b>General Fund Revenue (Continued)</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Misc. - Sale of Supplies & Materials	7,500	7,500	1,021	14	3,808	51	7,500
Misc. - Cash Discounts	100	100	0	0	8	8	100
Miscellaneous	25,000	25,000	40,188	161	306,274	1,225	25,000
Estate of Roberta F. Jenks			771		1,547		
Misc / Canoe Launch Project	0	0	126,740	0	129,037	0	0
Reimbursement of Insurance Claim	0	0	-1,500	0	7,203	0	0
Misc. - State Forfeiture Fund	0	0	0	0	2,141	0	0
Misc. - Federal Forfeiture Fund	0	0	0	0	0	0	0
War Memorial Funding			0	0	138	0	0
Police Challenge Coin	0	0	0	0	0	0	0
Donations	0	0	0	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	2,196
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
	<b><u>5,111,710</u></b>	<b><u>5,111,710</u></b>	<b><u>431,461</u></b>	<b><u>8</u></b>	<b><u>5,141,838</u></b>	<b><u>101</u></b>	<b><u>5,705,227</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>ALL FUNDS TOTAL</b>							
Operations	7,503,750	7,503,750	512,181	7	4,642,717	62	7,503,750
Debt Service	806,850	806,850	0	0	758,761	0	806,850
CIP	1,678,510	1,678,510	289,741	17	3,451,360	206	1,678,510
Transfer Out to General Fund Reserve	0	0	0	0	0	0	0
Transfer Out to EDA Checking	0	0	0	0	138	0	0
Transfer Out to General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
Transfer Out to Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
Transfer Out to Enterprise Fund Reserve	0	0	0	0	0	0	0
<b>ALL FUNDS - GRAND TOTAL:</b>	<u>10,079,110</u>	<u>10,079,110</u>	<u>801,922</u>	<u>8</u>	<u>8,852,975</u>	<u>88</u>	<u>10,079,110</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Council / Planning Commission							
Operations	39,400	39,400	2,977	8	46,929	119	39,400
Debt Service	0	0	0	0	0	0	0
CIP	0	0	0	0	3,300	0	0
Administration - TOTAL:	<u>39,400</u>	<u>39,400</u>	<u>2,977</u>	<u>8</u>	<u>50,229</u>	<u>127</u>	<u>39,400</u>
Administration							
Operations	906,610	906,610	66,197	7	629,788	69	906,610
Debt Service	0	0	0	0	0	0	0
CIP	<u>41,000</u>	<u>41,000</u>	<u>0</u>	<u>0</u>	<u>193,829</u>	<u>473</u>	<u>41,000</u>
Administration - TOTAL:	<u>947,610</u>	<u>947,610</u>	<u>66,197</u>	<u>7</u>	<u>823,617</u>	<u>87</u>	<u>947,610</u>
Non-Departmental							
Operations	483,310	483,310	11,518	2	169,645	35	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 EDA	0	0	0	0	-138	0	0
Transfer Out to Gen. Fund Reserve (Fire Dept.)	<u>-65,000</u>	<u>-65,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-65,000</u>
Operations w/o Transfers Out	<u>364,010</u>	<u>364,010</u>	<u>11,518</u>	<u>3</u>	<u>169,645</u>	<u>47</u>	<u>364,010</u>
Non-Departmental - TOTAL:	<u>364,010</u>	<u>364,010</u>	<u>11,518</u>	<u>3</u>	<u>169,645</u>	<u>47</u>	<u>364,010</u>
Public Safety							
Operations	1,120,790	1,120,790	92,068	8	803,023	72	1,120,790
Debt Service	0	0	0	0	0	0	0
CIP	<u>75,250</u>	<u>75,250</u>	<u>2,932</u>	<u>4</u>	<u>85,520</u>	<u>114</u>	<u>75,250</u>
Public Safety - TOTAL:	<u>1,196,040</u>	<u>1,196,040</u>	<u>95,000</u>	<u>8</u>	<u>888,543</u>	<u>74</u>	<u>1,196,040</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>GENERAL FUND (FUND 10)</b>							
Public Works							
Operations	1,046,160	1,046,160	68,406	7	681,915	65	1,046,160
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	654,300	654,300	85,226	13	565,920	86	654,300
Public Works - TOTAL:	<u>1,720,870</u>	<u>1,720,870</u>	<u>153,632</u>	<u>9</u>	<u>1,266,234</u>	<u>74</u>	<u>1,720,870</u>
Economic Development							
Operations	50,100	50,100	1,247	2	3,228	6	50,100
CIP	200,000	200,000	14,612	0	14,794	0	200,000
Economic Development - TOTAL:	<u>250,100</u>	<u>250,100</u>	<u>15,859</u>	<u>6</u>	<u>18,022</u>	<u>7</u>	<u>250,100</u>
Community Development							
Operations	157,100	157,100	10,355	7	142,957	91	157,100
CIP	0	0	0	0	0	0	0
Community Development - TOTAL:	<u>157,100</u>	<u>157,100</u>	<u>10,355</u>	<u>7</u>	<u>142,957</u>	<u>91</u>	<u>157,100</u>
Transit System							
Operations	129,130	129,130	8,145	6	82,670	64	129,130
Debt Service	0	0	0	0	0	0	0
CIP	109,800	109,800	0	0	781	1	109,800
Transit System - TOTAL:	<u>238,930</u>	<u>238,930</u>	<u>8,145</u>	<u>3</u>	<u>83,452</u>	<u>35</u>	<u>238,930</u>
Avoca Museum							
Operations	68,350	68,350	4,555	7	52,884	77	68,350
Debt Service	0	0	0	0	0	0	0
CIP	5,000	5,000	0	0	0	0	5,000
Avoca Museum - TOTAL	<u>73,350</u>	<u>73,350</u>	<u>4,555</u>	<u>6</u>	<u>52,884</u>	<u>72</u>	<u>73,350</u>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>GENERAL FUND (FUND 10)</b>							
GENERAL FUND TOTALS							
Operations	3,881,650	3,881,650	265,469	7	2,613,040	67	3,881,650
Debt Service	20,410	20,410	0	0	18,399	0	20,410
CIP	1,085,350	1,085,350	102,770	9	864,145	80	1,085,350
<b>GENERAL FUND - GRAND TOTAL:</b>	<u>4,987,410</u>	<u>4,987,410</u>	<u>368,239</u>	<u>7</u>	<u>3,495,584</u>	<u>70</u>	<u>4,987,410</u>



Town of Altavista  
Council / Planning Commission  
FY 2021 Expenditure Report  
75% of year Lapsed

<b><u>COUNCIL / PLANNING COMMISSION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	28,000	28,000	2,332	8	20,992	75	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	645	10	25,937	405	6,400
Materials & Supplies	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	3,300	0	0
<b>Total Expenditures</b>	<b>39,400</b>	<b>39,400</b>	<b>2,977</b>	<b>8</b>	<b>50,229</b>	<b>127</b>	<b>39,400</b>

Town of Altavista  
Administration  
FY 2021 Expenditure Report  
75% of year Lapsed

<b><u>ADMINISTRATION - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	519,100	519,100	45,605	9	341,420	66	519,100
Other Employee Benefits	36,060	36,060	1,101	3	13,280	37	36,060
Services	234,700	234,700	11,220	5	173,940	74	234,700
Other Charges	74,750	74,750	5,862	8	70,630	94	74,750
Materials & Supplies	42,000	42,000	2,409	6	30,519	73	42,000
Capital Outlay	41,000	41,000	0	0	193,829	473	41,000
<b>Total Expenditures</b>	<b>947,610</b>	<b>947,610</b>	<b>66,197</b>	<b>7</b>	<b>823,617</b>	<b>87</b>	<b>947,610</b>

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
75% 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
<b>NON-DEPARTMENTAL - FUND 10</b>							
<b>CONTRIBUTIONS - OTHER CHARGES</b>							
Other Charges - Misc.	56,260	56,260	0	0	24,610	44	56,260
<i>Campbell County Treasurer</i>	78,900	78,900	0	0	0	0	78,900
<i>Property Maintenance Enforcement</i>	5,000	5,000	0	0	0	0	5,000
<i>Business Development Center</i>	6,000	6,000	0	0	0	0	6,000
<i>Altavista Chamber of Commerce</i>	20,000	20,000	0	0	0	0	20,000
<i>Dumpster Reimbursement</i>	600	600	0	0	0	0	600
<i>Snowflake Project: Garden Club</i>			0		0		
<i>Uncle Billy's Day Funding</i>	20,000	20,000	0	0	0	0	20,000
<i>Christmas Parade Liability Insurance</i>	350	350	0	0	0	0	350
Contribution - Altavista EMS	0	0	0	0	0	0	0
Contribution - Senior Center	1,000	1,000	0	0	1,000	100	1,000
Economic Development Incentives	166,150	166,150	8,000	5	15,500	9	166,150
Contribution - YMCA Recreation Program	100,000	100,000	0	0	75,000	75	100,000
Contribution - Altavista Fire Co.	12,600	12,600	0	0	15,000	119	12,600
Contribution - Avoca	0	0	0	0	0	0	0
Contribution - Altavista On Track (MS)	5,000	5,000	0	0	3,250	65	5,000
<b>CONTRIBUTIONS - OTHER CHARGES - TOTAL</b>	<b>341,010</b>	<b>341,010</b>	<b>8,000</b>	<b>2</b>	<b>134,360</b>	<b>39</b>	<b>341,010</b>
<b>NON-DEPARTMENTAL - Non-Departmental</b>							
Insurance Claim	0	0	0	0	11,691	0	0
Fuel & Lubricants	23,000	23,000	588	3	5,360	23	23,000
<b>NON-DEPARTMENT - ND - TOTAL</b>	<b>23,000</b>	<b>23,000</b>	<b>588</b>	<b>3</b>	<b>17,051</b>	<b>74</b>	<b>23,000</b>
<b>NON-DEPARTMENTAL - SUBTOTAL</b>	<b>364,010</b>	<b>364,010</b>	<b>8,588</b>	<b>2</b>	<b>151,411</b>	<b>42</b>	<b>364,010</b>
<b>TRANSFER OUT</b>							
Transfer Out - Cemetery Fund	54,300	54,300	0	0	0	0	54,300
Transfer Out - Enterprise Fund	0	0	0	0	0	0	0
Transfer Out - Library Fund	0	0	0	0	0	0	0

Town of Altavista  
Non-Departmental  
FY 2021 Expenditure Report  
75% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>NON-DEPARTMENTAL - FUND 10</b>							
010-9102-802.70-05 Transfer Out - General Fund Reserve	0	0	0	0	0	0	0
010-9102-802.70-06 Transfer Out - CIF	0	0	0	0	0	0	0
010-9102-802.70-07 Transfer Out - General Fund Reserve (Fire Dept.)	65,000	65,000	0	0	0	0	65,000
010-9102-802.70-08 EDA Checking Account	0	0	0	0	4,500	0	0
<b>TRANSFER OUT - TOTAL</b>	<b>119,300</b>	<b>119,300</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4</b>	<b>119,300</b>
<b>CAPITAL OUTLAY - NEW</b>							
010-9102-801.82-30 Improvements Other than Building / Cardno			2931	0	13,734	0	8081
<b>CAPITAL OUTLAY - TOTAL</b>	<b>0</b>	<b>0</b>	<b>2931</b>	<b>0</b>	<b>13,734</b>	<b>0</b>	<b>8081</b>
<b>DEBT SERVICE</b>							
010-9104-801.90-02 Debt Service - Principal	0	0	0	0	0	0	0
010-9104-801.90-04 Debt Service - Interest	0	0	0	0	0	0	0
<b>DEBT SERVICE - TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-DEPARTMENTAL TOTAL</b>	<b>483,310</b>	<b>483,310</b>	<b>11,518</b>	<b>2</b>	<b>169,645</b>	<b>35</b>	<b>483,310</b>
<b>NON-DEPARTMENTAL TOTAL - EXCLUDING TRANSFERS OUT</b>	<b>364,010</b>	<b>364,010</b>	<b>11,518</b>	<b>3</b>	<b>165,145</b>	<b>45</b>	<b>364,010</b>

Town of Altavista  
Public Safety  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b><u>PUBLIC SAFETY - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	959,000	959,000	80,343	8	675,143	70	959,000
Other Employee Benefits	0	0	0	0	0	0	0
Services	34,340	34,340	1,990	6	21,562	63	34,340
Other Charges	54,550	54,550	6,449	12	58,507	107	54,550
Materials & Supplies	72,900	72,900	3,286	5	47,810	66	72,900
Capital Outlay	75,250	75,250	2,932	4	85,520	114	75,250
<b>Total Expenditures</b>	<b>1,196,040</b>	<b>1,196,040</b>	<b>95,000</b>	<b>8</b>	<b>888,543</b>	<b>74</b>	<b>1,196,040</b>

Town of Altavista  
Public Works  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b>PUBLIC WORKS - FUND 10</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	652,950	652,950	41,340	6	397,237	61	652,950
Other Employee Benefits	0	0	0	0	0	0	0
Services	57,260	57,260	2,753	5	63,821	111	57,260
Other Charges	46,180	46,180	6,850	15	78,355	170	46,180
Materials & Supplies	289,770	289,770	17,463	6	142,503	49	289,770
Debt Service	20,410	20,410	0	0	18,399	90	20,410
Capital Outlay	654,300	654,300	85,226	13	565,920	86	654,300
<b>Total Expenditures</b>	<b>1,720,870</b>	<b>1,720,870</b>	<b>153,632</b>	<b>9</b>	<b>1,266,234</b>	<b>74</b>	<b>1,720,870</b>

Town of Altavista  
Transit System  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b><u>TRANSIT SYSTEM - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	103,470	103,470	6,907	7	63,489	61	103,470
Services	2,050	2,050	0	0	546	27	2,050
Other Charges	4,010	4,010	400	10	7,150	178	4,010
Materials & Supplies	19,600	19,600	838	4	11,486	59	19,600
Capital Outlay	109,800	109,800	0	0	781	1	109,800
<b>Total Expenditures</b>	<b>238,930</b>	<b>238,930</b>	<b>8,145</b>	<b>3</b>	<b>83,452</b>	<b>35</b>	<b>238,930</b>

Town of Altavista  
Economic Development  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b><u>ECONOMIC DEVELOPMENT - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
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	1,981	7	30,000
Other Charges	17,100	17,100	0	0	0	0	17,100
Materials & Supplies	3,000	3,000	1,247	42	1,247	42	3,000
Capital Outlay	200,000	200,000	14,612	0	14,794	0	200,000
<b>Total Expenditures</b>	<b>250,100</b>	<b>250,100</b>	<b>15,859</b>	<b>6</b>	<b>18,022</b>	<b>7</b>	<b>250,100</b>



Town of Altavista  
Community Development  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b><u>COMMUNITY DEVELOPMENT - FUND 10</u></b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	127,600	127,600	8,782	7	73,856	58	127,600
Other Employee Benefits	0	0	0	0	0	0	0
Services	10,000	10,000	0	0	1,608	16	10,000
Other Charges	15,150	15,150	1,250	8	66,713	440	15,150
Materials & Supplies	4,350	4,350	322	7	781	18	4,350
Capital Outlay	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>157,100</b>	<b>157,100</b>	<b>10,355</b>	<b>7</b>	<b>142,957</b>	<b>91</b>	<b>157,100</b>

Town of Altavista  
Avoca Museum  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b><u>AVOCA MUSEUM - FUND 10</u></b>	<b><u>FY 2021 Adopted Budget</u></b>	<b><u>FY 2021 Amended Budget</u></b>	<b><u>FY 2021 MTD</u></b>	<b><u>MTD % of Budget</u></b>	<b><u>FY 2021 YTD</u></b>	<b><u>YTD % of Budget</u></b>	<b><u>YTD Projections</u></b>
Wages & Benefits	67,900	67,900	4,455	7	46,822	69	67,900
Other Employee Benefits	0	0	0	0	0	0	0
Services	0	0	0	0	0	0	0
Other Charges	450	450	73	16	5,751	1,278	450
Materials & Supplies	0	0	27	0	311	0	0
Capital Outlay	5,000	5,000	0	0	0	0	5,000
<b>Total Expenditures</b>	<b>73,350</b>	<b>73,350</b>	<b>4,555</b>	<b>6</b>	<b>52,884</b>	<b>72</b>	<b>73,350</b>

Town of Altavista  
FY 2021 Revenue Report  
75% 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	130	2	15,036	188	8,000
Water Charges - Industrial	1,283,320	1,283,320	128,783	10	909,809	71	1,283,320
Water Charges - Business/Residential	280,000	280,000	55,264	20	189,374	68	280,000
Water Charges - Outside Community	173,000	173,000	18,577	11	110,612	64	173,000
Water Charges - Water Connection Fees	1,500	1,500	0	0	7,650	510	1,500
Bulk Water Purchase	2,000	2,000	0	0	14,075	0	2,000
Sewer Charges - Industrial	1,557,100	1,557,100	127,122	8	1,046,735	67	1,557,100
Sewer Charges - Business/Residential	248,000	248,000	50,228	20	172,118	69	248,000
Sewer Charges - Outside Community	2,600	2,600	0	0	772	30	2,600
Sewer Charges - Sewer Connection Fees	6,000	6,000	2,000	33	4,600	77	6,000
Sewer Charges - Sewer Surcharges	143,000	143,000	13,814	10	50,187	35	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	4,326	9	33,025	66	50,000
Charges for Service- Base Rate Fee/Quarterly	140,000	140,000	35,439	25	108,467	77	140,000
Misc. Cash Discounts	0	0	0	0	17	0	0
Misc. Sale of Supplies & Materials	0	0	0	0	0	0	0
Miscellaneous	25,000	25,000	925	4	8,960	36	25,000
State Fluoride Grant	0	0	0	0	0	0	0
VRA - VCWRLF	0	0	833,342	0	1,537,500	0	0
Cares Money	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	0
<b>ENTERPRISE FUND - REVENUE:</b>	<b><u>4,014,340</u></b>	<b><u>4,014,340</u></b>	<b><u>1,269,951</u></b>	<b><u>32</u></b>	<b><u>4,208,937</u></b>	<b><u>105</u></b>	<b><u>4,014,340</u></b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>ENTERPRISE FUND (FUND 50)</b>							
Water Department							
Operations	1,376,490	1,376,490	91,309	7	846,461	61	1,376,490
Debt Service	604,090	604,090	0	0	601,286	0	604,090
CIP	229,650	229,650	8,346	4	211,192	92	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>99,655</u>	<u>5</u>	<u>1,658,939</u>	<u>75</u>	<u>2,210,230</u>
Wastewater Department							
Operations	1,490,060	1,490,060	129,362	9	1,005,272	67	1,490,060
Debt Service	182,350	182,350	0	0	139,076	0	182,350
CIP	131,700	131,700	178,625	136	2,301,095	<u>1,747</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>307,987</u>	<u>17</u>	<u>3,445,442</u>	<u>191</u>	<u>1,804,110</u>
ENTERPRISE FUND TOTAL							
Operations	2,866,550	2,866,550	220,671	8	1,851,733	65	2,866,550
Debt Service	786,440	786,440	0	0	740,362	0	786,440
CIP	361,350	361,350	186,971	<u>52</u>	2,512,287	<u>695</u>	361,350
Transfer Out	0	0	0	0	0	0	0
<b>ENTERPRISE FUND - GRAND TOTAL:</b>	<u>4,014,340</u>	<u>4,014,340</u>	<u>407,642</u>	<u>10</u>	<u>5,104,382</u>	<u>127</u>	<u>4,014,340</u>

Town of Altavista  
Water Department  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b>WATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	688,690	688,690	47,271	7	459,148	67	688,690
Other Employee Benefits	0	0	0	0	0	0	0
Services	147,100	147,100	3,124	2	43,506	30	147,100
Other Charges	242,450	242,450	20,071	8	153,714	63	242,450
Materials & Supplies	298,250	298,250	20,843	7	190,093	64	298,250
Debt Service	604,090	604,090	0	0	601,286	0	604,090
Capital Outlay	229,650	229,650	8,346	4	211,192	92	229,650
Transfer Out to Reserves	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>2,210,230</b>	<b>2,210,230</b>	<b>99,655</b>	<b>5</b>	<b>1,658,939</b>	<b>75</b>	<b>2,210,230</b>

Town of Altavista  
Wastewater Department  
FY 2021 Expenditure Report  
75% of Year Lapsed

<b>WASTEWATER DEPARTMENT - FUND 50</b>	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
Wages & Benefits	809,710	809,710	62,355	8	555,510	69	809,710
Other Employee Benefits	0	0	0	0	0	0	0
Services	43,800	43,800	90	0	28,199	64	43,800
Other Charges	396,350	396,350	31,357	8	287,112	72	396,350
Materials & Supplies	240,200	240,200	35,560	15	134,451	56	240,200
Debt Service	182,350	182,350	0	0	139,076	76	182,350
Capital Outlay	131,700	131,700	178,625	136	2,301,095	1,747	131,700
Transfer Out	0	0	0		0		0
<b>Total Expenditures</b>	<b>1,804,110</b>	<b>1,804,110</b>	<b>307,987</b>	<b>17</b>	<b>3,445,442</b>	<b>191</b>	<b>1,804,110</b>

Town of Altavista  
Fund Expenditure Totals  
FY 2021  
75% of Year Lapsed

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>State/Hwy Reimbursement Fund (Fund 20)</b>							
Operations	705,000	705,000	23,871	3	159,501	23	705,000
CIP	<u>231,810</u>	<u>231,810</u>	<u>0</u>	<u>0</u>	<u>74,928</u>	<u>32</u>	<u>231,810</u>
State/Hwy Water Department - TOTAL:	<u>936,810</u>	<u>936,810</u>	<u>23,871</u>	<u>3</u>	<u>234,429</u>	<u>25</u>	<u>936,810</u>

	<b>FY 2021 Adopted <u>Budget</u></b>	<b>FY 2021 Amended <u>Budget</u></b>	<b>FY 2021 <u>MTD</u></b>	<b>MTD % of <u>Budget</u></b>	<b>FY 2021 <u>YTD</u></b>	<b>YTD % of <u>Budget</u></b>	<b>YTD <u>Projections</u></b>
<b>Cemetery Fund - (Fund 90)</b>							
Cemetery - Operations - Total:	50,550	50,550	2,170	4	18,443	36	50,550
CIP	0	0	0		0		0
Transfer Out - Cemetery Reserve	<u>25,000</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Cemetery Fund - TOTAL:	<u>75,550</u>	<u>75,550</u>	<u>2,170</u>	<u>3</u>	<u>18,443</u>	<u>24</u>	<u>75,550</u>

Town of Altavista  
FY 2021 State/Highway Fund  
75% 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
<b>REVENUE</b>							
Street & Highway/Interest Income	0	0	84	0	1,354	0	0
Street & Highway Maintenance	730,000	730,000	188,790	26	566,371	78	730,000
Street & Highway Maintenance/Carry Over	206,810	206,810	0	0	0	0	206,810
Street & Highway Maintenance/Cash Discount	0	0	0	0	5	0	0
Street & Highway Maintenance/Transfer In-Reserve	0	0	0	0	0	0	0
<b>State/Highway Reimbursement Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>188,875</b>	<b>20</b>	<b>567,730</b>	<b>61</b>	<b>936,810</b>
<b>EXPENDITURES</b>							
Maintenance - Other Maintenance	0	0	0	0	0	0	0
Maintenance - Drainage	48,200	48,200	972	2	11,939	25	48,200
Maintenance - Pavement	400,000	400,000	150	0	8,131	2	400,000
Maintenance - Traffic Control Devices	56,800	56,800	5,464	10	45,959	81	56,800
Engineering - Repairs & Maintenance	10,000	10,000	0	0	306	3	10,000
Traffic Control Operations	0	0	0	0	0	0	0
Road/Street/Highway - Snow & Ice Removal	60,000	60,000	3,300	6	26,506	44	60,000
Road/Street/Highway - Other Traffic Services	50,000	50,000	1,645	3	46,284	93	50,000
General Admin. & Misc. - Miscellaneous	80,000	80,000	12,340	15	20,376	25	80,000
<b>State/Highway Reimb. Fund - Subtotal:</b>	<b>705,000</b>	<b>705,000</b>	<b>23,871</b>	<b>3</b>	<b>159,501</b>	<b>23</b>	<b>705,000</b>
Motor Vehicles- Replc.	90,560	90,560	0	0	29,950	33	90,560
Machinery & Equip. - Replc.	39,250	39,250	0	0	16,366	42	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	11,612	14	85,000
Engineering - New	0	0	0	0	0	0	0
Motor Vehicles- Replc.	0	0	0	0	0	0	0
<b>State/Highway Reimb. Fund - Capital Outlay - Subtotal:</b>	<b>231,810</b>	<b>231,810</b>	<b>0</b>	<b>0</b>	<b>74,928</b>	<b>32</b>	<b>231,810</b>
Transfer Out - Highway Fund Reserve	0	0	0	0	0	0	0
<b>State/Highway Fund - GRAND TOTAL:</b>	<b>936,810</b>	<b>936,810</b>	<b>23,871</b>	<b>3</b>	<b>234,429</b>	<b>25</b>	<b>936,810</b>



Town of Altavista  
FY 2021 Cemetery Fund  
75% of Year Lapsed

Cemetery Fund - Fund 90	<b>FY 2021 Adopted Budget</b>	<b>FY 2021 Amended Budget</b>	<b>FY 2021 MTD</b>	<b>MTD % of Budget</b>	<b>FY 2021 YTD</b>	<b>YTD % of Budget</b>	<b>YTD Projections</b>
<b>REVENUE</b>							
Permits/Burials	17,250	17,250	1,800	10	22,250	129	17,250
Interest/Interest Income	0	0	169	0	5,982	0	0
Miscellaneous/Sale of Real Estate	4,000	4,000	1,300	33	7,100	178	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
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>3,269</b>	<b>4</b>	<b>35,382</b>	<b>47</b>	<b>75,550</b>
<b>EXPENDITURES</b>							
Salaries and Wages/Regular	9,700	9,700	1,427	15	7,545	78	9,700
Salaries and Wages/Overtime	1,000	1,000	153	15	1,052	105	1,000
Benefits/FICA	800	800	112	14	611	76	800
Benefits/VRS	1,000	1,000	18	2	165	16	1,000
Benefits/Medical Insurance is pre-paid	1,550	1,550	227	15	1,064	69	1,550
Benefits/Group Life	200	200	19	9	105	52	200
VRS Hybrid Employer Contr.	0	0	106	0	528	0	0
ICMA Hybrid Employer Contr.	0	0	15	0	76	0	0
Other Charges/Misc. Reimb.	0	0	0	0	0	0	0
Materials/Supplies & Repairs/Maint.	10,000	10,000	93	1	853	9	10,000
Opening/Closing Graves	1,500	1,500	0	0	1,000	0	1,500
<b>CONTRACTUAL SERVICES</b>							
Mowing Contract	24,800	24,800	0	0	5,445	0	24,800
<b>CAPITAL OUTLAY</b>							
Machinery & Equip. - New	0	0	0	0	0	0	0
<b>TRANSFER OUT</b>							
Transfer Out/To Cemetery Reserve	25,000	25,000	0	0	0	0	25,000
<b>Cemetery Fund - GRAND TOTAL:</b>	<b>75,550</b>	<b>75,550</b>	<b>2,170</b>	<b>3</b>	<b>18,443</b>	<b>24</b>	<b>75,550</b>

Town of Altavista  
Investment and Deposit Totals  
Balance as of  
March 31, 2021



**UNDESIGNATED BALANCES**

**General Fund Reserves**

Money Market Account	3,802,553.22	
Certificate of Deposit	2,926,394.54	
LGIP	7,644,151.71	
Sub-Total		\$ 14,373,099.47

**Enterprise Fund Reserves**

Money Market Account	229,852.37	
Certificate of Deposit		
LGIP	556,855.75	
Sub-Total		\$ 786,708.12

**Total Undesignated** \$ 15,159,807.59

**DESIGNATED BALANCES**

**Highway Fund**

Money Market Account	57,350.00	
Certificate of Deposit	0.00	
LGIP	1,005,965.18	
Sub-Total		\$ 1,063,315.18

**Green Hill Cemetery**

Money Market Account	50,451.26	
Certificate of Deposit	621,002.06	
LGIP	77,203.56	
Sub-Total		\$ 748,656.88

**AEDA**

Money Market Account	0.00	
Certificate of Deposit	0.00	
LGIP	270,650.88	
Sub-Total		\$ 270,650.88

**Federal Forfeiture Account**

\$134.13

**State Forfeiture Account**

\$10,423.22

**Operating Cash Account**

\$ 2,383,605.01

**Total Designated** \$ 4,476,785.30

**Grand Total Investments and Deposits** \$ 19,636,592.89

**DISTRIBUTION OF UNDESIGNATED FUNDS**

Policy Money	8,130,440.00
PCB	569,707.59
Accrued Liability	173,549.00
ED remaining 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	2,500.00
Funds earmarked for items not completed during prior FY	639,955.53
Canoe Launch Site	343,983.10
CIP Items Earmarked for Future Purchase	229,600.00
Park Improvements as designated by Roberta F. Jenks' Estate	162,563.81
Park Improvements	11,300.00
Splash Pad Project	33,810.00
AVOCA Maintenance Funds	230,348.59
Main St Sidewalk Extension Match (VDOT)	187,158.00
Operating Acct over recommended balance (taxes)	2,500,000.00
Proceeds from sale of Armory	212,826.00

**Balance Remaining of Undesignated Funds** \$ 1,480,105.97

**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) 6,133,612

**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) 1,996,828

**Total Reserve Policy Funds** 8,130,440